



Lifelong Learning Programme  
2007 – 2013  
Agreement No. LLP/Ldv/TOI/2010/IRL – 502

**Priročnik za pripravo gradiva  
za CPD akreditacije podjetij v Sloveniji  
po vzoru CPD sistema  
Engineers of Ireland**

NC SI FEANI

2011

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NC SI FEANI  
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## UVOD

NC SI FEANI (Nacionalni komite Slovenije FEANI) je bil povabljen k sodelovanju pri Leonardo evropskem projektu Lifelong Learning Programme 2007 – 2013 (Agreement No. LLP/Ldv/TOI/2010/IRL – 502).

Namen projekta je vpeljati CPD prakso Engineers of Ireland v dežele evropske skupnosti. V projektu sodelujejo kot koordinatorji Engineers of Ireland in partnerji Portugalska, Slovaška, Romunija in Slovenija. V Sloveniji projekt vodi NC SI FEANI.

Kot omenjeno je namen projekta vpeljati v državah, ki so vključene v projekt CPD sistem, kot je v veljavi za inženirske in tehniške poklice na Irskem. V ta namen je naloga sodelujočih držav spodbuditi podjetja, ki imajo že sedaj kakovostno razdelan interni sistem CPD in tega harmonizirati s pravili, ki jih nalagajo pravila pri Engineers of Ireland. Glede na stopnjo harmonizacije bodo ob koncu projekta štiri podjetja iz vseh partnerskih držav lahko pridobila certifikat o CPD aktivnosti od Engineers of Ireland.

Da bi bil sistem čim bolj transparenten in razumljiv smo v NC SI FEANI pripravili priročnik, ki podaja osnovne zamisli, procedure in pristope k vsem aktivnostim za ureditev sistema CPD v podjetjih v Sloveniji in morebitno kasnejšo akreditacijo sistema.

Priročnik je razdeljen na poglavja:

1. Nadaljnji profesionalni razvoj (CPD – Continuing Professional Development)
2. CPD standard za delodajalce
3. CPD pravilnik za podjetja
4. Evalvacija CPD
5. Vzorec CPD pravilnika
6. Časovni krediti
7. Analiza vrzeli
8. Vzorec pregleda vloge za CPD akreditacijo
9. Vzorec protokola auditinga

**Nadaljnji profesionalni razvoj**  
**(CPD – Continuing Professional Development)**

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Predsednik NMSI FEANI, dr. Valter Doleček

## Uvod

V Evropski uniji so ocenili, da dve tretjini tehnologij, uporabljenih po letu 2000, ni bilo iznajdenih pred letom 1990. Prav tako pa so trije ljudje, ki so delali na začetku tisočletja, še vedno aktivni danes. Groba ocena je, da zastari okoli 20 odstotkov inženirskega znanja vsako leto. Danes je popolnoma jasno, da je bilo v zadnjih 40 letih ustvarjeno več znanja kot v predhodnih tisočih. Appleberry, predsednik ameriške asociacije državnih višjih strokovnih šol (State Colleges) in univerz, je na prvi svetovni konferenci za vseživljenjsko učenje (1994) izjavil, da projekcija kaže, da se bodo leta 2020 informacije podvajale vsakih 73 dni. Če upoštevamo omenjeno, se lahko vprašamo, kaj je mišljeno s CPD. Definicija, ki je bila splošno sprejeta, je: »Sistematično vzdrževanje, izboljšanje in širjene znanja in spretnosti ter razvoj osebnih kvalitiet, potrebnih za izvajanje strokovnih in tehničnih zadolžitev v času življenjskega dela vsakega izvajalca«.

*Nadaljnji* pa vsekakor pomeni, da se mora vsak posvetiti vseživljenjskemu učenju. Doseči začetne strokovne sposobnosti je komaj začetek razvoja samega sebe. *Profesionalni* pa vsebuje zahtevo, da vsak posameznik doseže osebni razvoj, s katerim bo žel spoštovanje soprofesionalcev. Beseda *razvoj* bi naj povzročila poglobitev celovitega razvoja pristojnost (kompetenc). Če nekdo študira kolikor mogoče hitro, postaja bolj pristojen za stroko in mnogo hitrejši v razmišljanju. Če je na čelu področja v stroki, bi naj bil nagrajen s povišanjem plače, delovnim zadoščenjem, ali pa z boljšim napredovanjem v karieri ter povečanim spoštovanjem kolegov.

CPD se zelo uporablja v razvitih delih sveta. V Sloveniji so sicer določeni zametki v razvitejših industrijah, kot so ISKRA, GORENJE, KRKA, NOVARTIS-LEK, vendar zamisel CPD-ja še ni postala del naše družbe. Vseživljenjsko učenje pa skušamo vpeljati z učenjem na daljavo, študijem ob delu in s podobnimi aktivnostmi.

## Kaj je CPD?

Obstajajo trije ključni elementi za uspešen CPD iz posamičnega in organizacijskega vidika. Najprej mora obstajati posamična obveza vsakogar za lastni razvoj. Osnovana mora biti na jasnem razumevanju ključnih pristojnosti in učenje mora biti neposredno povezano z maksimalno hitrostjo razvoja teh pristojnosti. Zato so potrebni osebni razvojni načrti in jasne zamisli za razvoj bodoče kariere. Nadalje morajo organizacije opredeliti vloge svojih menedžerjev, tako da je zanje trening in razvoj osebja najpomembnejša aktivnost. Biti mora osnova, za katero se menedžerje zadolži, izvežba, razvije, ocenjuje, nagradi in poviša. Tretjič, organizacija mora biti učeča organizacija, kar pomeni, da mora v največji meri povečati svoj učni proces in ga vezati sistemsko.

Zdaleč premalo posameznikov se zgledujejo po drugih in po razvoju njihovega CPD-ja. Na primer, čim večji je poslodajalec, tem večje je stremenje po oddelku za izobraževanje ali oddelku, ki zagotavlja CPD. Ta način organizacije pa je lahko precej škodljiv, ker odvrta odgovornost od posameznika in jo naprti organizaciji. Vsekakor ne more uspešno delovati noben pristop, če vsak posameznik ne čuti v

organizaciji obveznosti do lastnega razvoja. Uspešnost je torej v veliki meri odvisna od miselnosti posameznika. Dosega cilja in svetovne ravni sta odvisna tudi od prepričanja posameznika, da to zmore.

Nihče ne ve, kaj zmore, dokler ne poskusi. Najenostavnejše sporočilo je torej, da se vsak posameznik vpraša, kako želi razviti svojo kariero v naslednjih petih letih ali v daljšem obdobju. Kjerkoli delamo v inženirskem poklicu, se zavedamo, s kako posebno velikimi koraki se novo znanje v svetu razvija. Prelahko bi bilo predati se in se ne potruditi vzdrževati koraka z njim. Nasprotno bi morali biti celo navdušeni nad priložnostmi, ki nam jih novo znanje odpira in nudi.

Pomemben način, kako ohraniti zdrav razum, strukturo svojega učenja in razvoja kariere, je imeti zelo jasno predstavo o lastnih ključnih pristojnostih. Če so nam jasne, se lahko osredotočimo na zagotavljanje novega znanja, ki vzdržuje, veča in širi pristojnosti. Sicer obstaja nevarnost, da se slepo in naključno trudimo za napredovanje svojega znanja. Sedaj postaja jasno, da je ključna naloga posameznika osebni načrt, v katerem je najpomembnejši razvoj pristojnosti.

Kaj je pristojnost (kompetenca)?

Pristojnost je aktiva posameznika, ki jo le posodi delodajalcu. Lastnik pristojnosti je torej posameznik. Zato moramo podati pomembno razliko med pristojnostjo in znanjem. Povezava med njima sta spretnost in védenje. Kar lahko opišemo na naslednji način: »Pristojnost je učinkovita, uspešna in pravilna uporaba spretnosti, osnovana na primernem znanju«. Če imamo primerno pozitivno védenje, se moramo zavedati, da so lahko spretnosti uspešne le, če so učinkovito in pravilno uporabljene. Ne glede kako dobro je znanje posameznika in kako izrazite so njegove/njene spretnosti, bi ga/jo bilo nespametno zaposliti le na osnovi preverjanja njegove/njene strokovnosti brez razumnega zaupanja v njegovo/njeno védenje.

