

CIBSE CPD Audit

How to audit CPD in mycareerpath

For internal use only

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1. Introduction

CIBSE's online professional development portal mycareerpath has a linked auditor portal for internal use to assess members' CPD.

The portal is owned and operated by the Engineering Council and is strictly for internal use only, by CIBSE's CPD Panel, Sub-Panel, and Executive staff.

2. Accessing the audit portal

Visit the link: <https://audit.mycareerpath.org.uk>

Login with your username and password.

Log in

User name

Password

Log in

[Forgot password?](#)

Your username will be your surname and first initial. For example: Deborah Headley's username will be 'headleyd'

You will have received an email from the Engineering Council asking you to complete your registration and set your password. This email will be from 'mycareerpath@engc.org.uk'.

Please locate the email and follow the prompts. This will only need to be done once.

If you cannot locate the email, please first check your junk or spam folders before contacting us for help.

3. Your mycareerpath audit dashboard

Once logged in, you will be directed to your mycareerpath audit dashboard.

Click here to view your allocated submissions.

mycareerpath Hello testauditor1 Log off

Audit dashboard



Number of submissions allocated to you to assess

Name of Audit	Date	Submissions	Released	Status	AuditType	Report Submission Type
CPD Audit 2021	07/02/2022	5	1	Open	Single Auditor	View submissions



Name of audit



Number of submissions assessed, or 'completed'

4. Viewing your allocated CPD submissions

All your allocated CPD submissions will appear below. All records have been anonymised.

Click here to view a member's CPD submission.

CPD Audit 2021

audit dashboard

<input type="checkbox"/>	Date of submission	Status	
<input type="checkbox"/>	17/06/2022	Allocated	View submission
<input type="checkbox"/>	17/06/2022	Allocated	View submission
<input type="checkbox"/>	17/06/2022	Allocated	View submission
<input type="checkbox"/>	17/06/2022	Allocated	View submission
<input type="checkbox"/>	05/04/2022	Allocated	View submission

My allocation

[Export to CSV](#)

5. Viewing a member's CPD submission

Report dates 01/01/2021 31/12/2021

Report profiles

CPD Reports Submitted

CPD report 2021 v3

Additional Files

Additional external CPD records may be included here.

Evidence

CPD evidence will be listed like so

Membership briefing

Title	Start date	End date	Profile
Membership briefing	01/11/2021	01/11/2021	

Category

Semi-structured

1

Attended a CIBSE webinar to learn about how to become a Chartered Engineer

Title, start and end date of activity

CIBSE Grow Your Knowledge Webinar: Embodied carbon in building services: A calculation methodology

Title	Start date	End date	Profile
CIBSE Grow Your Knowledge Webinar: Embodied carbon in building services: A calculation methodology	10/10/2021	10/10/2021	

Category

Semi-structured

1

A webinar that covered the definition of embodied and operational carbon and why it matters for BSE.

What did I learn from this activity?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam est eros, feugiat tincidunt semper sed, lobortis in tellus. Praesent ac tincidunt mauris. Quisque faucibus iaculis fringilla. Quisque in enim viverra, rhoncus urna sed, tristique urna. Vestibulum pretium tellus est, quis lacinia orci ultrices sit amet. Nullam nisi quam, malesuada eget feugiat quis, consectetur sed felis. Aliquam vel diam sapien. Mauris semper nulla sed posuere tincidunt. Nulla vitae dui diam. Aenean efficitur posuere neque, faucibus fermentum orci condimentum sit amet.

How will I apply this learning to my work?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam est eros, feugiat tincidunt semper sed, lobortis in tellus. Praesent ac tincidunt mauris. Quisque faucibus iaculis fringilla. Quisque in enim viverra, rhoncus urna sed, tristique urna. Vestibulum pretium tellus est, quis lacinia orci ultrices sit amet. Nullam nisi quam, malesuada eget feugiat quis, consectetur sed felis. Aliquam vel diam sapien. Mauris semper nulla sed posuere tincidunt. Nulla vitae dui diam. Aenean efficitur posuere neque, faucibus fermentum orci condimentum sit amet.

