



CIBSE **mycareerpath** user guide

How to plan, record and reflect on your journey to professional registration for trainees

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1. What is mycareerpath?

mycareerpath is an online tool used to aid in planning, upload and share evidence and to assist in reporting on your professional development. The tool is developed and managed by the Engineering Council and is licensed to Professional Engineering Institutions for use by their members. mycareerpath is a tool to assist in your journey to becoming professionally registered and is to be used along side of your regular T&D mentor meetings where the continued use of face to face interaction is a key part in continued discussion and feedback on your progress.

The mycareerpath portal has two predominant uses:

1. To create personalised development plans, detailing how you can demonstrate the competences for Engineering Council registration at Engineering Technician, Incorporated Engineer or Chartered Engineer level.
2. To plan, record and reflect on CPD

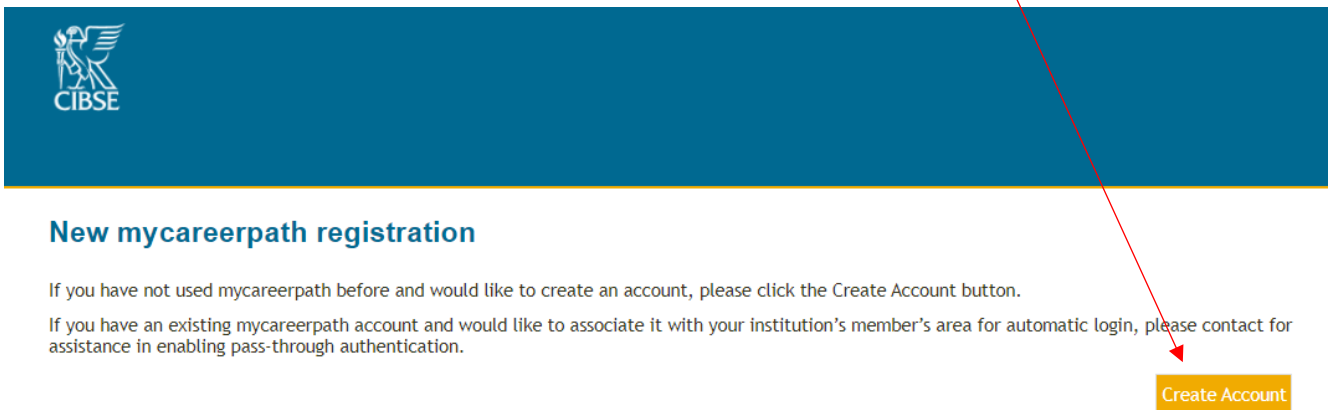
This guidance specifically covers how to plan, record your professional development of achieving the Engineering Council UK SPEC competencies.

1.1 Accessing mycareerpath

Your mycareerpath profile is associated with your existing 'MyCIBSE' login.

To access the portal, login to your [MyCIBSE profile](#) and click on 'My CPD – CIBSE Membership'.

On your first access, you will be prompted to create a new account. **Click 'Create Account'.**



New mycareerpath registration

If you have not used mycareerpath before and would like to create an account, please click the Create Account button.

If you have an existing mycareerpath account and would like to associate it with your institution's member's area for automatic login, please contact for assistance in enabling pass-through authentication.

[Create Account](#)