Če povzamemo, so znanje, spretnosti in védenja različna in jasna bistva, vendar je pomembno, da so vsa tri prisotna in povezana. Videti je, da obstaja zelo enostavna povezava med uspešnostjo neke organizacije in pristojnostmi. Edini način, da organizacija doseže zadovoljstvo strank, je v ponujanju kakovosti v vseh vidikih poslovanja. Uspešnost organizacije je odvisna od zaposlenih, ki morajo biti v največji meri pristojni za svoja ravnanja. Pristojnosti so zato odločilne za uspeh posameznikov, organizacij in celo narodov.

Prav gotovo je interes obeh, posameznika in organizacije, da posvetita veliko pozornost CPD-ju. Najboljša in najuspešnejša pot je, da načrtujemo lastni CPD na osnovi osebnega razvojnega načrta.

Kaj je osebni razvojni načrt?

Vsi bomo vse bolj potrebovali neko vrsto listnice o naših učnih dosežkih in ciljnih kariere. Takšna listnica je zelo smiselna za obdobje celotnega življenja. Osebni razvojni načrt vsebuje večinoma izobrazbo, zaposlitev, karierne smotre (dolgoročno), karierne cilje (kratko in srednjeročno), strukturirano oblikovano vadbo, učenje ob delu, vadba ob delu, osebne aktivnosti, skupnostne aktivnosti, osebni razvoj. Osebni razvojni načrt je žarišče posamičnega in skupnega učenja. Če se učimo hitreje od tekmecev, ne bomo le preživeli, ampak imeli bomo prednost na svojem področju.

Potencialno učenje v formalnih inštrukcijskih tečajih je mnogokrat vredno manj, kot bi naj bilo. Vzrok za to je enostaven, ker okolje na delovnem mestu ne podpira učenja in sam tečaj ni ustrezno dognan ali pa mu ne sledimo ustrezno. Formalna in draga vadba bo le uspešna, če bo osnovana na delovanju neke organizacije, ki poudarja učenje dan za dnem.

Kaj pojmuje pod inštruiranjem in mentorstvom?

Inštruiranje in mentorstvo sta najpomembnejši pristojnosti, ki ju ne zahtevamo le od menedžerja, temveč od vsakogar, ki je vpleten v CPD. Vse pre pogosto menimo, da so inštrukcije aktivnosti, ki jih izvaja nek strokovnjak v neki spretnosti in ki usmerja druge k večji spretnosti.

Mentorstvo se razlikuje od inštruiranja v dveh ključnih pogledih:

- Mentor mora biti bolj izkušen na določenem strokovnem področju od posameznika, kateremu je mentor.
- Mentor naj običajno ne bo na menedžerskem področju nad osebo, ki ji je mentor. To pa zato, ker mora oseba zaupati mentorju do takšne stopnje, ki jo je težko doseže pri lastnem menedžerju in ker bi naj bil to drugi vir nasvetov, ki je neodvisen.

Očitno je, da ima vsakdo naravne sposobnosti na področju spretnosti vadenja in mentorstva, vendar je najboljši način postati boljši, da imamo zaupanje v prakso in da spretnosti izboljšujemo na redni osnovi.

Sklep

CPD lahko smatramo kot četverno partnerstvo. To je pomembno partnerstvo med posameznikom, njegovim delodajalcem, strokovno ustanovo in tistimi, ki ponujajo določeno izobrazbo ter vadbene tečaje. Vsakemu delodajalcu mora biti popolnoma jasno, da morajo vsakemu posamezniku nuditi podporo ostali trije partnerji.

Nazadnje, vsakomur mora biti jasno, da je učenje dvosmeren proces. Le v primeru, da smo pripravljene zapustiti svojo pot in deliti lastne izkušnje, zamisli in informacije z drugimi, bodo ti ravnali enako z nami. Zastarela miselnost, da moramo obdržati informacije zase v prepričanju, da je vrhunsko znanje moč, se mora končati.

Vir

Lorrinan, J., 1997: Continuing Professional Development: a Practical Approach. London: The Institution of Electrical Engineers.

**CPD standard za delodajalce**  
**(CPD Accreditation Employer Standard)**



**Standard za  
delodajalce,  
akreditirane  
za NPR**

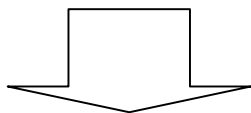
**Hitri vodič**

**CPD Accredited  
Employer  
Standard**

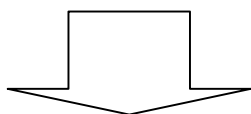
**Quick Guide**

## Proces

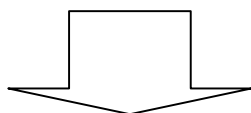
Formalni stik med Združenjem irskih inženirjev in delodajalcem



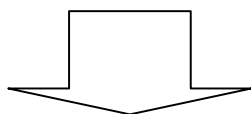
Dogovor o akreditaciji za NPR kot cilj organizacije



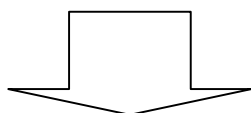
Analiza vrzeli, pregled statusa sistemov in praks NPR



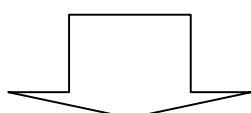
Uvedba sistemov in praks NPR



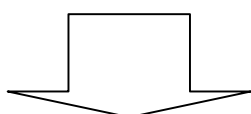
Pisna prijava Združenju irskih inženirjev



Revizija akreditacije Združenja irskih inženirjev

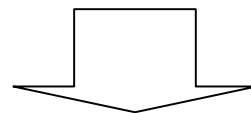


DELODAJALEC Z AKREDITACIJO ZA CPD – podeljena za do 3 leta

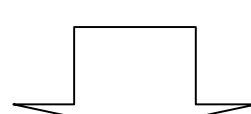


## The Process

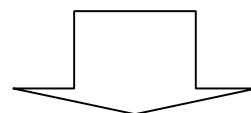
Formal contact between Engineers Ireland and the Employer



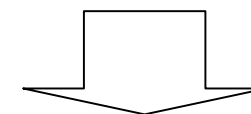
Agree CPD Accreditation as an Organisation Goal



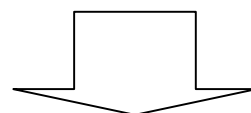
Gap Analysis, review status of CPD systems and practices



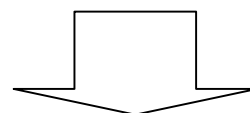
Implement CPD Systems and Practices



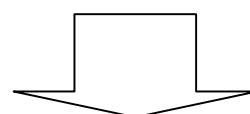
Written Submission to Engineers Ireland



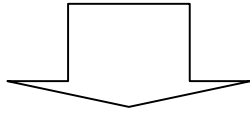
Engineers Ireland Accreditation Audit



CPD ACCREDITED EMPLOYER – Award for up to 3 years



## Ugled in PR



### Mreženje in primerjalna analiza

#### Kriteriji 1-8: Obvezno za akreditacijo

##### 1. Interni odbor NPR

- združiti vodje oddelkov s ključnih področij, npr. inženirstvo, človeški viri, usposabljanje in kakovost
- zagotoviti, da so politike/postopki NPR uvedeni in odgovornosti opredeljene
- vzdrževati visok ugled NPR v organizaciji
- poročati višjemu vodstvu o NPR

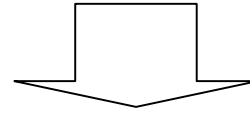
##### 2. Politika nadaljevanja poklicnega razvoja (NPR)

- pokritje vseh vidikov NPR
- odobrilo višje vodstvo
- objavljeno in dobro sporočeno vsem zadevnim zaposlenim