How will I further develop this learning to meet any gaps in my knowledge, skills and understanding?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Etiam est eros, feugiat tincidunt semper sed, lobortis in

CPD category, number of hours and a brief description of the CPD activity

Reflective practice responses

Plans

Learn more about low and zero carbon energy technologies

Title	Start date	End date	Profile
Learn more about low and zero carbon energy technologies	01/01/2021	01/10/2021	

Have a sufficient understanding of the direction of future regulations and policy and the implications for projects. Be able to assess the applicability of different technologies for different buildings and types of projects

Any CPD plans/objectives will be listed here

5.1 Submitting feedback

Feedback can be submitted from the bottom of the CPD submission.

It will appear as below.

Guidance Guidance on how to use mycareerpath to assess CPD records can be found online here. If you have any questions, please contact Deborah Headley - dheadley@cibse.org.

Feedback *

File Edit View Format

← → Formats **B** *I* [List Icons]

The standard CPD generic response templates are stored in a drop-down box here

p

Templates The CPD activities for 2021 are mainly concentrated on a couple of specific types of a... Insert

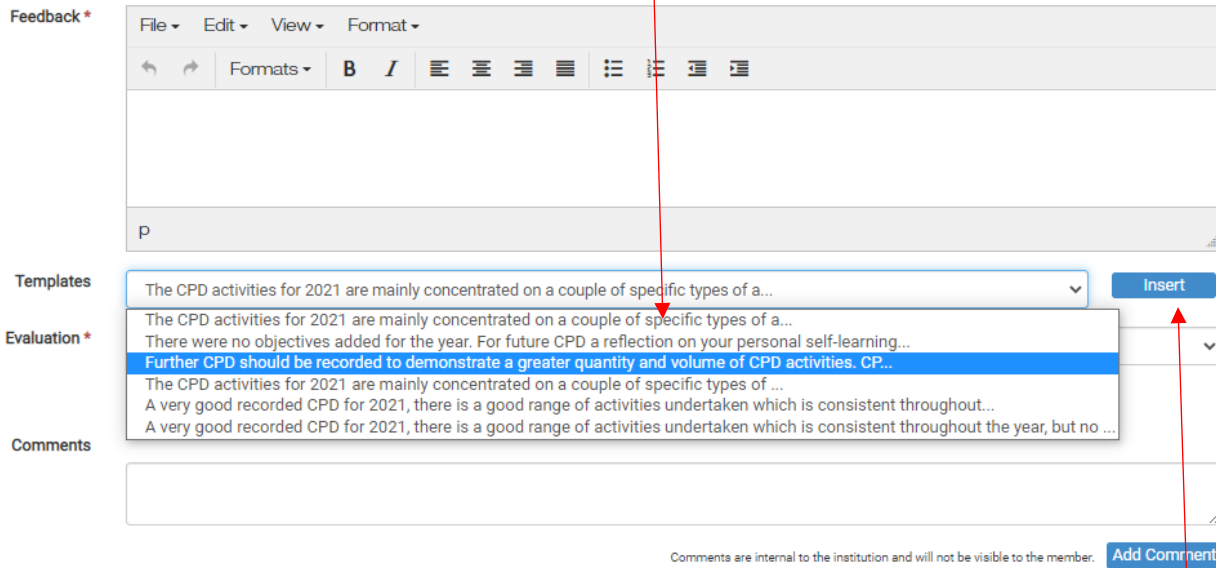
Evaluation * --Select an evaluation--

Save Save & Submit Save & Escalate Cancel

Comments

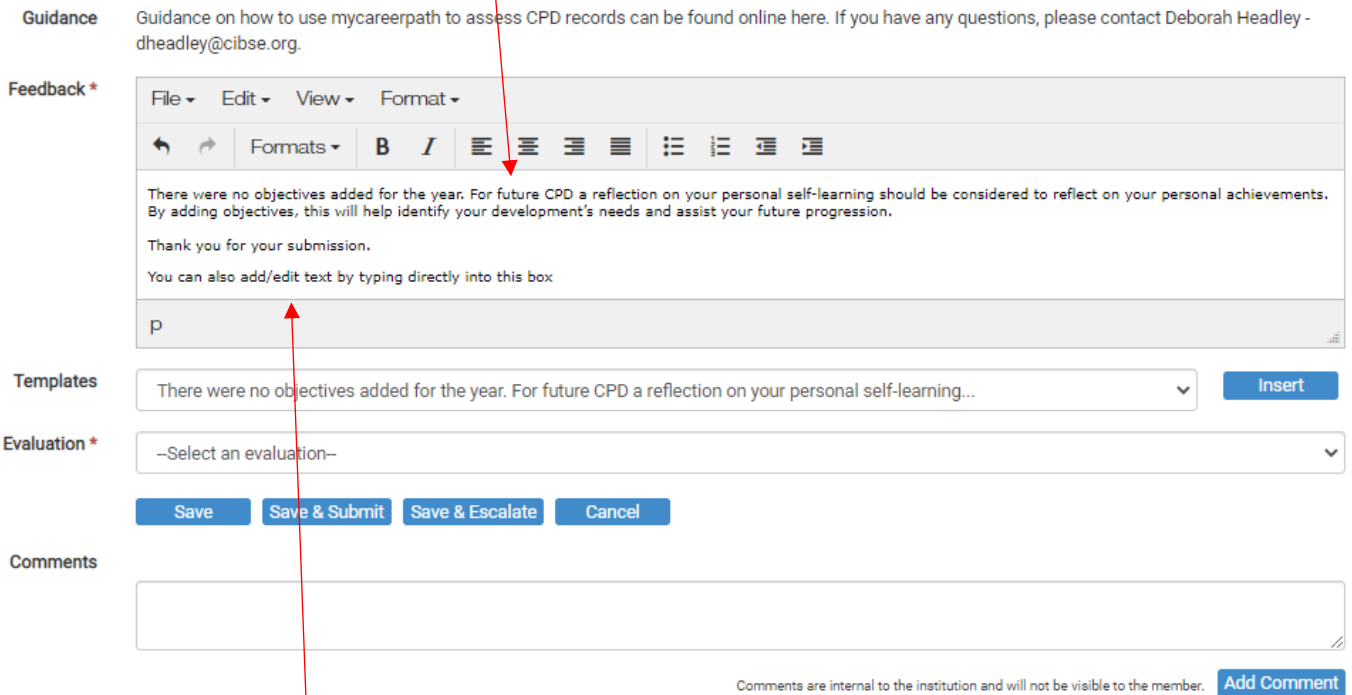
Comments are internal to the institution and will not be visible to the member. Add Comment

Click on the drop down box to view the standard response templates and select your appropriate feedback.



Click 'Insert' when done

Your inserted feedback will appear in the text box as below.



You can also add/edit text by typing directly into the box.

All text within this box will be moderated by the CIBSE Executive and sent to the member as feedback.

