



The Institute of Demolition Engineers



CPD – Continuing Personal or Professional Development – is the term that describes a commitment to structured skills enhancement and personal or professional competence.

The Institute recognises that all professionals must seek to develop their knowledge and skills throughout their working lives and that such accrual be recognised by others as a focused commitment to excellence.

CPD Schemes, Course and Training

There are some fantastic opportunities that are open to many of us today to acquire further knowledge and skills. Many of these activities will carry CPD hours and where they do not you may be able to claim against them. However, we are also aware that collecting CPD hours just for the sake of it is contrary to good practice and a waste of your time and effort. There is merit in being selective in your choice of CPD so that it will either assist you in your present role or expand your knowledge base for possible career development. One of the most important aspects is to recognise any poor quality event and to report or feed back your comments or findings to your colleagues and the organisers to encourage improvement. The IDE does not want you to treat CPD merely as an hours collecting exercise.

How many CPD hours do I need to achieve in the IDE Scheme

There is no limit to the number of hours you may accrue. However, the Institute require you achieve 12 hours annually, of which 6 hours must be specific to IDE educational activities. These are termed “core hours”.

What is the process

The IDE Scheme of CPD is an obligatory scheme. All Enrolled Members, Technicians, Associates, Full Members and Fellows are required to undertake CPD. Student members are exempt from this undertaking as they are already on a structured route to learning. Retired and Honorary Members do not need to record CPD although they are encouraged to keep an interest in the profession and may undertake CPD if they so wish. Fundamentally, it is a process of setting yourself objectives for development and charting your progress towards achieving them.

How much time will it take

We are not concerned with how much time you spend on training courses, in classrooms, on site or the number of educational activities you complete. You do need to ask yourself, however, if what you have been learning or taking part in has enhanced your knowledge and competency to carry out your function as a demolition engineer. We would generally consider that this would involve at least 20 hours per calendar year.



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Why should I keep a CPD record?

Being a professional means that you have a responsibility to keep your skills and knowledge up to date. Your record not only proves to others that you have committed to a path of continuous learning, it is also the simplest way to provide evidence of that process.

What are the benefits of CPD for me?

It is a way of planning your development that links learning to skills. It strengthens your professional credibility and could even accelerate your career prospects.

What happens if I do not achieve CPD?

It is a requirement of the Institute's Code of Professional Conduct that all Members (with the exception of Retired Members) complete their CPD. Failure to do so is likely to result in you being either downgraded to a lower class of membership, suspended or disqualified from membership. This is a decision that will obviously have an effect on you and your Institute and it is one that would be taken with great regret. CPD is common practice today and many of the activities and events you will attend are free of charge. We will always encourage you to take advantage of all such opportunities to demonstrate your skills and competency.

How do I record CPD?

You may record your CPD by emailing your information to: isobel@ide.org.uk or visit www.ide.org.uk, click on Membership and CPD where you can download a form to complete. Please make sure that you provide the date, a brief description, number of hours spent on the activity and any copies of documents or evidence in support of your activity.

The National Secretary needs to hold a full IDE CPD record for you in order for you to apply for upgrades in the Institute and obtain the CSCS PQP card as a Professionally Qualified Demolition Engineer.

The important thing is to let the IDE know about it.

CPD Reflection

When considering your CPD Achievements we would encourage you to reflect on the following points to understand the reasoning behind completing CPD activities:

- Why did I choose this activity for my CPD?
- What did I learn from this activity or event?
- What am I going to do to apply this learning in my work?
- What, if anything, am I going to do to further develop this learning and/or meet any gaps in my knowledge, skills or understanding?

Your Institute Can Help with CPD

The Institute will organise many of the events that will allow you to gain CPD hours. There are at least two major seminars scheduled each year. These events are well attended and the level of industry participation and transfer of knowledge is high. Where practical and possible, road shows and workshops, which are usually smaller affairs and less formal, are taken around the UK. Attendance at other functions and activities such as regional meetings, exam preparation days, the AGM and Council meetings also count towards CPD. Writing articles, technical papers, industry guidance and representing IDE at government or NGO level will also qualify. The IDE will also acknowledge CPD gained through other organisations where the transfer of skills and knowledge assist our members.

What is the best way to achieve CPD?

There are a number of ways in which you can achieve your CPD hours. Listed below are some of those opportunities:

Remember, you need to achieve 12 hours in any calendar year – 1 January to 31 December

IDE Core Hours (6 hours per calendar year)

IDE Seminar (whole day)	6 hours
IDE Workshops/CPD Talks	up to 4 hours
IDE Regional meeting/Joint IDE/NFDC Working Wednesday	2-3 hours
IDE Examination Preparation Day	6 hours
IDE Council Meeting	2 hours
IDE Annual General Meeting	1 hour
NFDC Demolition Day (Engineering Case Studies)	2 hours
Submitting a Technical Paper (Best Paper Award)	6 hours
Preparing/delivering a presentation at an IDE Seminar	3 hours
Writing an article for publication in an IDE paper journal	3 hours
CSCS H & S Touch Screen Test	1 hours
Demolition Safety Awareness	3 hours
NDTG Demolition Management/Supervisor Course or Refresher	6 hours
Asbestos Awareness/Training	3 hours
Demolition Awareness Training	3 hours
IDE Foundation Degree, MSc and BSc	3 hours per unit + 3 non-core per unit
NVQ Level 6 Demolition Management	6 hours + 6 non-core

Time spent on IDE specific activities beyond those specified above, for example a 6000 word technical paper will take longer than 6 hours to research and write so 6 of those hours would meet the IDE Core CPD requirement and the others would count towards the “non-core” CPD hours”

The following activities also count towards your Core CPD but the hours will vary in accordance with the time spent on them:

Waste Disposal/Handling/Recovery	Communication & Training Skills
Waste Management Legislation	Risk Assessment
Demolition Plant Training (not assessment)	Statutory Regulation & Enforcement
NFDC Seminars and joint events with the IDE	Contract & Project Management Techniques

Non-Core CPD hours (6 hours per calendar year)

Time spent on any educational activity that enhances an individual’s skills and knowledge within the science of demolition engineering: Here are examples of what would meet the criterion:

- Engineering Sciences
- Environmental Awareness
- Sustainable Development Sciences
- Recycling Technologies
- NFDC Meetings
- Research, preparing and writing Demolition Method Statements (2 hours per method statement)

Annual CPD Review

Apart from recording the CPD you undertake, as reported by you; up to 10% of the membership will be asked to offer additional evidence to validate the CPD hours they have claimed.

Personal Record of Continuing Professional Development

Name :	IDE No:	Year:
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Date	Event Details	Core/ Non-Core	Hours	Learning Outcome

With the exception of attendance at IDE Events (details will be held at the IDE HQ) you must provide evidence of all your entries. Core hours include attendance at IDE Events, Seminars, Regional Meetings etc. Non-core hours – Training courses (either attending or delivering), learned papers, generating technical documents – if in doubt consult the guidance within the IDE website or discuss with the IDE HQ. (Evidence may be a training certificate, details of the course delivered and attendees, or title page and contents page for technical documents).

Notify us of your CPD:
Completed the form above and email to:
Isobel Woodbury isobel@ide.org.uk or
Download a form on www.ide.org.uk

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