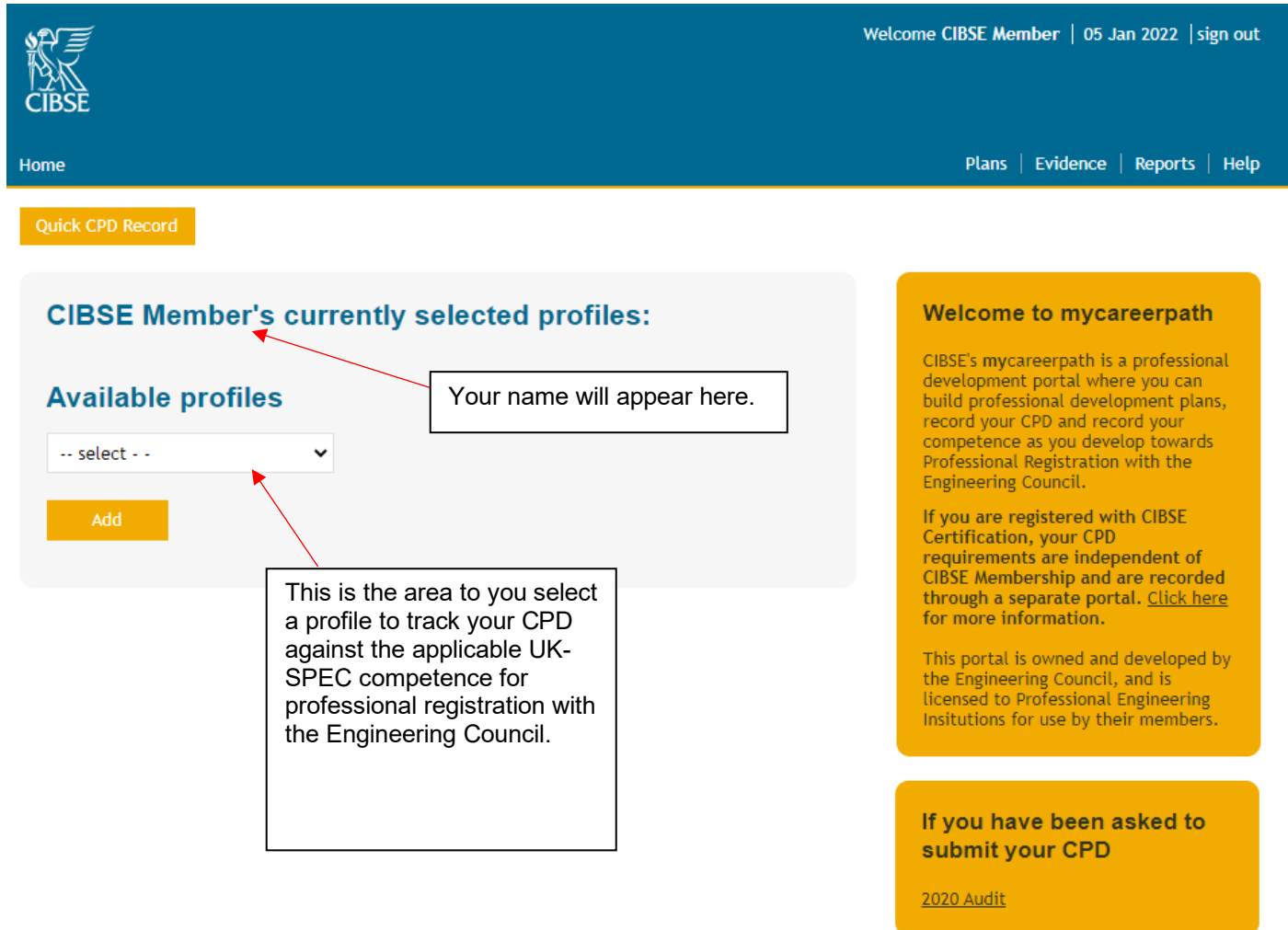
You'll then be prompted to read and agree to a Privacy Notice. **This step will only need to be completed once.**

If you're satisfied with the Privacy Notice, **tick 'I have read and agree to the terms of this Privacy Notice'** and **click 'Done'**.

1.2 Your mycareerpath homepage

Once logged in, you will be directed to your **mycareerpath** homepage.

Below is a brief overview of the key elements of the home page.



The screenshot shows the mycareerpath homepage. At the top, there is a blue header with the CIBSE logo on the left, the text "Welcome CIBSE Member | 05 Jan 2022 | sign out" on the right, and a navigation menu with "Home", "Plans", "Evidence", "Reports", and "Help". Below the header is a yellow button labeled "Quick CPD Record". The main content area is divided into two columns. The left column has a grey background and contains the heading "CIBSE Member's currently selected profiles:" followed by "Available profiles" and a dropdown menu with "-- select - -" and an "Add" button. Two callout boxes with red arrows point to the dropdown menu: one says "Your name will appear here." and the other says "This is the area to you select a profile to track your CPD against the applicable UK-SPEC competence for professional registration with the Engineering Council." The right column has a yellow background and contains a "Welcome to mycareerpath" section with text about the portal's purpose and a link to "Click here for more information." Below this is another yellow box with the heading "If you have been asked to submit your CPD" and a link to "2020 Audit".