##### 3. Upravljanje učinkovitosti in razvojni sistem

- jasna komunikacija organizacijske strategije na ravni oddelka in posameznika
- vsak inženir in tehnik opravi formalni pregled (vsaj letni) z nadrejenim
- izvede se analiza potreb usposabljanja
- izdelava individualnega načrta NPR
- individualni načrti NPR, ki se kopičijo na splošni organizacijski načrt usposabljanja

## Recognition and PR



### Networking and Benchmarking

#### Criteria 1-8: Mandatory for Accreditation

##### 1. Internal CPD Committee

- Brings together department heads from Engineering, HR, Training and Quality.
- Ensures CPD policies/procedures implemented & responsibilities defined
- Maintains high profile of CPD in the organisation
- Reports to top management on CPD

##### 2. Continuing Professional Development (CPD) Policy

- Covering all aspects of CPD
- Approved by senior management
- Published and well-communicated to all relevant staff

##### 3. Performance Management & Development System

- Organisational strategy clearly communicated at departmental and individual level
- Each engineer and technician has a formal review (annually at least) with their supervisor
- A Training Needs Analysis is conducted
- Individual CPD plans produced
- Individual CPD Plans “rolled up” into an overall Organisational Training Plan

#### 4. Formalni NPR, zabeleženih vsaj 5 dni povprečno na leto

- NPR, na katerega se cilja, izveden v skladu z individualnim načrtom NPR
- vzdrževanje in posodabljanje individualnih zapisov NPR
- vsaj povprečno 5 dni NPR na inženirja/tehnika na leto

#### 5. Mentorstvo za poklicni razvoj

- jasna in dobro komunicirana politika mentorstva
- potreba za formalno mentorstvo na vseh ravneh
- mentorstvo je povezano z upravljanjem učinkovitosti in PDP-ji
- usposobljeni mentorji delajo z mlajšimi kolegi, jim pomagajo pri gradnji kariere in pridobitvi strokovnega naziva, npr. inženir s koncesijo

#### 6. Povezave s profesionalnimi institucijami/izkušenimi organi

- aktivno sodelovanje z zadevnimi, izkušenimi organi
- spodbuditi zaposlene, da pridobijo strokovne nazive, npr. inženir s koncesijo
- organizacije povezujejo z institucijami na treh ravneh

#### 7. Dejavnosti izmenjave znanja

- dejavnosti izmenjave znanja kot je kosilo in učenje
- končna poročila projekta in podatkovne

#### 4. Formal CPD, minimum 5 days average per annum recorded

- Targeted CPD carried out in accordance with individual CPD plan
- Individual CPD records maintained and updated
- Minimum average of 5 days CPD per engineer/technician annually

#### 5. Mentoring for Professional Development

- A clear and well-communicated Mentoring policy
- The need for formal mentoring is assessed at all levels
- Mentoring is linked to Performance Management and PDPs
- Trained mentors work with more junior colleagues, aiding career progression and the achievement of a Professional Title e.g. Chartered Engineer

#### 6. Linkages with Professional Institutions/Learned Bodies

- Active participation with relevant, learned bodies
- Staff encouraged to obtain Professional Titles e.g. Chartered Engineer
- Organisations link with Third-Level institutions

#### 7. Knowledge Sharing Activities

- Knowledge Sharing activities such as Lunch 'n' Learns

baze naučenega zajemajo pomembno znanje in izkušnje

- zaposleni, ki prihajajo z dogodka NPR posredujejo ključna spoznanja kolegom
- dostop do ključnih informacijskih sistemov na spletu, npr. IHS

### 8. Vrednotenja učinka NPR

- kriteriji vrednotenja so določeni za načrtovane dejavnosti NPR
- vodje so vključeni v vrednotenje rezultatov spoznanj

### Cilj NPR je, da imajo inženirje, ki:

- imajo posodobljeno tehnično znanje
- so strokovno dobro podkovani
- so sposobni odgovornega ravnanja in so samoiniciativni
- se lahko kosajo z najboljšimi mednarodnimi dosežki

### Koristi za delodajalce:

- maksimiranje potenciala zaposlenih
- optimiziranje povračila za učenje in stroškov za razvoj
- ustvarjanje inovativne in dinamične kulture
- boljše uravnavanje poslovnih ciljev, ekipnih načrtov
- lažje načrtovanje kariere in postopkov napredovanja
- boljše zaposlovanje in ohranitev zaposlenih
- dvig ugleda delodajalca

- Project Close-Out reports and Lessons Learned database capture important knowledge and experiences
- Staff returning from CPD events disseminate key learnings to colleagues
- Access to internet-based critical information systems e.g. IHS.

### 8. Evaluation of impact of CPD

- Evaluation criteria are set out for planned CPD activities
- Managers are involved in the evaluation of learning outcomes

### The Aim of CPD is to have Engineers that are:

- Up-to-date technically
- Well rounded professionally
- Capable of handling responsibility and taking initiative
- On a par with best international performance

### Benefits for Employers:

- Maximising the potential of employees
- Optimise payback from learning and development expenditures
- Creates an innovative and dynamic culture
- Better aligns business goals, team plans
- Facilitates career planning and promotion procedures
- Improves recruitment and retention of staff
- Raises the profile of the employer

## Kriteriji 9-12: Svetovalne najboljše prakse

### 9. Podiplomska izobrazba

- izdaja politike nadaljnega izobraževanja, ki jo odobri višje vodstvo
- učinkovito sporočanje vsem zadevnim zaposlenim

### 10. Okviri usposobljenosti/upravljanje s talenti

- okviri usposobljenosti so na voljo za vse ključne inženirske vloge/stopnje
- zaposlovanje, razvoj, udejstvovanje in uvajanje, povezani s pridobivanjem teh sposobnosti

### 11. Napredne prakse znanja

- identifikacija in skiciranje pomembnih znanj, ki so povezani s ključnimi trgi in skupno poslovno strategijo
- povezava sposobnosti z naprednimi programi usposabljanja NPR
- proces za pridobitev znanja za premostitev znanih 'lukenj v znanju'
- višji direktor/vodja, ki je odgovoren za upravljanje znanja
- učinkovita uporaba IT-ja za izboljšanje kakovosti v zvezi z upravljanjem znanja
- merila in rezultati, dogovorjeni za dejavnosti v zvezi z upravljanjem znanj

### 12. Spodbujanje ustvarjalnosti/inovativnosti

- k ciljem naravnane prakse za generacijo novih idej in reševanje težav

## Criteria 9-12: Advisory Best Practices

### 9. Postgraduate Educational activity

- Published Further Education policy, signed off by Senior Management
- Effectively communicated to all relevant staff

### 10. Competency Frameworks/Talent Management

- Competency Frameworks available for all key engineering roles/grades
- Recruitment, development, engagement and deployment linked to achievement of these competencies

### 11. Advanced Knowledge practices

- Identification and mapping of important knowledge competencies, linked to key markets and overall Business Strategy
- Link competencies to advanced training programmes for CPD
- Process to acquire knowledge to bridge identified 'knowledge gaps'
- A senior director/manager responsible for Knowledge Management
- Effective use of IT to improve the quality of Knowledge Management
- Metrics and outcomes agreed for Knowledge Management activities

### 12. Fostering Creativity/Innovation

- Goal-orientated practices for new idea generation and problem solving
- Tools for Innovation are utilized: with good

- uporabljajo se orodja za inovativnost: dobrodošle, podprte in nagrajene z dobrimi idejami
- ponujeno je usposabljanje na področju kreativnega razmišljanja
- viri, prakse in uvajanje osredotočanja zaposlenih na inovacije
- NPR in inovacija sta povezana z merljivimi poslovnimi koristmi
- organizacijska struktura omogoča inovacije in osebne pobude

- ideas welcomed, supported and rewarded
- Training in Creative-Thinking is provided
  - Resources, practices and deployment of staff focus on innovation
  - CPD and Innovation are linked to measurable business benefits
  - Organisation structure facilitates Innovation and personal initiative





**CPD pravilnik za podjetja**  
**(CPD Sample Policy Document)**

## **POLITIKA NPR- Vzorec** dokumenta politike

### **1. Izjava o poslanstvu podjetja**

*(Vstavite izjavo o poslanstvu podjetja ali primarne cilje)*

### **2. Splošni pregled**

Glede na zgoraj napisano, je prednostna naloga podjetja XXX razvoj vseh zaposlenih, še zlasti v zvezi z NPR, naših inženirjev in tehnikov, da bi povečali prispevke ekipe in posameznikov k ciljem organizacije. XXX verjame, da je spodbujanje kariere in napredovanja prek ustreznega notranjega usposabljanja in izobraževanja, sodelovanja pri novih projektih in pridobivanja novih veščin ključ do uspeha posameznika in organizacije.

