Continuous Professional Development

Faculty of Engineering, Monash University

Write down the number of hours you have undertaken in either preparation for, attendance at, or involvement with each of the following. Use your best guess to honestly estimate your hours, rounded up to the nearest whole hour.

Include all the hours you spent on an activity, *excluding* any time spent relaxing on your own, sleeping, and travelling. However, some forms of alone-time *can* be included if you exercised any of the nine skills at the time, like Planning and Organisation by preparing your Study Abroad overseas trip, or Use of Tools and Technology by filming an assignment on camera. Travel can also be included if you exercised skills such as Teamwork, Communication, or Creativity and Innovation, all of which could be demonstrated in a paid or volunteer role as a youth camp leader, by occupying children with games on the bus ride to camp. Each student's experiences will be different.

Please note: For the purposes of CPD, whenever we say 'Engineering', we're including Software Engineering - Bachelor of Engineering (Hons).

ENGINEERING

Curriculum-Based Activities (Engineering only)

❑ Group assignment work _____
❑ Research, homework and assignment prep _____
❑ Class presentations _____
❑ On-site industry visits (as part of a unit) _____
❑ Industry guest speakers at a lecture _____
❑ Final Year Projects (FYPs), Faculty of Engineering _____
❑ Study Abroad / Study Exchange _____

Work Experience

❑ Engineering-based work or volunteering at an Engineering firm (any specialisation) _____
❑ Engineering-related work at a non-Engineering firm _____
❑ Software Engineering: Industry-Based Learning (IBL) _____
❑ Monash Summer Research Program (Engineering) _____
❑ Monash Industry Team Initiative (MITI) _____
❑ Participation with Engineers Without Borders _____

Professional Development ('Other')

❑ Monash Engineering Leadership Program events
❑ Engineering Work Ready Program events _____
❑ Any other Engineering-based program or event _____
❑ Engineers Australia's 'MyCPD' Seminars _____
❑ Active membership of an Engineering-based Monash Club or Society, organising or attending any Engineering-based activities _____
❑ Committee member of an Engineering-based Monash Club or Society _____
❑ Other: _____ _____
_____

> **Remember:** Although there are no maximum amounts, you *do* have a minimum hour requirement that must be reached in order for you to pass your CPD. *At least 50%* of this minimum hour requirement **must** come from Engineering-based activities like the examples provided above. The remainder of your hours can come from either of these lists.

NON-ENGINEERING

Curriculum-Based Activities (Non-Engineering)

❑ Group assignment work _____
❑ Research, homework and assignment prep _____
❑ Class presentations _____
❑ On-site industry visits (as part of a unit) _____
❑ Industry guest speakers at a lecture _____
❑ Another Faculty's Final Year Project equivalent _____
❑ Study Abroad / Study Exchange _____

Work Experience

❑ Non-Engineering-related work or volunteering at an Engineering firm *without* any industry professionals present (such as cleaning at 4am) _____
❑ Any kind of work at any non-Engineering firm _____
❑ Any volunteering at any non-Engineering firm _____
❑ Another Faculty's Industry-Based Learning (IBL), or equivalent industry-based learning program _____
❑ Non-Engineering-based Monash Summer (or Winter) Research Programs _____

Professional Development ('Other')

❑ O'Week and/or Enrolment Session volunteering _____
❑ Open Day and/or CPD Lab Session volunteering _____
❑ Academic Progress Committee (APC) volunteering _____
❑ Faculty Discipline Panel (FDP) volunteering _____
❑ Mentoring for the Engineering Mentoring Scheme _____
❑ Active membership of a non-Engineering-based Monash Club or Society, organising and/or attending any activities _____
❑ Committee member of a non-Engineering-based Monash Club or Society _____
❑ Active member of an Engineering-based Monash Club or Society, organising and/or attending any non-Engineering-based activities _____
❑ Leap Into Leadership Online _____
❑ Sporting club coach, trainer, Scout leader, etc _____
❑ Paid or volunteer leadership role with a community organisation, youth camp, religious group, etc _____
❑ Monash Minds _____
❑ Monash Ancora Imparo Program _____
❑ Training sessions, seminars, and short courses _____
❑ Other: _____ _____