Quick CPD Record

CIBSE Member's currently selected profiles:

Available profiles

-- select - -

Add

Your name will appear here.

This is the area to you select a profile to track your CPD against the applicable UK-SPEC competence for professional registration with the Engineering Council.

Welcome to mycareerpath

CIBSE's mycareerpath is a professional development portal where you can build professional development plans, record your CPD and record your competence as you develop 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 is licensed to Professional Engineering Insitutions for use by their members.

If you have been asked to submit your CPD

[2020 Audit](#)

2. Creating plan

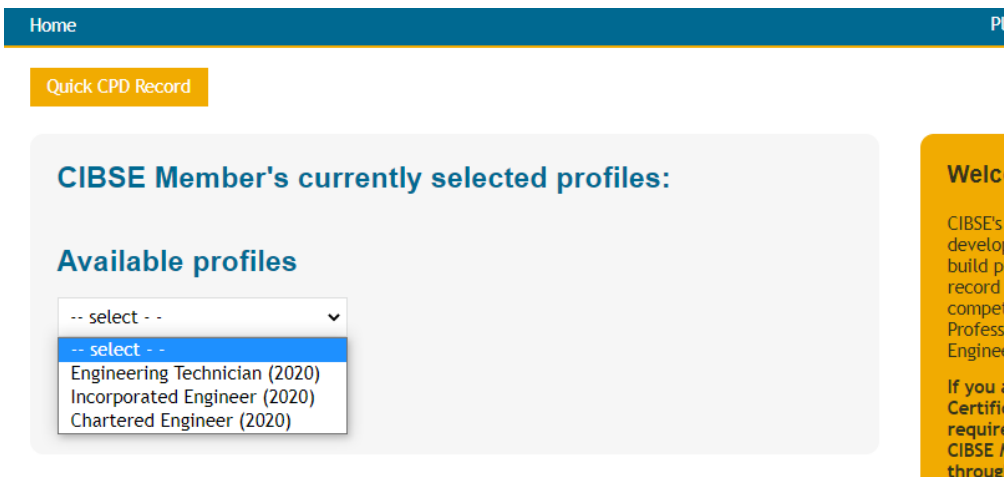
You can create a professional development plan which will detail your journey to professional registration

2.1 Create a plan to develop your competence for Engineering Council registration

You will be working towards applying for EngTech, IEng or CEng and you can create a plan to develop your competence against the UK-SPEC.

To do this, you must first **nominate an Engineering Council profile from the portal home page.**

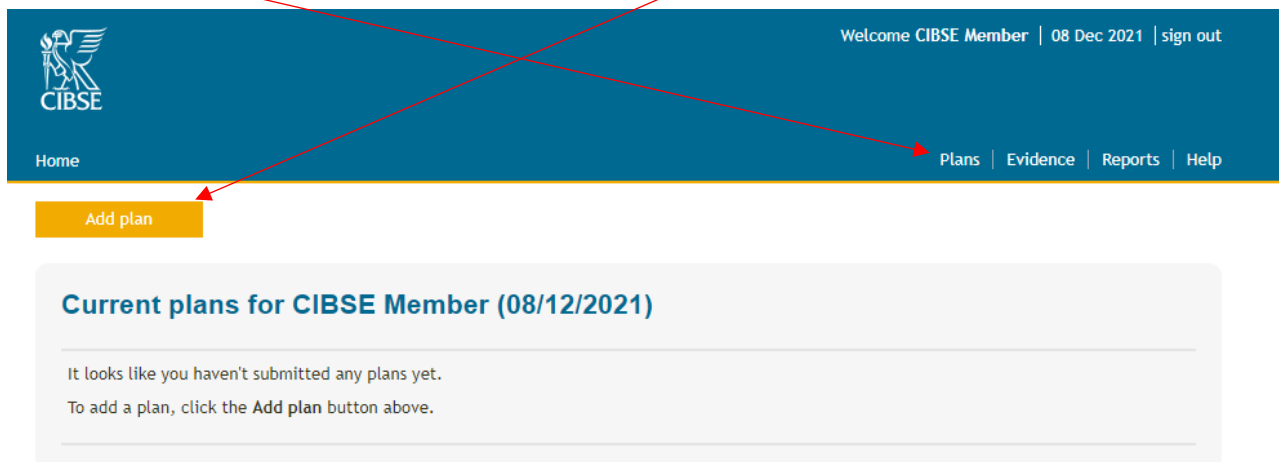
Under 'Available profiles' select either Engineering Technician, Incorporated Engineer or Chartered Engineer.