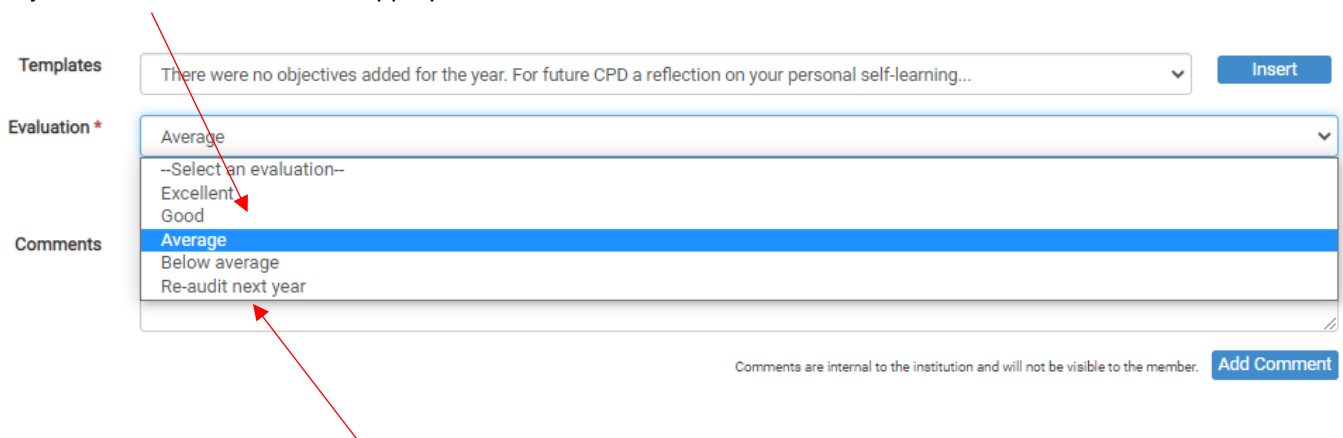
5.2 Evaluating members' CPD

We now request that you give an overall rating to the member's CPD submission. This is for internal use only and will not be shared with the member.

The options are as follows:

- Excellent
- Good
- Average
- Below average
- Re-audit next year

Use your discretion to select the appropriate evaluation.



Templates: There were no objectives added for the year. For future CPD a reflection on your personal self-learning...

Evaluation *
Average
--Select an evaluation--
Excellent
Good
Average
Below average
Re-audit next year

Comments:

Comments are internal to the institution and will not be visible to the member.

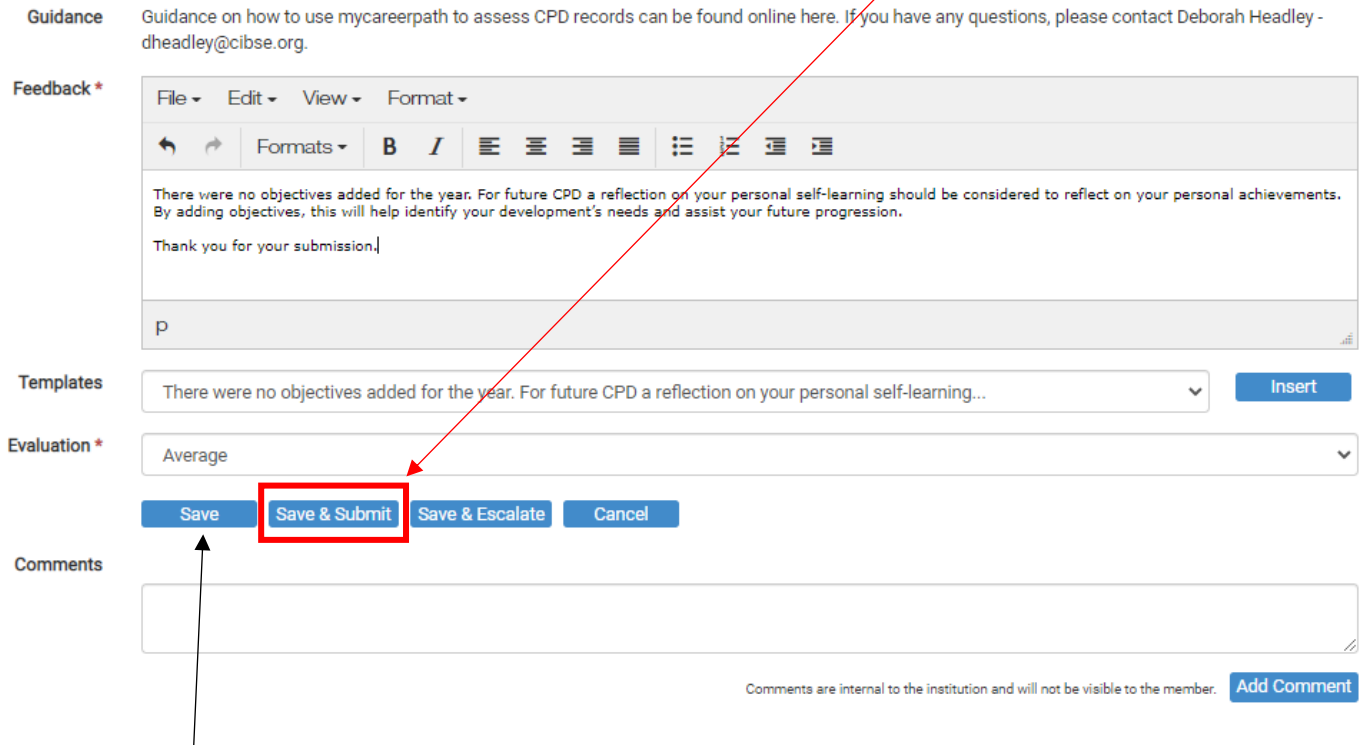
You can now recommend the member gets included in next year's audit.