Ključni cilj XXX je tudi ponuditi pot do koncesije za diplomirane inženirje in enake možnosti za diplomirane tehnologe in tehnike.

Vsi vodje so odgovorni za podporo razvoja ljudi, ki delajo za njih. Tako lahko ti posamezniki pridobijo dodatne veščine za svoja trenutna delovna mesta in nove za prihodnje priložnosti v okviru XXX. Vsi zaposleni, ki delajo za XXX so spodbujeni, da izkoristijo razvojne programe in priložnosti tako znotraj kot zunaj organizacije.

Ta politika pokriva vse zaposlene XXX za nedoločen čas in vse inženirje in tehnike.

NPR je načrtovano pridobivanje znanja, veščin in strokovnih sposobnosti z razvojem osebnih značilnosti, ki so potrebne za pravilno izvedbo naših strokovnih inženirskih in tehničnih dolžnosti. NPR lahko vodi v večjo fleksibilnost pri kariernih možnostih in izboljša možnosti za napredovanje.

#### **Cilj XXX je:**

- razvoj zaposlenih, da dosežejo maksimalno

## **CPD POLICY- Sample Policy** Document

### **1. Company Mission Statement**

*(Insert Company Mission statement or Primary Objectives)*

### **2. General Overview**

In the above context, it is a corporate priority of XXX to develop all employees, particularly in the context of CPD, our engineers and technicians, in order to maximise team and individual contributions to the organisational objectives. XXX believe that the promotion of career satisfaction and progression through providing relevant internal training and education, participation on new projects and acquiring new skills is the key to individual and organisation success.

It is also a key aim of XXX to provide a route to Chartered status for graduate engineers, and equivalent opportunities for graduate technologists and technicians.

All managers are responsible for supporting the development of the people working for them, so that these individuals can acquire additional skills for their present positions and new skills for future opportunities within XXX. All employees working for XXX are encouraged to take advantage of development programmes and opportunities both within and outside the organisation.

This policy covers all permanent employees of XXX and all engineers and technicians.

CPD is the planned acquisition of knowledge, skills and specialist capabilities with the development of the personal qualities necessary for the proper execution of our professional engineering and technical duties. CPD can lead to greater flexibility in career options and enhanced promotional opportunities.

učinkovitost v njihovi trenutni vlogi

- razvoj fleksibilne delovne sile z različnimi spretnostmi, ki se je zmožna hitro odzivati na spreminjajoče se poslovne potrebe
- “vzgoja lastnih kadrov” in zapolnitev večine višjih delovnih mest prek napredovanja znotraj podjetja
- jasna povezava usposabljanja in razvoja, da se določijo poslovna strategija in potrebe
- zagotoviti spretnosti in znanja za prihodnje inovacije pri XXX

### 3. Filozofija

- Kjer je mogoče, se bo usposabljanje izvajalo v podjetju, na delovnem mestu, izvajalci pa bodo vodje in/ali sodelavci. XXX je mnenja, da je usposabljanje na delovnem mestu pomemben del razvoja vseh zaposlenih in bo zagotovilo, da so vsi vodje opremljeni s spretnostmi in znanji za usposabljanje drugih.
- Formalno mentorstvo podjetje uporablja tudi kot vir razvoja kariere in upravljanja s talenti.
- Usposabljanje bo ovrednoteno za oceno koristi za podjetje in posameznika in služi kot pomoč pri načrtovanju prihodnosti.
- Po formalnem usposabljanju se bodo udeleženci s svojim vodjo proizvodnje pogovorili o koristih usposabljanja, ki so se ga udeležili.
- Vsi zaposleni, ki so se udeležili formalnega usposabljanja, morajo biti sposobni povzeti ključne točke naučenega in jih prikazati sodelavcem pri interni predstavitvi.

### 4. Določanja potreb nadaljevanja poklicnega razvoja

- Vsak posameznik se običajno udeleži programa za usmeritev novih zaposlenih 1 mesec od datuma zaposlitve (ref.: politika usmeritve novih zaposlenih)
- Vsi zaposleni se bodo vsako leto udeležili pregleda učinkovitosti in razvoja. Med tem pregledom bodo določene potrebe NPR, zaposleni pa se bodo s svojim vodjo dogovorili o načrtu NPR (ref.: politika pregleda učinkovitosti in razvoja)
- Načrt NPR bo usklajen s strategijo podjetja XXX, kot je podrobno opisano v letnem poslovnem načrtu.
- Zaposleni lahko na krivulji učenja koristijo dostop

**At XXX it is our aim to:**

- Develop employees to achieve maximum effectiveness in their current role
- Develop a flexible and multi-skilled workforce capable of rapid response to changing business needs
- To “grow our own” and fill most senior roles through internal promotion
- To clearly link all training and development to identified business strategy and needs
- Provide skills for future innovations within XXX

### 3. Philosophy

- Where possible, training will be delivered in-house, on the job and by managers and/or colleagues. XXX views on-the-job coaching as a vital part of every employee’s development and will ensure that all managers are equipped with the skill to coach others.
- Formal Mentoring is also utilised by the company as a resource for career development and talent management
- Training will be evaluated to assess the benefits to the company and the individual and to assist with future planning.
- After formal training attendees will discuss with their line manager the benefits of the training undertaken.
- All staff who attend formal training will also be required to distil the key learning points gained and present on these to colleagues at an internal presentation.

### 4. Identification of Continuing Professional Development Needs

- Each individual will normally undergo a New Employee Orientation Programme within 1 month of the initial hiring date (Ref.: New Employee Orientation Policy)
- Each employee will participate in a Performance and Development Review on an annual basis, during this review CPD needs will be identified and a CPD plan agreed with the employee’s manager (Ref.: Performance and Development Review)

do mentorja, ki jim lahko pomaga tako, da jim ponudi 'premor' za raziskavo možnosti za nadaljnje napredovanje na delovnem mestu in korakov za razvoj kariere.

- Vsi zaposleni morajo vse dejavnosti NPR zabeležiti na ustreznem obrazcu za beleženje NPR.
- Zapisi morajo biti na voljo službi za človeške vire za redne preglede.
- Načrti NPR se lahko spremenijo glede na npr. drugačne pogoje na trgu, spremenjeno usmeritev poslovanja, spremembe opisov poklica, napredovanje in/ali prenose, spremembe tehnologije ali sistemov. Formalni NPR obsega tako tehnične kot tudi netehnične možnosti učenja in se razlikuje od običajnega učenja "na delovnem mestu". Tehnično usposabljanje bo na splošno neposredno vezano na tehnologijo poslovanja. NPR lahko vključuje naslednje: (Organizacija bo tukaj vstavila ustrezne tečaje – nekaj primerov je navedenih tukaj)
- tečaj usposabljanja izven delovnega časa v podjetju ali učne naloge
- podiplomski akademski programi, kot so diploma, magisteriji
- pomembno sodelovanje pri delu izkušenih ustanov, npr. predstavitev dokumentacije ali priprava poročila
- zunanji programi usposabljanja

#### **Za višje zaposlene lahko formalni NPR vsebuje:**

- učne ure
- podpora skupnosti izkustva
- delovanje kot strokovnjaki z določenega področja
- mentorstvo
- gostitelji tehničnega spletnega dnevnika
- sodelovanje pri naprednem usposabljanju
- sodelovanje na forumih/konferencah
- pisanje tehničnih člankov za publikacije itd.

XXX pričakuje, da vsi inženirji in tehniki izpolnijo vsaj 5 dni nadaljevanja poklicnega razvoja na leto.

