Continuous Professional Development (CPD) Overview
What is CPD?

420 hours of professional practice experiences outside the classroom

Written skill reflections on how these hours have helped you develop or apply your employability skills

Final Moodle submission showing all your hours and reflections, supporting documents, and answers to assessment questions
Step 1: CPD experiences

What kinds of activities and events count towards your 420 hours?

Any experience:

• 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
Examples of CPD experiences

• Paid work
• Volunteering
• Virtual internships
• Unpaid work experience
• Active membership in teams, clubs and societies
• Networking
• Completing a short course online or in-person
• Attending seminars
• Project work for one of your units
• Also see the list of CPD experiences on the CPD website
Experience categories

**Engineering-related experiences**
- Engineering Work Experience
- Engineering Curriculum
- Engineering Professional Development

**Non-Engineering-related experiences**
- This category includes any work, professional development or curriculum experiences that are not Engineering-related

There is a more detailed list of what kinds of experiences can count in each category on the CPD website.
How to tell if your experience is Engineering-related

Questions to ask yourself to determine if your experience is Engineering-related:

• Is your experience being supervised by an engineer?
• Does your experience focus on engineering concepts that you are learning, applying or teaching?
• Is it being hosted by an Engineering firm?
• Are there presentations given by engineers, or engineers you are networking with?
• If it’s an Engineering Club experience, is there an engineering focus? (Purely social experiences wouldn’t be considered Engineering-related.)

You’re the best person to say whether or not your experience was Engineering-related because it was your experience, but keep in mind that you will need to justify how it was Engineering-related in your skill reflection on Student Futures.
Restrictions on CPD Hours

All 420 hours can also be claimed as Engineering-related experiences.
Supporting Documents

You must provide supporting documents for any experience that is **35 hours or longer**

Supporting documents need to verify:
- The activity you did
- How many hours you did it for
- Supervisor / Organiser’s name and contact details

The documents might look like:
- A letter from an employer
- A certificate of completion for a short course
- An email from the organiser confirming attendance at an event
- A screenshot of the completion screen for an online experience
Uploading Supporting Documents

You can upload supporting documents for your event or activity in the experience record you create on Student Futures in the “Add resource” section.

Resources

A resource is a file, link or document relating to your experience.

Add resource

Our assessors note that many students fail CPD in the 1st round because they haven’t provided their supporting documents, so please ensure you do this!
Step 2: Online written record

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

- Log your experience (including provider / contact person details)
- Which CPD Category your experience belongs to
- Number of hours spent
- Upload supporting documentation if >35 hours
- Skill(s) gained or demonstrated in that experience
- One or more written STAR reflections for each skill identified

It’s your responsibility to justify how each experience 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:

- Communication • 3 Reflections
- Creativity & Innovation
  - Initiative & Enterprise
  - Intercultural Competence
  - Planning & Organisation
  - Problem Identification & Solution
  - Professionalism
  - Teamwork
  - Use of Tools & Technology • 2 Reflections for each skill

You can attach multiple skills to each experience and multiple reflections to each skill.
Using Student Futures

- The platform is intuitive to use to log your experiences & skill reflections
- You can search for events and activities to attend or engage with right in the platform
- The landing page will automatically track how many hours, skills and reflections you’ve added
- When the CPD hours and reflections you’ve recorded have met the minimum requirements you will be able to download your Engineering CPD Summary Report from Student Futures
- There are How-to videos on the CPD website to learn more about how to use the Student Futures platform
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Other benefits of CPD

• You can download your CPD data from Student Futures in different formats which you can use to prepare for job interviews or as an addition to your resume

• The Student Futures platform is integrated with Career Gateway where you will find resources to help you craft your resumes, cover letters, LinkedIn profile and answers to key selection criteria

• Login to Student Futures to get started
Step 3: Moodle assessment

- Self-enrol in the CPD Moodle unit for your department
- Answer and submit the CPD Assessment questions
- Check that your Engineering CPD Summary Report from Student Futures shows links for all your supporting documents for the experiences you’ve claimed that are >35 hours
- Upload and submit your Engineering CPD Summary Report
- Accept the Student Statement and finalise your submission

Pro tip: The Assessment questions will take some time to answer. You can see a preview of the Assessment questions on the CPD website to give you an idea of what you will need to create for this final step.
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

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

• **Pro-tip:** start working on your CPD early in your course – don’t leave it all to the last minute!
Recap: How to complete your CPD

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

Step 2
Record these experiences in Student Futures, identify the employability skills you developed or demonstrated, reflect on them using the STAR method and upload your supporting documentation.

Step 3
Complete and submit the assessment questions in Moodle along with your CPD Summary Report.
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
- If you can’t find the answer using the resources above you can submit your query via Monash Connect
- 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
www.monash.edu/engineering/cpd