


Work History and Competence Recording Tool

Use this tool to:

- keep a track of your work history
- record examples of projects or activities that best demonstrate specific competencies.

To start a new Work History record:

- > Locate the *Work History and Competence Recording Tool* in the Members Area at www.ipenz.org.nz
- > Click on the *Using the Tool* link located in the left hand menu bar for step by step instructions on getting started



The screenshot shows the IPENZ website interface for creating a new employment period. The page title is 'Create a new Employment Period'. It includes a 'Start Date' field set to 1/1/2012 and an 'End Date' field set to 31/12/2012. There is a 'Position Title' field and a 'Submit' button at the bottom.

Recording work history

Update your work history on completion of significant amounts of work.

If you work across different projects or on projects of a smaller scale, document your general role(s) and then look at summarising selected projects or activities which might be special in some way.

Recording examples of competence

If a project or activity represents a particularly good example of competence, use the tool to explain this, and you will be progressively populating the self review for your next assessment.

Remember that you are only required to document one good example against each element of the competence standard for each continued registration assessment. Do not feel obliged to relate each project to each competence element. Exercise professional judgement!

CPD recording log

To start a new CPD activity record:

- > Locate the *CPD recording log* in the Members Area at www.ipenz.org.nz
- > Follow the instructions to start recording your CPD



The screenshot shows the IPENZ website interface for creating a new CPD entry. The page title is 'IPENZ Continued Professional Development area' and 'CPD New Entry'. It includes a 'Date' field set to 2012 and a 'Description' field. There are several radio button options for activity types: 'Engineering education or assessment', 'On-the-job training', 'Private reading', 'CPD/CPD-related activities', 'Other formal study/training', 'Formal education', and 'Work activities'. A 'Submit' button is at the bottom.

Use this tool to record CPD activities as they occur.

Remember:

- the target is not to achieve a certain number of “CPD hours” per year. Assessment panels are looking for quality, relevance and some evidence of a planned approach
- records should include a brief (bullet point) summary of the benefit/impact of the activity on your practice
- we take a broad view of what constitutes CPD and so should you. Aim for a mix of types of CPD – formal training, reading, research, seminars, workshops, conferences etc.

General Tips

You do not have to justify all of your activities as being at the level required for registration – most roles will involve an element of less demanding work. You need to demonstrate a current capability to work at the level required and this may be evidenced through involvement in a relatively small number of projects.

If you are an engineering manager and your role, or even aspects of it, calls for an engineer (or an engineering approach), then you are still practising “in engineering” and should be able to demonstrate competence for continued registration. After all, engineering problem solving is not just about design calculations and modelling, but also includes engineering management problems.



Submitting for Continuing Registration

WHAT TO DO BETWEEN ASSESSMENTS



Submitting for Continuing Registration

Progressively Record

Continuing Professional Development and Work History

RECORD KEY CPD ACTIVITIES as they occur using the online CPD recording log. Briefly state the benefits of each activity.

SUBMIT CPD log in place of CPD Recording Form.

RECORD KEY PROJECTS and best examples of the demonstration of particular competencies using the online **WORK HISTORY AND COMPETENCE RECORDING TOOL**.

SUBMIT WORK HISTORY report in place of Work History Recording Form.

Form CA04

Form CA05

Form CA02

Submit Complete Portfolio of Evidence

COMPLETE SELF-REVIEW using recorded examples of competence as baseline information.

Form CA13

Form CA06

MAINTAIN PROFESSIONAL NETWORKS to support your practice.

NOMINATE TWO REFEREES from your professional network. They will need a copy of your Self-Review in order to complete the online form.

To remain on an IPENZ current competence register*, a registrant must undergo a continued registration assessment at intervals of no greater than 5 years.

Assessments for continued registration must be rigorous to uphold standards, but this does not mean the process has to be an onerous one for registrants.

* NZ Registers: CPEng, ETPract and CertETn. International registers: IntPE and IntET

With a modest amount of progressive recording of continuing professional development (CPD) activities, work history and particularly good examples of the demonstration of different competencies, compiling a portfolio of evidence for continued registration becomes straightforward. Simply review and edit the information you have already recorded.

The chart above shows how progressive recording using the tools in the Members Area of the IPENZ website can contribute to the production of a portfolio of evidence for continued registration.