Podjetje bo podprlo zaposlene v tem prizadevanju, kolikor je to mogoče. Posamezni zaposleni morajo biti prav tako dejavni pri svojem razvoju in ga tudi zabeležiti. Vsi strokovno usposobljeni zaposleni morajo upoštevati politike NPR, ki jih je oblikoval njihov strokovni organ, npr. Združenje irskih inženirjev.

Policy)

- The CPD plan will be aligned with the Corporate Strategy of XXX as detailed in the Annual Business Plan.
- Employees on a learning curve can enjoy access to a Mentor who can assist through providing 'time out' to explore options for ongoing progress in the workplace and career development steps
- It is the responsibility of each individual employee to record all CPD activities on the appropriate CPD Record Form
- The records must be available to HR for periodic review
- CPD plans may change in accordance with among others varying market conditions, altered business direction, changes to job descriptions, promotions and/or transfers, changes in technology or systems. Formal CPD embraces both technical and nontechnical learning opportunities and is distinct from normal "on-job" learning. Technical training will generally be directly related to the technology of the business. CPD can include the following: (Organisation to input relevant courses here – see some examples adjacent)
- In-company off-the-job training courses or learning assignments
- Post-graduate academic programmes such as Diplomas, Degrees or Masters degrees
- Significant involvement in the work of a learned Institution, e.g. presentation of a paper or preparation of a report
- External Training Programmes

#### **For more senior staff, their formal CPD can include:**

- teaching classes
- sponsoring a Community of Practice
- serving as Subject Matter Experts
- Mentoring
- hosting a technical blog
- enrolling in advanced training
- participating in external forums/conferences
- writing technical articles for publication etc.

XXX expects all engineers and technicians to fulfill a minimum of 5 days Continuing Professional Development per annum. The company will support staff in this endeavour in so far as is

## 5. Financiranje nadaljevanja poklicnega razvoja

Zaposlene spodbujamo k sodelovanju pri izobraževalnih programih, ki bodo prispevali k razvoju veščin, povezanih s poklicem, in jim bodo nudili priložnost za pripravo na položaje z večjo odgovornostjo znotraj organizacije. Razpoložljiva podpora lahko vključuje: 10 % – X % kritje tečajnine, X % stroškov za izpite in do X % za gradivo/knjige itd.

XXX lahko določi tudi časovne zahteve – čas odobren za sodelovanje pri tečajih, študijski dopust, itd. Vse zaposlene spodbujamo k sodelovanju pri dejavnostih svoje poklicne ustanove, da ostanejo na tekočem z razvojem na njihovem področju.

XXX bo zaposlenim povrnil letno članarino za članstvo pri spodnjih združenjih, če je članstvo v tem združenju neposrednega pomena za delovno mesto zaposlenega. Prijava za povračilo stroškov se opravi s pomočjo obrazca za splošne stroške (s pritrjenimi računi), odobri pa jo pristojni vodja proizvodnje.

### SEZNAM ZADEVNIH POKLICNIH ORGANOV

A  
B  
C

Zaposlene, ki prejemajo denarno podporo za članstvo pri poklicnih organih, spodbujamo, da so aktivni člani teh združenj in se udeležujejo izobraževanj in prireditev za navezovanje stikov. Pričakujemo tudi, da bodo ti zaposleni ustrezne revije, dokumente itd. dali na voljo tudi drugim zaposlenim, neposredno ali prek knjižnice oddelka/čitalnice.

XXX lahko krije stroške naročnin za časopise in revije, v kolikor njihova dostopnost na delovnem mestu neposredno koristi podjetju. O tem odloči vodja oddelka.

## 6. Vloge in odgovornosti vodje

- Skrbna določitev zahtev usposabljanja za vsakega

possible. Individual staff members are expected to be equally proactive with regard to their growth and development and recording of same. All professionally qualified members of staff will be expected to abide by the CPD policies of their professional body e.g. Engineers Ireland.

## 5. Funding of Continuing Professional Development

Employees are encouraged to explore educational programmes that will further the development of job-related skills and will provide the opportunity to prepare for positions of increasing responsibility within the organisation. The support available may include: 10% - X% fee support, X% of exam fees and up to X% for material/ books etc.

XXX may also consider accommodating time requirements – time release to attend courses, study leave etc.

All employees are encouraged to participate in the activities of their Professional Institution in order that they keep up to date with developments in their field.

XXX will reimburse the annual membership subscription of employees for one of the societies listed below, provided membership is of direct relevance to the employee's role. Application for reimbursement must be made on a general expenses form (with receipts attached) and authorised by the relevant line manager.

### LIST OF RELEVANT PROFESSIONAL BODIES

A  
B  
C

Employees receiving funding for membership of Professional Bodies are encouraged to make active use of their membership through attendance at learning and networking events. It is also expected that such staff will make relevant Journals, papers etc. available for other employees, either directly or through the Department library / reading area.

zaposlenega in beleženje v individualnem načrtu usposabljanja.

- Zagotovi, da dogovorjeno usposabljanje poteka prek spodbujanja posameznih zaposlenih in nudenja praktične podpore za omogočanje razvoja zaposlenih.
- Redno preverja napredek.
- Sodeluje pri oceni stroškov in koristi dejavnosti usposabljanja in razvoja, ki se jih udeleži posameznik.
- Aktivno pomaga zaposlenemu pri njegovem razvoju tako, da ga šola in z njim deli svoje znanje in veščine.

### Človeški viri/usposabljanje in razvoj

- Podpira interni odbor NPR, ki spremlja vse sisteme in prakse NPR.
- Zagotovi, da imajo vsi zaposleni dostop do rednega usposabljanja in razvoja.
- Pripravi letni proračun za usposabljanje po posvetovanju z zadevnimi vodjami.
- Pripravi letni načrt usposabljanja za podjetje na podlagi najboljše možne uporabe virov podjetja, da tako zadosti poslovnim potrebam.
- Nudi splošno svetovanje vodjam o najboljši poti za doseganje potreb razvoja.
- Sodeluje pri nudenju usposabljanja, kadar je to potrebno, npr. usmeritev novih zaposlenih itd.
- Postopki, povezanih z dokumenti.
- Spremlja kakovost usposabljanja in razvoja, ki se jih nudi zaposlenim.
- Poskrbi za dobre odnose med mentorjem učenci pri podjetju.
- Vodi evidenco vseh usposabljanj in zabeleži razvoj posameznih zaposlenih.

### Mentorstvo

- Podpira razvoj učencev v njihovi oskrbi.
- Deli izkušnje in vse, česar se je naučil tekom svoje kariere do danes.
- Podpira druge mentorje pri njihovem delu.
- Ohranja popolno zaupnosti v zvezi z odnosom mentorstva.

### Posamezni inženirji/tehniki

- So osebno odgovorni za NPR.

XXX may pay the cost for subscriptions to periodicals and journals if their on-site availability is directly beneficial to the company. The Departmental Manager will decide this.

## 6. Roles & Responsibilities Manager

- Carefully identify the training requirements for each employee and record on Individual Training Plan
- Ensure the agreed training is implemented through encouragement of individual employees and the provision of practical support to enable employees to develop
- Review progress periodically
- Assist in the evaluation of costs and benefits of training and development activities undertaken by the individual
- Actively aid the employee in their development through the use of coaching and sharing of knowledge and skills

### Human Resources/Training & Development

- Support the internal CPD Committee which monitors all CPD systems and practices
- Ensure that all employees are having their training and development needs assessed on a regular basis
- Prepare annual training budget after consultation with respective managers
- Prepare an annual training plan for the company based on best use of company resources to meet business needs
- Provide general advice to managers on the best way of meeting development needs
- Assist in providing training where appropriate e.g. New Employee Orientation etc.
- Document relevant procedures
- Monitor the quality of training and development delivered to employees
- Facilitate the mentor-mentee relationships in-house
- Maintain a record of all training and development undertaken by each member of staff

- Sodelujejo pri določitvi lastnih potreb po usposabljanju in zaključitvi individualnega načrta usposabljanja.
- Poročajo vodji o potrebah razvoja, ki jih opazijo.
- Se udeležijo usposabljanja in posredujejo kopije certifikatov vodji, ki jih shrani.
- Dajejo povratne informacije o usposabljanju, ki so ga bili deležni.
- Delijo s kolegi veščine in znanja, ki so jih pridobili na tečaju njihovega razvoja.
- Aktivno sodelujejo z mentorjem. Skupaj z ostalimi je ta politika podjetja XXX del sistema upravljanja in se jo redno revidira in pregleda glede na skladnost. (Za podjetja z ISO 9000 je ta politika del sistema kakovosti in se temu primerno revidira.)