The screenshot shows the top navigation bar with 'Home' and 'Pl...' (Plans). Below it is a 'Quick CPD Record' button. The main content area is titled 'CIBSE Member's currently selected profiles:'. Underneath, there is a section 'Available profiles' with a dropdown menu. The dropdown menu is open, showing options: '-- select --', 'Engineering Technician (2020)', 'Incorporated Engineer (2020)', and 'Chartered Engineer (2020)'. To the right, there is a yellow sidebar with a 'Welcome' message and some text about CIBSE's role in developing professionals.

Click 'Add'.

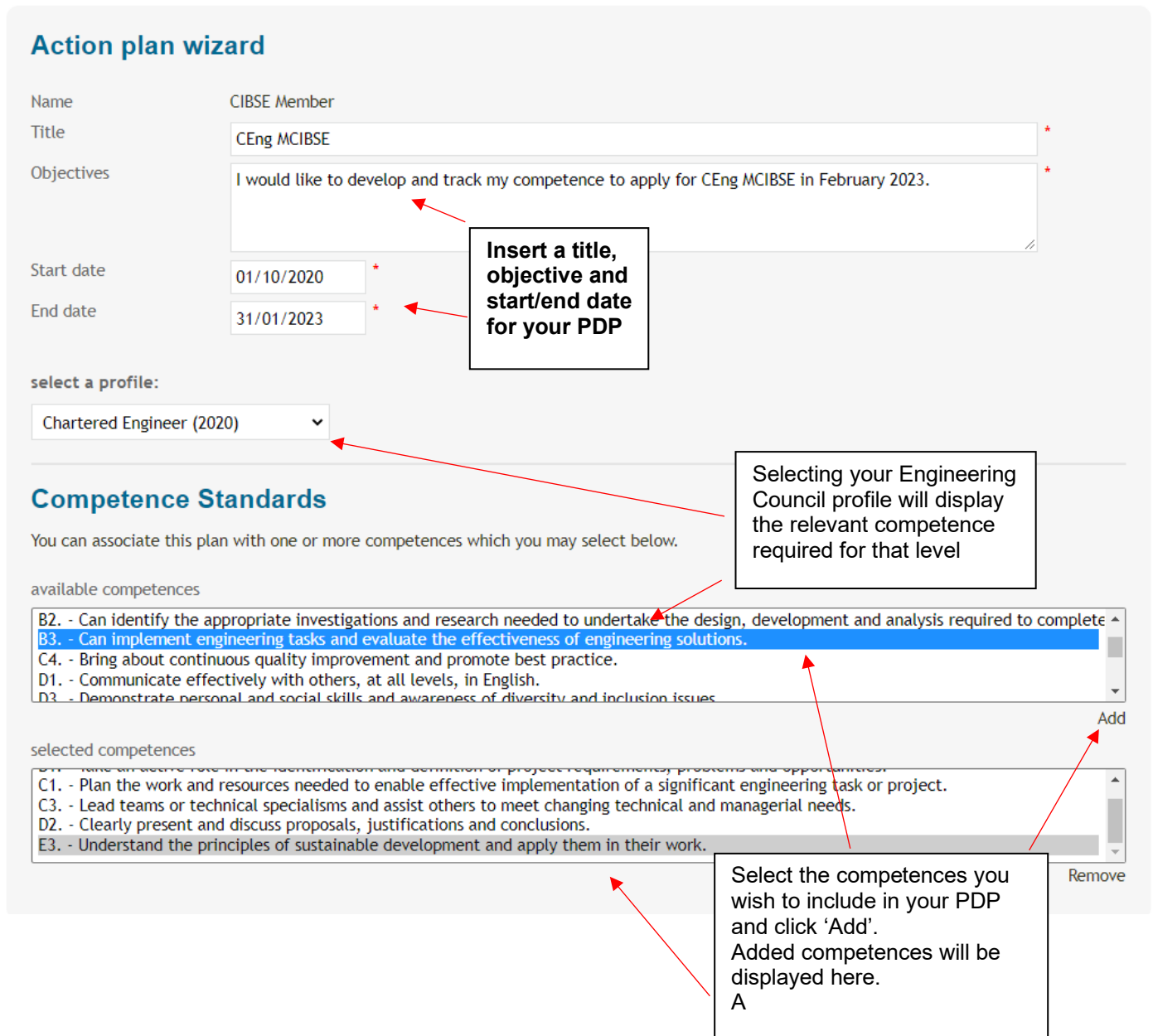
Then click on 'Plans' in the main menu, followed by 'Add plan'