Please only use this in circumstances where the member's CPD is significantly below our expectations, for example they have only listed one generic CPD activity or have listed multiple iterations of the same activity (i.e. read the CIBSE Journal 12 times).

5.3 Submitting your feedback

Once you have completed your feedback and selected your evaluation, **click 'Save & Submit'**

The CIBSE Executive will be notified once submitted and will moderate your feedback before sharing with the member.



Guidance Guidance on how to use mycareerpath to assess CPD records can be found online here. If you have any questions, please contact Deborah Headley - dheadley@cibse.org.

Feedback *

File Edit View Format

← → Formats **B** *I* [List icons]

There were no objectives added for the year. For future CPD a reflection on your personal self-learning should be considered to reflect on your personal achievements. By adding objectives, this will help identify your development's needs and assist your future progression.

Thank you for your submission.

P

Templates There were no objectives added for the year. For future CPD a reflection on your personal self-learning... **Insert**

Evaluation * Average

Save **Save & Submit** **Save & Escalate** **Cancel**

Comments

Comments are internal to the institution and will not be visible to the member. **Add Comment**

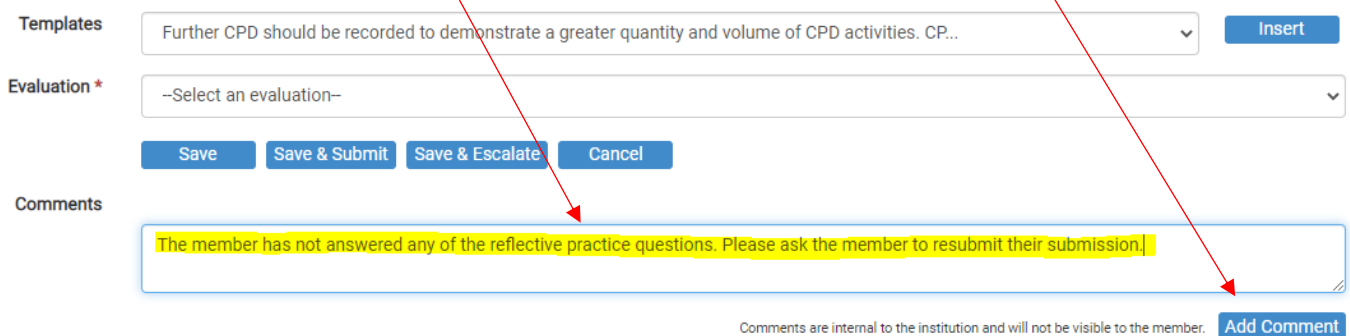
Note: clicking 'Save' will only save your progress, it will not submit your feedback.