XXX želi pridobiti status delodajalca, akreditiranega za NPR, ki ga podeljuje Združenje irskih inženirjev.

**Odobril:**

(Višji vodja) \_\_\_\_\_

Datum

\_\_\_\_\_

**Mentor**

- Support the development of the mentees in their care
- Share experiences and lessons-learned during their careers to date
- Support other Mentors in their work
- Maintain absolute confidentiality with regard to Mentoring relationships

**Individual Engineers/Technician**

- Take personal responsibility for CPD
- Assist in the identification of own training needs and completion of Individual Training Plan
- Bring to the notice of their manager any development needs of which they become aware
- Attend training provided and forward copies of certificates to Manager for retention
- Provide feedback on training undertaken
- Share with colleagues the skills and knowledge they have gained in the course of their development
- Actively participate in the relationship with Mentor. This Policy along with all others at XXX will form part of the Management System and will be audited and reviewed for compliance periodically. (For ISO 9000 companies this policy will form part of the Quality System and will be audited accordingly.)

XXX intends seeking Engineers Ireland CPD Accredited Employer status.

**Approved by:**

(Senior Manager)

\_\_\_\_\_

Date

\_\_\_\_\_





**Evalvacija CPD**  
**(Evaluation of CPD)**

# Evaluation of CPD

	<b>Planned learning outcomes.</b> To be agreed <u>beforehand</u> between learner and manager	<b>Why this is important to me / my team / the organisation</b>	<b>Actual Learning outcomes.</b> To be reviewed <u>afterwards</u> between learner and manager	<b>Agree planned application / sharing of learning.</b>	<b>Check successful application / sharing of learning and any business impact.</b>	<b>Identify barriers to successful application / sharing of learning</b>
1						
2						
3						
4						
	Signed: Signed: Date:		Signed: Signed: Date:		Signed: Signed: Date:	

**CPD Summary Sheet**

<b>Name:</b>	<b>JohnJoe</b>	<i>Total Hours Req'd</i>	<b>40</b>
<b>Role:</b>	<b>Mechanical Engineer</b>	<i>Hours Complete to Date</i>	<b>0</b>
		<i>Hours Outstanding</i>	<b>40</b>

CPD TYPE	NO.	DESCRIPTION	VENUE	DATE	CPD HOURS
Internal or External Training Course, Conference or Lecture	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
	10				
	11				
	12				
<b>Subtotal</b>					<b>0</b>

CPD TYPE	NO.	DESCRIPTION	PRESENTED BY	DATE	CPD HOURS
Special Visits/Site Visits	1				
	2				
	3				
	4				
	5				
	6				
<b>Sub-total</b>					<b>0</b>

CPD TYPE	NO.	DESCRIPTION	COLLEGE	DATE	CPD HOURS
Post-Grad Education	1				
	2				
	3				
<b>Sub-total</b>					<b>0</b>

CPD TYPE	NO.	DESCRIPTION	VENUE	DATE	CPD HOURS
Professional Institution Activities	1				
	2				
	3				
	4				
	5				
	6				
<b>Subtotal</b>					<b>0</b>

CPD TYPE	NO.	DESCRIPTION	PROJECT	DATE	CPD HOURS
Misc	1				
	2				
	3				
<b>Sub-total</b>					<b>0</b>

<b>SIGNED</b>	<b>EMPLOYEE</b>	_____
	<b>MANAGER</b>	_____

**Vzorec CPD pravilnika**

**(CPD Policy Sample)**



*Oifig an Ghinearálóifigeach i gCeannas an Aerchoír.*

*Office of General Officer Commanding Air Corps.*

12<sup>th</sup> Nov '07

## **Air Corps Continuous Professional Development Policy for Aeronautical Engineer (AE) and CIS Technical Officers.**

Air Corps Mission Statement      “To deliver the airpower contribution to the military defence of the security of the State and to fulfill all roles assigned by Government through the deployment of a modern, well-motivated and effective Air Corps”.

1. To ensure the deployment of a modern, well-motivated and effective Air Corps, it is vital that personnel are trained to the highest standards on an ongoing basis.
2. It is the corporate policy of the Air Corps to develop a program of Continuing Professional Development (CPD) for all Technical Officers (AE and CIS Officers) within the Corps. This programme is being developed as a tool for attaining, retaining and sustaining a motivated, effective and disciplined body of professional Engineer Officers to meet the demands of the Air Corps from an engineering perspective. These demands are laid down by Government for the Defence Forces (DF) under the 1994 Strategic Management Initiative, and are reflected in Defence Forces Strategy Statements issued since then. They are expanded upon in the Maintenance Management Organisation Exposition (MMOE) and the Air Regulation Manual (ARM) which are the formal aeronautical regulatory provisions issued by the General Officer Commanding the Air Corps.
3. The Air Corps intends to pursue a policy, cognisant of its responsibilities, whereby, subject to the exigencies of the service, each individual engineer will be afforded the opportunity to acquire the knowledge, experience and skills to enable him/her to execute in a fully efficient manner, all professional and technical duties as listed below:
  - a. To certify maintenance staff.
  - b. To accept new aircraft onto the Irish Military Register

- c. To partake in the procurement of equipment including the specification, tender evaluation, acceptance and introduction into service of such equipment.
- d. To verify that all Air Corps technical activity is carried out to the correct Airworthiness standard.
- e. To develop maintenance strategies and plans for the Air Corps fleet.
- f. To supervise all internal and external maintenance activity and to partake in the acceptance process, including Check Flights, after any maintenance activity.
- g. To manage and certify technical and non-technical personnel involved in all maintenance activity within the Air Corps.
- h. To develop technical Standard Operating Procedures (SOPs) and reporting systems necessary to support safe and efficient maintenance practices.
- i. To develop training plans and strategies for technical personnel within the Air Corps.
- j. To procure and maintain all Air Corps Navigation Aids and Ground-to-Air Communications Systems in accordance with International Standards.
- k. Education, training of apprentices and technical training for maintenance technicians and pilots.
- l. Air Corps Fire Service, training and operations management of airbase fire service.
- m. Crash recovery, training and operations deployment of crash recovery teams for both civilian and military aircraft.

4. The individual training need of each engineer will be assessed and individual training plans will be developed, to ensure that the Air Corps receives the maximum benefit from this CPD program. In addition, computer network resources will be made available to allow the sharing of professional information and reports.

5. Training is recognised both by the DF and Air Corps as a fundamental means of achieving its objectives. This, however, must be supported by other non-training activities to enable individuals to maintain knowledge and skills at the cutting edge. The Air Corps, therefore, will support its

engineers with a set of wide-ranging, reinforcing activities and procedures. This support, subject to the exigencies of the service, may be in the form of appropriate time off and financial assistance.