The screenshot shows the top navigation bar with the CIBSE logo, 'Home', and 'Welcome CIBSE Member | 08 Dec 2021 | sign out'. Below the navigation bar is a yellow 'Add plan' button. The main content area is titled 'Current plans for CIBSE Member (08/12/2021)'. Below this title, there is a message: 'It looks like you haven't submitted any plans yet. To add a plan, click the Add plan button above.' Red arrows point from the 'Add plan' button to the 'Plans' link in the main menu and from the 'Add plan' button to the 'Add plan' button in the main content area.

An Action wizard page will load, and you will need to follow the following steps. Give your plan a title and enter your objectives. You will need to enter a start date and completion date.

You can then nominate your Engineering Council profile under 'select a profile'. This will display all the associated UK-SPEC competences for that level of registration, and you can then select the relevant competences that you wish to add to your plan.



Action plan wizard

Name: CIBSE Member

Title: CEng MCIBSE *

Objectives: I would like to develop and track my competence to apply for CEng MCIBSE in February 2023. *

Start date: 01/10/2020 *

End date: 31/01/2023 *

select a profile: Chartered Engineer (2020) v

Competence Standards

You can associate this plan with one or more competences which you may select below.

available competences

- B2. - Can identify the appropriate investigations and research needed to undertake the design, development and analysis required to complete
- B3. - Can implement engineering tasks and evaluate the effectiveness of engineering solutions.**
- C4. - Bring about continuous quality improvement and promote best practice.
- D1. - Communicate effectively with others, at all levels, in English.
- D3. - Demonstrate personal and social skills and awareness of diversity and inclusion issues.

selected competences

- C1. - Plan the work and resources needed to enable effective implementation of a significant engineering task or project.
- C3. - Lead teams or technical specialisms and assist others to meet changing technical and managerial needs.
- D2. - Clearly present and discuss proposals, justifications and conclusions.
- E3. - Understand the principles of sustainable development and apply them in their work.

Remove

Callouts:

- Insert a title, objective and start/end date for your PDP
- Selecting your Engineering Council profile will display the relevant competence required for that level
- Select the competences you wish to include in your PDP and click 'Add'. Added competences will be displayed here.

When finished, click 'Save', to save your plan.