5.4 Escalating the CPD

You now have the ability to escalate a member's CPD submission to the CIBSE Executive.

This can be done in instances where you need further information from the member before you can adequately assess their CPD. You can send us a comment requesting we contact the member for further information.

To escalate, first **type in your comments in the 'Comments' box**, then click **'Add Comment'**.



Templates Further CPD should be recorded to demonstrate a greater quantity and volume of CPD activities. CP... **Insert**

Evaluation * --Select an evaluation--

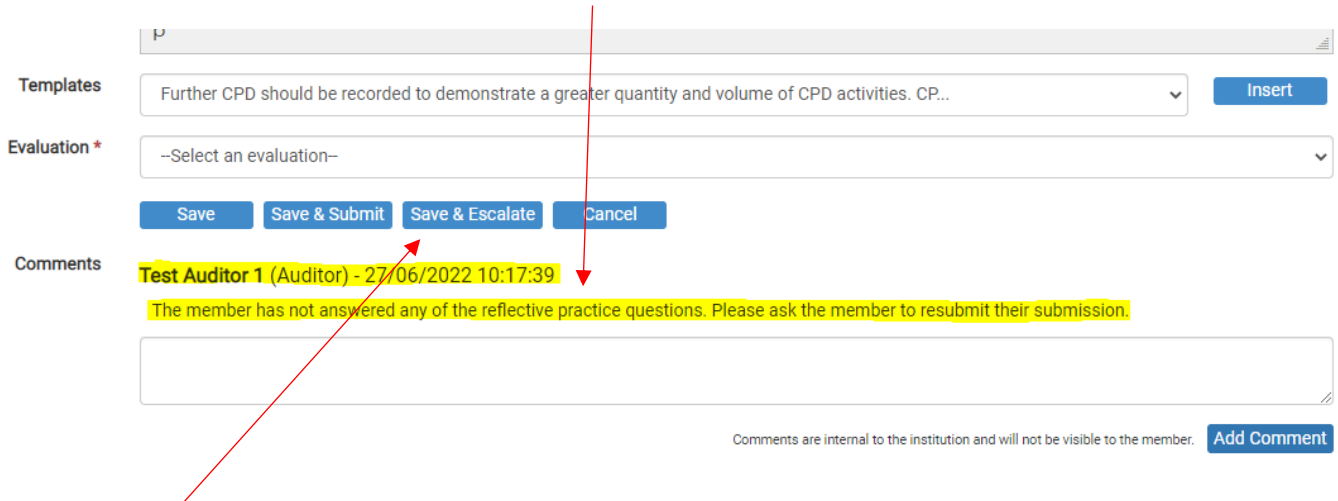
Save **Save & Submit** **Save & Escalate** **Cancel**

Comments

The member has not answered any of the reflective practice questions. Please ask the member to resubmit their submission.

Comments are internal to the institution and will not be visible to the member. **Add Comment**