- a. Military training programmes as laid down in the DF Annual Training Directive
- b. Specialist training courses including external training on new aircraft, systems and work practices.
- c. Support for engineers in the pursuit of suitable postgraduate academic courses
- d. Specialist training courses in Airworthiness legislation, Flight Testing and Accident/Incident Investigation
- e. Non-military activities such as leadership and general management skills
- f. Development of project management skills
- g. Interpersonal Relationships Skills
- h. Subscriptions to periodicals and journals of benefit to the Air Corps.
- i. Health and Safety in the Workplace
- j. A system of Performance Appraisal, reflecting both the formal military assessment of a career (AF 451) as a military officer, and the technical and non-technical elements of an engineer's development and opportunities for the future (CPD accreditation from and annual return on CPD activities and planned CPD activities).
- k. An informal mentoring and peer review policy. Whereby more senior engineers, can advise on technical and career development decisions to be made.
- l. Identified career paths
- m. Support and facilities made available for the presentation of reports and papers.
- n. Availability of other incentives, such as co-operative projects with other equivalent military and public service positions in relevant technical fields.
- o. Support for engineers in the pursuit of further education.
- p. Support and encouragement for engineers seeking professional titles, e.g., Chartered Engineer, Fellowship of the IEI, Eur.Ing., etc, including the payment of professional fees
- q. Actively seeking Engineers Ireland (EI) CPD Accreditation to ensure that the development of DF engineers is in line with best practice.

6. A standing committee comprising of the Quality Manager, OC Technical Training School and CIS IT Officer will manage the CPD program. Their functions are to co-ordinate activity and develop long-term policy strategies. This will include the management and dissemination of appropriate documentation.

7. It will be the responsibility of each individual participant of this CPD policy to carry out the following;

- a. To take personal responsibility for CPD
- b. Assist in the identification of their own CPD needs and to communicate these in a timely fashion
- c. To attend CPD programmes and events.

R. James BQ

GOC Air Corps



**Časovni krediti**  
**(CPD Time Credits)**

## Vrste NPR in ustrezni časovni krediti

**Cilj:** Zabeležite povprečno vsaj 5 dni formalnega NPR za vsakega zaposlenega inženirja (inženirji in tehniki) na leto.

1. Vrste formalnega NPR, to je brez splošnega učenja in razvoja na delovnem mestu.

### 1.1. Tečaji usposabljanja ali predavanja v podjetju.

#### Vrsta časovni kredit

- usposabljanje v učilnici – dejansko trajanje
- predavanja – dejansko trajanje
- računalniški tečaj – dejansko trajanje
- formalno uvajalno usposabljanje – dejansko trajanje

Višje osebje:

- učne ure / tutorstvo – dejanski čas za ure in čas za pripravo gradiva

### 1.2 Podiplomski akademski tečaji.

#### Vrsta časovni krediti

- ustrezen magisterij od institucije, ki jo priznava Združenje irskih inženirjev – do 50 dni (25 dni univerza ali enakovredno na leto za obdobje 2 let)
- diploma na področju, sorodnem inženirstvu – do 60 dni (20 dni univerza ali enakovredno letno za obdobje 3 let)
- diploma na področju, sorodnem inženirstvu – do 20 dni
- certifikat na področju, sorodnem inženirstvu – do 15 dni
- drugi zadevni akademski tečaji s kvalifikacijami – dejanski čas predavanja

### 1.3 Zunanji tečaji usposabljanja.

#### Vrsta časovni krediti

- tečaji, ki jih vodijo priznane ustanove ali izvajalci usposabljanj, ki pokrivajo določene tehnične predmete, predmete, povezane s sektorjem ali generično usposabljanje (upravljanje, pravo, finance, računovodstvo, zdravstvo in varnost, človeški viri, okoljevarstvo, računalniške aplikacije itd.) – dejanski čas predavanja

Višje osebje:

- tečajji kot so reševanje konfliktov, upravljanje, vplivanje na večine, usposabljanje na področju PR in medijev, usposabljanje na napredni stopnji, usposabljanje na področju systemskega razmišljanja, itd. – dejanski čas predavanja

#### **1.4 Dejavnosti poklicnih institucij.**

##### **Vrsta časovni krediti**

- udeležba zadevnega predavanja – dejanski čas predavanja
- organiziranje tehnične konference ali predavanj – do 3 dni na leto
- sodelovanje pri komisiji, svetu ali posebni delovni skupini – dejanski čas srečanja (do 3 dni na leto)

Višje osebje:

- priprava in dostava referata – do 3 dni na leto

#### **1.5 Posebni študijski dopust, vključno s časom za izpite.**

To pokriva dodatek za magisterije, diplome, druge diplome in certifikate, ki je prikazan pod 1.2.

Za tiste, ki delajo ostale formalne izpite, ki jih ne pokriva 1.2, je dejanski čas mogoče prišteti kot dodatni čas za NPR.

#### **1.6 Posebni obiski ali naloge**

- Obiski, povezani z učenjem, ali aktivno sodelovanje pri konferenci/seminarju, ki je povezan(a) z delom, če stroške podjetje ali posameznik pripiše med izdatke (torej se jih ne more zaračunati stranki) je mogoče kriti kot kredit NPR.
- Sem sodijo čezmorska službena potovanja in nastanitve, če so načrtovani kot razvojna dejavnost.

Kredit – dejanski čas na kraju dogodka ali lokaciji

#### **1.7 ~~Poklicni~~ Strokovni nazivi**

Ko kandidati uspešno pridobijo registriran ~~poklicni~~ strokovni naziv (npr. CEng, AEng, Eng Tech), je mogoče pripisati kredit NPR v vrednosti enega dne za prijavo in poklicni intervju.

### **1.8 Strukturirano branje**

Ko je strukturirano branje označeno kot del razvojnega načrta (npr. seznanitev z novo zakonodajo ali novo tehnologijo), je mogoče odobriti največ kredit NPR v vrednosti enega dne na leto.

### **1.9 Upravljanje znanja**

Ko so dejavnosti izmenjave formalnega znanja načrtovane in se izvajajo pri podjetju, je mogoče dejanske čase sej odobriti za namene NPR, za največ dva dneva za inženirja na leto.

### **1.10 Tehnični blogi**

Zaposleni, ki gostijo tehnični blog, ki velja za koristen vir znanja za ostalo tehnično osebje, lahko unovčijo kredit NPR v vrednosti 1 dne na leto.

### **1.11 Mentorstvo**

Zaposleni, ki so zaključili formalno usposabljanje na področju mentorstva in te veščine ohranjajo pri srečanjih z določenim učencem najmanj štirikrat na leto, lahko unovčijo kredit NPR v vrednosti 1 dne na leto kot mentor.

### **1.12 Prostovoljno delo za humanitarno organizacijo**

Inženirji/tehniki, ki se prostovoljno javijo, da bodo pomagali pri delu registrirane dobrodelnice ustanove, doma ali v tujini, lahko unovčijo največ kredit NPR v vrednosti 3 dni na leto, če je prostovoljno delo tehnične narave in vključuje uporabo tehničnih veščin in znanja za pomoč pri delih, lokalnemu prebivalstvu itd.

Pomembna opomba:

Z ozirom na širok pristop k NPR priporočamo, da posamezni inženirji/tehniki dosežejo NPR v vrednosti najmanj 3 dni na leto iz dejavnosti pod naslovi 1.1 do 1.3.

To je še posebej pomembno, ko si posamezniki prizadevajo pridobiti strokovne naslove, kot so inženir s koncesijo, ali za vnos v Mednarodni register profesionalnih inženirjev, kjer veljajo posebne zahteve v povezavi z usposabljanjem.