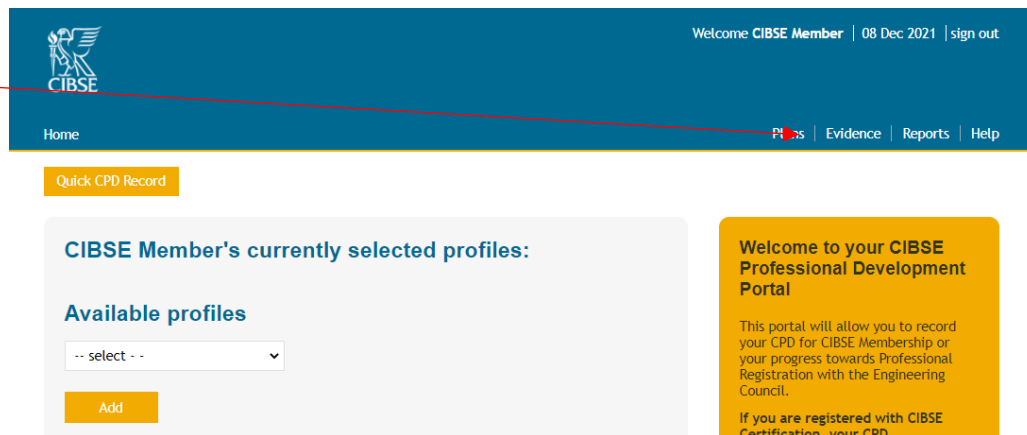
Sending your plan to your mentor

You also have the option to share your plan with a colleague or mentor. To do this, simply add in their email address and select 'Save & Review'. This will be emailed to them directly. Your mentor should aim to complete their comments after your regular quarterly face-to-face meetings.

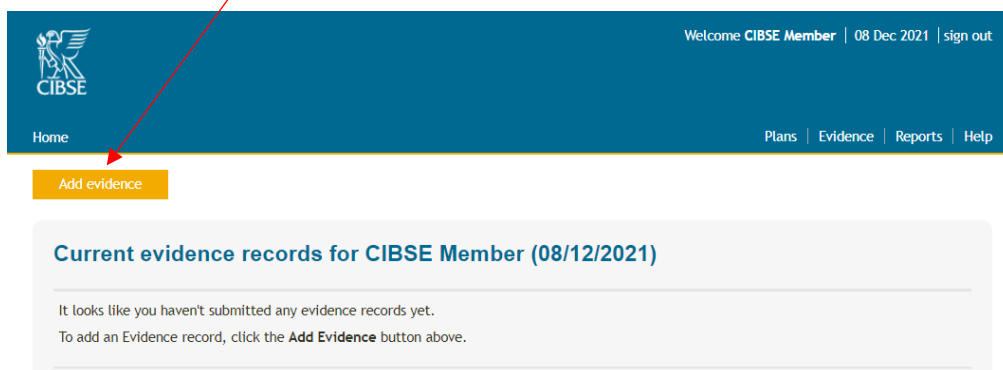
1. Recording your evidence for each UK-SPEC competency

You can record how you have achieved each UK SPEC competency and send it to your mentor for comments. This can form part of your OAR and you can specifically load your OAR forms to this page. To record your evidence, follow the below steps.

To record your evidence, click 'Evidence' in the top menu





Then select 'Add evidence' the following 'Evidence wizard' will appear.





Evidence wizard


Name CIBSE Member


CPD activity title  *


Category  Structured

Number of hours  *

Description of CPD activity  *

What did I learn from this activity? 

How will I apply this learning to my work? 

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

Start date *

End date *

select a profile:

Click on the "i" button for further information about each field

Select " " from the profile drop-down box:

- Chartered Engineer
- Incorporate Engineer
- Engineering Technician

Complete the fields with information related to your specific evidence activity.

All fields with a red asterisk are compulsory.

You can add web links (e.g. a webpage showing you giving a presentation) or upload supporting documents (Word, Excel, PowerPoint, PDF, image and media files).

Uploading supporting documents

Upload supporting documents

This section is optional and can be used to upload files to support your Evidence.

You can upload files from your computer, or submit a link to another website where the document is stored. You must give uploaded files a title. Maximum file size is 25Mb.

file title / website
address

file to upload:

Choose File

No file chosen

Upload

You can add any documents which will support your evidence, this can be a meeting agenda or minutes etc....

You can add your individual OAR form within this section.

Any supporting documents will remain attached to the evidence and any reports created using it.

Once a file is uploaded, select the filename or link to view it. Files and links can also be deleted.