Total estimate of hours already spent on CPD activities during your time at Monash University, including Diploma 2 at Monash College, and any prior years at another institution that have acted as the early years of your current Monash Clayton Engineering undergraduate course:

hours

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A Step-By-Step Guide to Completing Your CPD

www.monash.edu/student-futures   www.monash.edu/engineering/cpd

1. Add an Activity

❑ Choose either *'My Course'* for activities completed as part of a Monash unit of study (either from Engineering or another Faculty), *'Monash Activities'* for anything run by or through Monash (excluding curriculum), or *'Extra Curricular'* for anything else (including any Monash Activity you couldn't find listed on Student Futures).
❑ Tell us about the activity, and complete all text fields.
❑ Select the correct Category Type for the activity.
❑ Enter the number of hours you spent at that activity, remembering that there is a 420-hour limit per submission (activities longer than 420 hours will need to be broken up into smaller segments and submitted separately).
❑ The warning of 'how many claimable hours are left' refers to how many hours from your chosen Category Type can still be applied against your minimum hour requirement; you can still submit more than the that number to your CPD.

2. Provide Contact Details

❑ Provide accurate contact information for someone who can verify your claims (they will only be asked about your hours and responsibilities).
❑ Person's name, company name, position title, phone number, and email address are all required fields.
❑ Curriculum-based activities: use the name of your lecturer, unit coordinator, or similar academic, with the generic Monash switchboard phone and email details.
❑ Monash Club-based activities: use the name of the President or other Committee Member, with the Club's generic Monash phone and email details.
❑ Short courses, training sessions, or other seminars: provide the host company's name (the organisation that put on the event) in place of an individual, along with the organisation's general phone and email details.
❑ Overseas activities: provide all details as normal, including the country code on the phone number (we will source an interpreter if necessary).
❑ If relevant to the activity, you can provide the details of a relative, client, colleague, employee, or even yourself (although only provide your own details as a last resort).

3. Select a Skill

❑ Either save and exit (but your activity will not show up in your totals until you come back and complete the next few steps), or continue to complete your skills and reflections.
❑ Choose one of the nine skills (maximum one at a time).
❑ If you don't know which skill you exercised, click *"I'm not sure"* and follow the prompts to select a suitable skill.
❑ Read through the statements and choose the one that relates to the skill you wish to reflect upon for that activity.

4. Write a Reflection

❑ Use the **STAR** method (**S**ituation, **T**ask, **A**ction, **R**esult; an example is provided on the website) to share a brief reflection of your experiences using that skill at your activity.
❑ Dot-points are fine, or you can write a short paragraph.
❑ Consider including a quick anecdote, if relevant.
❑ Refer to anything that stood out for you, especially any commendation you received (verbally or in writing), what you gained from the experience, and any lessons learned.
❑ Submit your reflection. If you so choose, you can repeat this process for another skill for that same activity (you can submit as many skills against a single activity as you wish).

5. Supporting Documentation

❑ Source and retain all relevant supporting documentation *for activities larger than one week* (35 hours or more), such as letters from employers or Club event promotional posters.
❑ Either upload each document to your computer as you go, creating an in-progress PDF file to which you'll add further pages as you complete additional activities through the life of your course, or hold on to all the hard copies and only scan them into a PDF at the end of your course.
❑ Keep this file (and/or all your original documents) safe!
❑ You will provide all supporting documentation in a single PDF file, in chronological order, as an upload to Moodle.*

6. Review your Reflections

❑ You can download your own Reflections PDF (for review before a job interview, etc) at any time by clicking the 'My reflections' button and following the prompts.
❑ You will upload this PDF to Moodle once all of your CPD activities have been submitted to Student Futures.

7. Download your Certificate and Upload it to Moodle

❑ When you've reached your minimum requirements of hours and skills/reflections, a button will appear on the dashboard to generate your CPD Completion Certificate.
❑ When you've finished submitting activities to Student Futures (*more* than the minimum is encouraged), download your Completion Certificate PDF and your Reflections PDF.
❑ Answer the six assessment questions on Moodle.
❑ Upload your Completion Certificate PDF, Reflections PDF, and Supporting Documentation PDF as instructed.*
❑ Submit your CPD for assessment before the deadline.
❑ If you need to re-submit your CPD for any reason, you will be contacted by an academic from your department.

Congratulations! You've completed your CPD.