The comment will then be added to the submission, like below



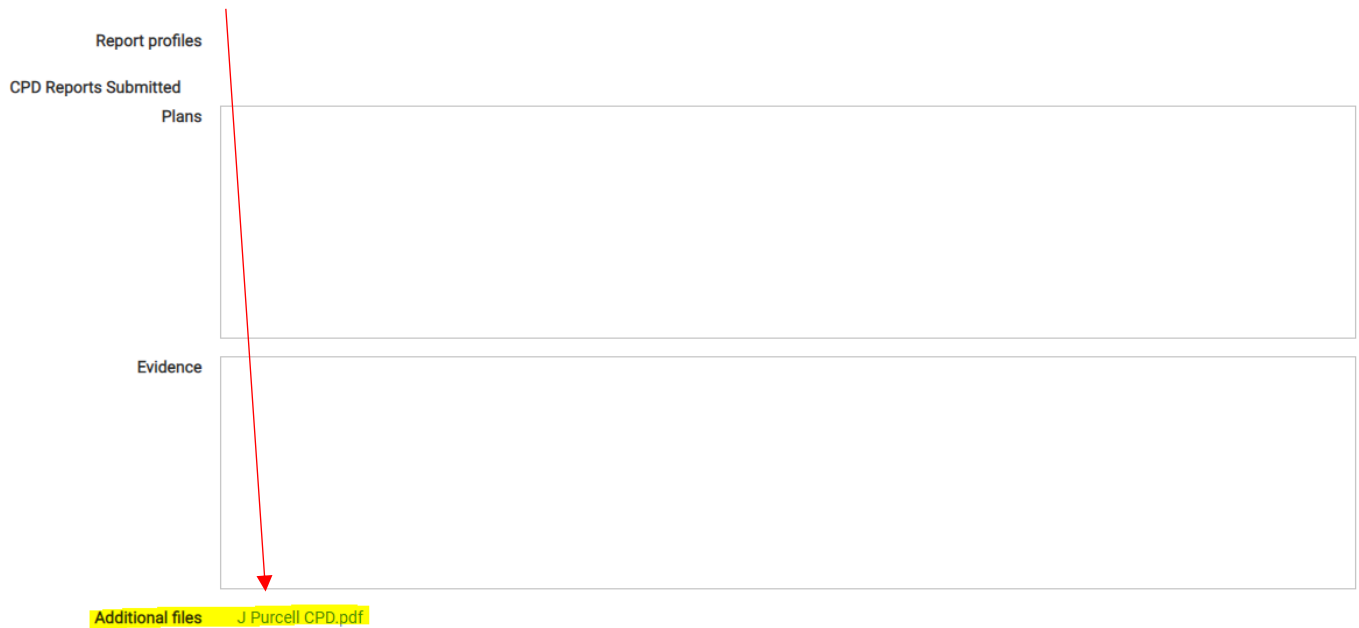
Click 'Save & Escalate'.

The CIBSE Executive will be notified and will follow up your query with the member. The Executive will amend the member's submission – or add additional information – and you will be informed when the submission is ready to re-review within your auditor dashboard.

5.5 Reviewing external CPD records

Some members may submit external records of their CPD. This is acceptable.

On instances such as this, when you open a submission in the audit dashboard, it will be blank, however their external records will be linked under 'additional files' below.



Clicking on this link will download their external records for you to review. You can then submit feedback in the standard way as described in [section 5.1 on page 5](#).

