Continuous Professional Development (CPD) Overview

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What is CPD?

Engineers Australia requires all students in an accredited engineering degree to complete **420 hours of professional practice** outside the classroom

- It’s part of meeting the Stage 1 Competency Standard to be a Professional Engineer
- CPD is required for all Undergraduate and Master of Professional Engineering students
- The ENG0001 Continuous Professional Development (CPD) unit is how you are assessed on the 420 hours requirement at Monash
ENG0001 - CPD Unit

What do you need to do for your CPD Unit?

To pass CPD you must:

**Step 1** - Complete a minimum of 420 hours of professional practice activities outside the classroom during your Monash course

**Step 2** - Create an *online written record* that demonstrates the skills you develop and apply during those activities

**Step 3** - Submit your CPD record with supporting documentation on Moodle and complete the 6 assessment questions
420 Hours of Professional Practice

What kinds of activities count towards your 420 hours?

Any activity:

• that provides you with personal or professional skills and experience

• that you participate in outside the classroom

• and that takes place during the time you are enrolled in your Engineering course at Monash
CPD Activities

Examples of activities:

• Casual jobs
• Part time jobs
• Volunteering
• Unpaid work experience
• Active membership in teams, clubs and societies
• Networking
• Completing a short course
• Attending seminars
Click here to see a more detailed list of what kinds of activities can count in each category.
Limits & Restrictions for CPD Hours

Of your 420 hours:

• No more than 210 hours (50%) of Non-Engineering-related activities can count

• No more than 70 hours of Engineering-curriculum-based activities can count

• There is no limit to how many hours of Engineering-related work or professional development activities can count

Eg: 12 weeks of engineering work experience would meet your full 420 hours requirement, but 12 weeks of Non-Engineering work experience could only count as a maximum of 210 hours towards your CPD hours
Restrictions on CPD Hours

No more than 70 hours of Engineering-related curriculum-based activities can count.

No more than 210 hours of Non-Engineering-related activities.

At least 210 hours for Engineering-related activities.

All 420 hours can also be claimed as Engineering-related activities.
Online written record

Student Futures is the platform you will use to create your written record

Your record will be made up of a number of entries where you log:

• Your activity (including contact person details)
• Number of hours spent
• Which CPD Category your activity belongs to
• Skill(s) gained or demonstrated in that activity
• A written reflection for each skill identified

The responsibility is on YOU to explain how each activity has contributed to the further development of your skills
Professional Practice Skills

We focus on 9 skills, and you have to write a minimum of 19 reflections:

<table>
<thead>
<tr>
<th>Employability Skill</th>
<th># of Reflections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>3 reflections</td>
</tr>
<tr>
<td>Creativity &amp; Innovation</td>
<td></td>
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<tr>
<td>Initiative &amp; Enterprise</td>
<td></td>
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<tr>
<td>Intercultural Competence</td>
<td></td>
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<tr>
<td>Planning &amp; Organisation</td>
<td></td>
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<tr>
<td>Problem Identification &amp; Solution</td>
<td></td>
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<tr>
<td>Professionalism</td>
<td></td>
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<tr>
<td>Teamwork</td>
<td></td>
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<tr>
<td>Use of Tools &amp; Technology</td>
<td></td>
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</tbody>
</table>

You can attach multiple skills to each activity

Employability Skill:
- Communication
- Creativity & Innovation
- Initiative & Enterprise
- Intercultural Competence
- Planning & Organisation
- Problem Identification & Solution
- Professionalism
- Teamwork
- Use of Tools & Technology

# of Reflections:
- 3 reflections
- 2 reflections for each skill
Writing your Skill Reflections

• You can attach multiple skills to each activity

• To see examples of the 9 skills, and suggestions for how you can address each one click on the Skills link on the top left side of the Student Futures homepage

• Student Futures will prompt you with questions to reflect on your activities using the STAR method:
  • Situation (background, setting of scene)
  • Task (what needed to be done – when, where, with whom)
  • Action (what you did, and how and why you did it)
  • Result (outcome – what happened, what did you learn)

• To see examples of how to write a STAR reflection for each of the 9 skills click here

• Learning Skills Advisers can also help you with writing in the STAR method
Using **Student Futures**

- The platform is intuitive to use to log your activities & skill reflections
- The landing page will automatically track how many hours, skills and reflections you’ve added
- When you have finished recording all your CPD hours you will be able to download your CPD certificate from Student Futures
- Click here to learn more about how to use the Student Futures platform

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**Engineering CPD**

Ensure that you’re meeting Engineering CPD requirements by tracking your target hours and skills requirements.

If you have any questions about your Engineering CPD, visit our [Frequently Asked Questions](#).

**Minimum Skills Required to Complete Engineering CPD**

<table>
<thead>
<tr>
<th>Skill</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td>2 of 3</td>
</tr>
<tr>
<td>Creativity and Innovation</td>
<td>0 of 2</td>
</tr>
<tr>
<td>Initiative and Enterprise</td>
<td>0 of 2</td>
</tr>
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</table>
Other benefits of CPD

• Your CPD certificate can be an impressive addition to your resume

• The record of your activities and skill reflections can be used to prepare for job interviews

• The Student Futures platform includes resources to help you craft your resumes, cover letters, LinkedIn profiles and answers to key selection criteria

• Login to Student Futures to get started
Final step – Moodle assessment

Once you have completed all your CPD hours in Student Futures and downloaded your CPD certificate, you are ready for the final step, which has multiple components:

- Self-enrol in the CPD Moodle unit (type CPD into the search bar, and find the unit for your department)
- Answer the 6 CPD Assessment questions
- Upload your CPD certificate from Student Futures
- Upload your supporting documents for the activities you’ve claimed towards your CPD on Student Futures
- Accept the Student Statement and finalise your submission

You can see a preview of the 6 Assessment questions on the CPD webpage
CPD and Academic Integrity

CPD is an academic unit, and as such falls under Monash’s Student Academic Integrity Policy

- The Faculty of Engineering audit CPD submissions every semester to ensure there are no academic integrity issues

- Please note that there will be severe penalties for anyone caught falsifying claims on their CPD
When is my CPD due?

• Your CPD will be due at the end of week 3 of your final semester of Engineering units

• All Undergraduate and Master of Professional Engineering students at Monash must complete and pass CPD in order to graduate
Recap: How to complete your CPD

Step 1
Complete a minimum of 420 hours of professional practice activities outside the classroom

Step 2
Record these activities in Student Futures, identify the employability skills you developed or demonstrated and reflect on them using the STAR method

Step 3
Submit your CPD record with supporting documentation on Moodle and complete the 6 assessment questions
Top 3 tips to get started with CPD

1. **Get involved at Monash** – Teams, Clubs & Societies, Co-op, Engineering Leadership Program, MITI, Summer Research Program, workshops, volunteering – there is so much on campus that you can do outside of the classroom

2. **Join Engineers Australia** – it’s free for students and there are lots of resources to help you complete your CPD – events, workshops, online training etc.

3. **Log into Student Futures** and record your first activity & skill reflection so you’re familiar with the format
Where to get help & Drop-in Sessions

• Visit the CPD website
• Check out the Frequently Asked Questions section
• Connect with someone who can help you via the Where to get help page

• CPD Drop-in Sessions are held in Week 6 of each semester, with academic and administrative staff, Learning Skills Advisers and Student Futures staff on hand to answer your questions