Once you have entered in all the details for the evidence, click 'Save'.

Save your evidence

You can save your completed evidence record now.

Save

Cancel

Sending your evidence to your mentor

You can send your evidence to you mentor for comments, this can be part of your quarterly meetings where you should be going through your OAR forms and discussing how you are progressing through achieving the UKSPEC competencies. Your mentor can add their comments as well. It is recommended this activity is completed during your face-to-face quarterly/annual meetings..

If you would like to share your evidence

if you would like someone to review the evidence record you have created, enter their email address in the box below and click 'Save & Review'

reviewer email

Save & Review

Review comments

Your evidence will now be stored on your list of 'Evidence'. **Repeat this process to add more evidence.**

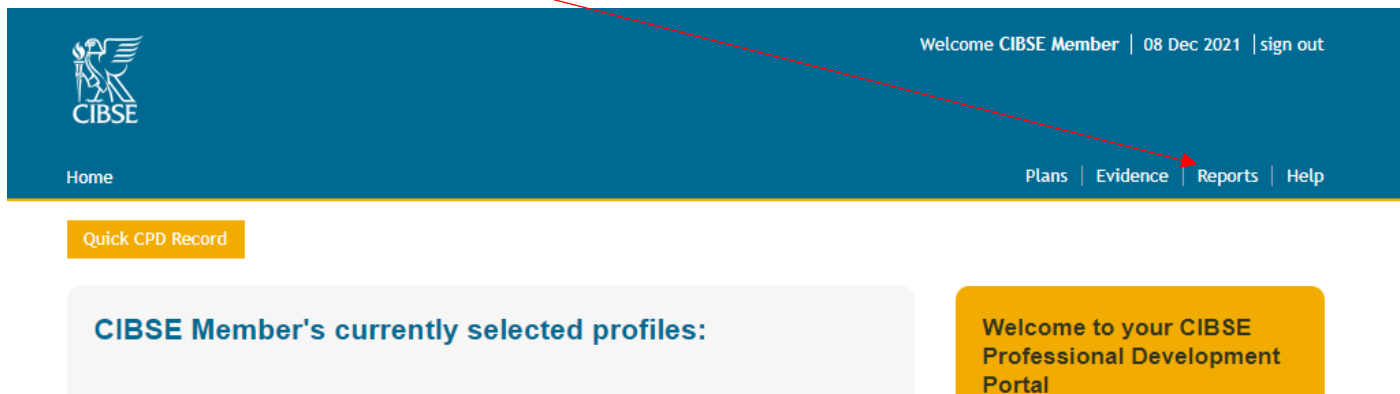
Title	Profile	Start Date	Completion Date	Created on	
Attended Leadership meeting	CEng (2020)	25 Aug 2022	25 Aug 2022	25 Aug 2022	  PDF
CIBSE Low Carbon Consultant Design course	CEng (2020)	23 Aug 2022	23 Aug 2022	25 Aug 2022	  PDF
Mechanical Services Explained	CEng (2020)	22 Aug 2022	24 Aug 2022	25 Aug 2022	  PDF
Mechanical Services Explained	CEng (2020)	22 Aug 2022	24 Aug 2022	25 Aug 2022	  PDF

2. Generating a report

Reports are used to gather plans and evidence over a specified period of time.

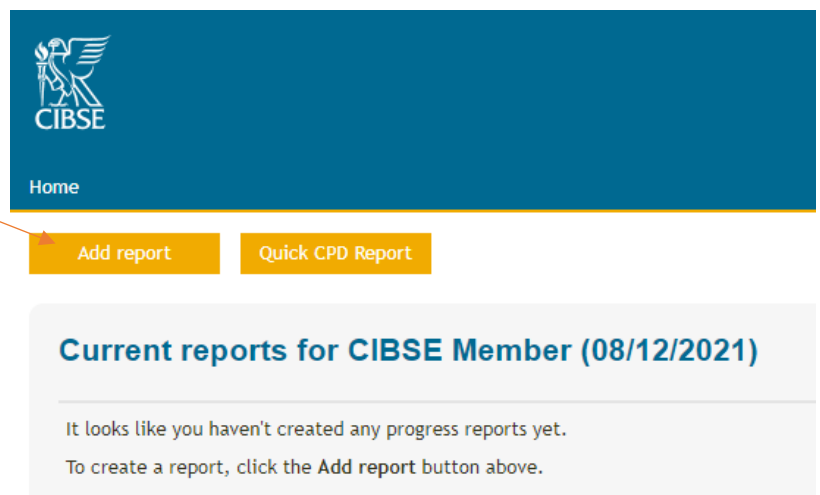
You can create a report for your quarterly meetings with your mentor and you can create a report which will form part of your annual report.