6. Completing your submissions

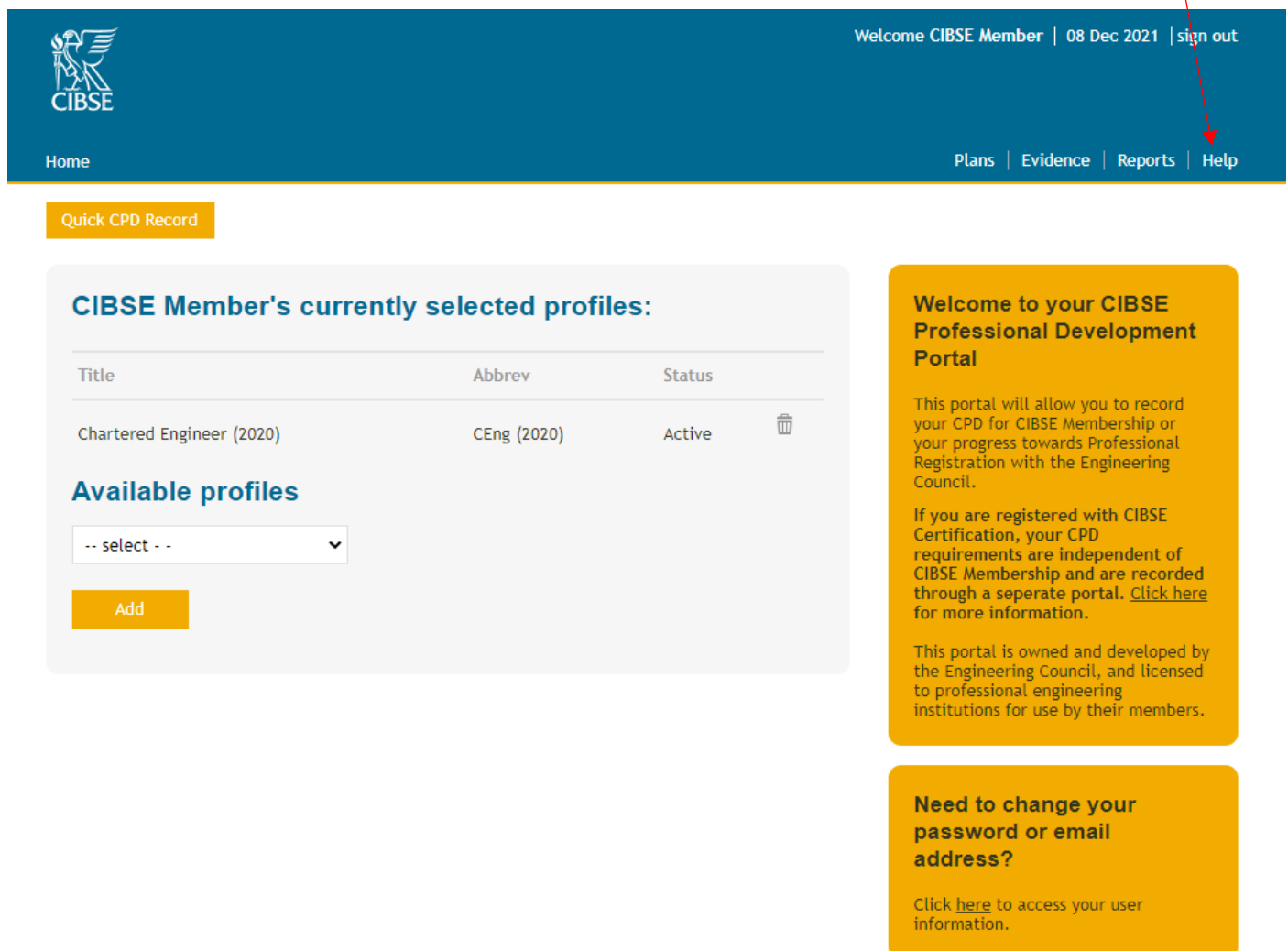
As you work through your submissions, your allocation on the audit dashboard will reduce.

When there are none left, you have completed your allocation, thank you!

As per previous audits, we will allocate cohorts of CPD in groups of 20. You will receive an email notification from mycareerpath and us when allocations are added to your audit portal.

7. Help

Guidance on how to use mycareerpath, including this document, can be accessed from any page under 'Help' or on our website at www.cibse.org/cpd.




Quick CPD Record

Welcome CIBSE Member | 08 Dec 2021 | sign out

Home | Plans | Evidence | Reports | Help

CIBSE Member's currently selected profiles:

Title	Abbrev	Status	
Chartered Engineer (2020)	CEng (2020)	Active	

Available profiles

-- select - -

Add

Welcome to your CIBSE Professional Development Portal

This portal will allow you to record your CPD for CIBSE Membership or your progress towards Professional Registration with the Engineering Council.

If you are registered with CIBSE Certification, your CPD requirements are independent of CIBSE Membership and are recorded through a separate portal. [Click here](#) for more information.

This portal is owned and developed by the Engineering Council, and licensed to professional engineering institutions for use by their members.

Need to change your password or email address?

Click [here](#) to access your user information.

For any questions, please email CPD@cibse.org