To generate a report, **click 'Reports'** in the menu.



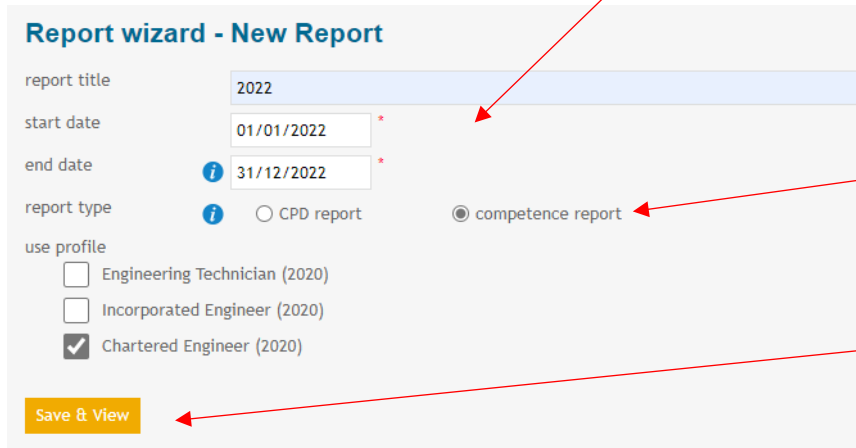
The screenshot shows the top navigation bar of the CIBSE Member's Professional Development Portal. The bar is dark blue with the CIBSE logo on the left and the text "Welcome CIBSE Member | 08 Dec 2021 | sign out" on the right. Below the logo is the word "Home". On the right side of the bar, there are four menu items: "Plans", "Evidence", "Reports", and "Help". A red arrow points to the "Reports" menu item. Below the navigation bar, there is a yellow button labeled "Quick CPD Record". To the left of the main content area, there is a grey box with the text "CIBSE Member's currently selected profiles:". To the right, there is a yellow box with the text "Welcome to your CIBSE Professional Development Portal".

Then click **Add report**.



The screenshot shows the top navigation bar of the CIBSE Member's Professional Development Portal. The bar is dark blue with the CIBSE logo on the left and the word "Home" below it. Below the logo, there are two yellow buttons: "Add report" and "Quick CPD Report". A red arrow points to the "Add report" button. Below the navigation bar, there is a grey box with the text "Current reports for CIBSE Member (08/12/2021)". Below this box, there is a message: "It looks like you haven't created any progress reports yet. To create a report, click the Add report button above."

On the resulting Report Wizard page, give your new report a **title** and enter a **start date** and an **end date** for the period you want the report to cover. This can be a useful tool for when you have to create your annual report and can form part of it. It will summarise all the activity you have done throughout the year.



Make sure you **select** **'competence Report'** as your report type

Click 'Save & View' when complete.

A report will be generated displaying all evidence recorded during your nominated time period. This evidence building against the UKSPEC entry/OAR will continue throughout the journey of a trainee to the submittal of a membership application and practice report so there will be multiple entries on each of the UKSPEC entry/OARs.

Please note the report does not display mentor feedback and should not be used as the final OAR form, the OAR form should be on separate formal documentation and uploaded to each UKSPEC competency.

At this point you can share your report with a colleague or mentor for review. This is optional. To do this, enter in the email address in the box below and click 'Save & Review'. It is recommended any feedback is given at the face-to-face quarterly meetings and uploaded.

3. 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.

Or you can email membership@cibse.org