**Analiza vrzeli**  
**(Gap analysis)**

**ZAUPNO**

Standard Združenja irskih inženirjev za delodajalce,  
akreditirane za NPR

# Analiza vrzeli

Preberite skupaj s podpornim gradivom NPR Združenja irskih inženirjev:  
<http://www.engineersireland.ie/cpde-guide>

Vnesite geslo: **employersthatinspire**

**Ime organizacije:**

**Kontaktna oseba:**

**Datum:**

**Št. osebja**

**Člani ekipe za izvajanje NPR:**

**Pripravil:**

## 1. korak: Organizacijska situacija: sedanje notranje in zunanje omejitve in priložnosti

Vprašanja	Prejete informacije
<b>Sedanji profil podjetja/ Organizacijski kontekst</b>	
<b>Sedanja poslovna strategija</b>	
<b>Sedanja strategija L&amp;D</b> <ul style="list-style-type: none"><li>- Ključni vzgibi</li><li>- Analiza potreb</li><li>- Sedanje omejitve</li><li>- Zahtevani rezultati</li></ul>	





## 2. korak: Trenutne prakse NPR pr. standardna zahteva za delodajalce, akreditirane za NPR

### OBVEZNI KRITERIJI 1-8

<p><b>1. del:</b> <b>INTERNI ODBOR NPR</b></p> <ul style="list-style-type: none"><li>- zagotoviti, da so politike/postopki uvedeni in odgovornosti opredeljene</li><li>- združiti vodje oddelkov s ključnih področij, npr. človeški viri, inženirstvo, usposabljanje, kakovost</li><li>- povezava s postopki sistema kakovosti/uravnovešeni m pregledom rezultatov itd., kjer je to potrebno</li></ul>	<p><u>Trenutno:</u></p> <p><u>Ukrep(i):</u></p>
<p><b>2. DEL</b> <b>POLITIKA NPR</b> Celovita politika NPR</p> <ul style="list-style-type: none"><li>- pokritje vseh vidikov NPR</li><li>- odobrilo višje vodstvo</li><li>- dobro sporočeno vsem zadevnim zaposlenim</li></ul>	<p><u>Trenutno:</u></p> <p><u>Ukrep(i):</u></p>

**3. DEL  
UPRAVLJANJE  
UČINKOVITOSTI IN RAZVOJNI  
SISTEM**

- jasna komunikacija organizacijske strategije na ravni oddelka in posameznika
- vsak inženir in tehnik opravi (vsaj) letni pregled z nadrejenim
- izvede se analiza potreb usposabljanja
- izdelava in redni pregled individualnega načrta NPR
- individualni načrti, ki se kopičijo na organizacijski ravni

Trenutno:

Ukrep(i):

**4. DEL  
FORMALNI NPR,  
ZABELEŽENIH VSAJ 5 DNI  
POVPREČNO NA LETO**

- NPR, na katerega se cilja, izveden v skladu z načrtom
- vzdrževanje in posodabljanje individualnih zapisov NPR
- vsaj povprečno 5 dni NPR na inženirja/tehnika na leto

Trenutno:

.

Ukrep(i):

*OPOMBA: Želeli bi videti zapise za obdobje zadnjih 12 mesecev, ki kaže povprečno 5 dni NPR na inženirja/tehnika*

**5. DEL  
MENTORSTVO ZA POKLICNI  
RAZVOJ**

- *jasna in dobro komunicirana politika glede mentorstva*
- *oceni potrebo za mentorstvo na vseh ravneh*
- *mentorstvo povezano z upravljanjem učinkovitosti in PDP-ji*
- *usposobljeni mentorji za delo z mlajšimi kolegi, za pomoč pri gradnji kariere*

Trenutno:

Ukrep(i):

<p><b>6. DEL POVEZAVE S PROFESIONALNIMI INSTITUCIJAMI/IZKUŠENIMI ORGANI</b></p> <ul style="list-style-type: none"><li>- aktivno sodelovanje s primernimi organi</li><li>- spodbuditi zaposlene, da pridobijo strokovne nazive</li></ul>	<p><u>Trenutno:</u></p> <p><u>Ukrep(i):</u></p>
<p><b>7. DEL DEJAVNOSTI IZMENJAVE ZNANJA</b></p> <ul style="list-style-type: none"><li>- dejavnosti izmenjave znanja kot je kosilo in učenje</li><li>- končna poročila projekta in podatkovne baze naučenega</li><li>- zaposleni, ki prihajajo z dogodka NPR posredujejo ključna spoznanja kolegom</li><li>- dostop do ključnih informacijskih sistemov na spletu</li></ul>	<p><u>Trenutno:</u></p> <p><u>Ukrep(i):</u></p>

**8. DEL****VREDNOTENJE UČINKA NPR**

- kriteriji vrednotenja so določeni za načrtovane dejavnosti NPR
- vodje so vključeni v vrednotenje rezultatov spoznanj

Trenutno:

Ukrep(i):

**ČASOVNI OKVIR**

Kot pri vsakem projektu, priporočamo, da določite časovni okvir za pridobitev statusa delodajalca, akreditiranega za NPR. Prosimo, sporočite nam svoj ciljni datum.

Ekipa Združenja irskih inženirjev za akreditacijo za NPR vam bo z veseljem pomagala z gradivom, podporo, nasvetom in svetovanjem, da bi skupaj oblikovali ciljni datum.

**Vzorec pregleda vloge za CPD akreditacijo**  
**(Sample of a Checklist for Accreditation Submission)**

# CPD Accredited Employer standard



## Checklist for Accreditation Submission

STRICTLY CONFIDENTIAL

**NAME OF APPLICANT  
ORGANISATION:**

**DATE:**

## EXPLANATION OF NEW CRITERIA AND 'BANDS'

The CPD ACCREDITED EMPLOYER standard is designed to permit the necessary flexibility to facilitate both small and large organisations and to recognise the widely differing CPD needs of businesses that span the full range of technologies and markets.

Our revised guidelines celebrate the spirit of support and sharing which the CPD scheme was founded upon in 1999. They distil the good CPD systems and CPD practices that have helped over 100 organisations to harness talented minds in creating a strategy for business success.

We have designed our new criteria so that employers of all scales, in all sectors, can use CPD as a key organisational driver in addressing the demands of the years ahead, in an innovative and dynamic manner

To earn our CPD ACCREDITED EMPLOYER standard, we ask employers to work off an agreed framework of good systems and practices, depending on the number of engineers/technicians employed and the rate of change of technology in their sector.

To achieve the standard of CPD ACCREDITED EMPLOYER, an organisation's CPD team must provide evidence that the following required criteria are in place, to an appropriate degree, for their size and sector.

- 1. Internal CPD Committee**
- 2. CPD Policy**
- 3. Performance Management & Development system**
- 4. Formal CPD – minimum 5 days average per annum recorded**
- 5. Mentoring for Professional Development**
- 6. Linkages with Professional Institutions/Learned Bodies**
- 7. Knowledge Sharing Activities**
- 8. Evaluation of impact of CPD**

The above systems and practices are required as an essential base for all organisations wishing to achieve CPD ACCREDITED EMPLOYER status.



# INSTRUCTIONS FOR COMPLETION OF SUBMISSION FORM

**Congratulations. This is one of the final steps in the process towards achieving the Engineers Ireland CPD Accredited Employer standard.**

Simply follow the 5 Easy Steps below to fill your Accreditation Checklist Form successfully. We recommend, for clarity, using a folder and 8 dividers to separate evidence for the 8 criteria.

- Step 1:** Fill in required Company Information so that we can keep your details up to date. Don't forget to provide us with a brief company overview.
- Step 2:** For each criterion simply answer the questions in the “**Evidence for Accreditation**” section under “**comment**”. Your answers here should be frank and concise while reflecting your organisation's CPD policies and practices in the best light. This evidence will allow the audit panel to prepare for your audit so that time can be given to discussion which will really add value to your organisation.
- Step 3:** Attach the supporting Documents/Evidence required, using the checklist as a cover sheet for each section. This evidence allows the audit panel to see the policies and procedures that you have in place so that meaningful advice and recommendations can be given on the day of the audit. **Mandatory requirements are highlighted in orange.**
- Step 4:** Take note of the “**Evidence to be discussed at Audit**” in order to prepare for the audit and put your best foot forward on the day.
- Step 5:** Submit to member of Engineers Ireland CPD Accreditation team at least two weeks ahead of your audit.

**IMPORTANT:** The object of making a submission is not necessarily to ‘tick every box’. Include what you can by way of illustrating how you satisfy the Mandatory elements of the standard and have shaped the CPD systems and practices to best match your business requirements.

## NEED HELP? HAVE A QUESTION?

AIDAN HARNEY  
DEE KEHOE  
RONAN KEARNS

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T: 01-6651347  
T: 01-6651322

e: [aharney@engineersireland.ie](mailto:aharney@engineersireland.ie)  
e: [dkehoe@engineersireland.ie](mailto:dkehoe@engineersireland.ie)  
e: [rkearns@engineersireland.ie](mailto:rkearns@engineersireland.ie)

# COMPANY INFORMATION

Address:

Telephone Number:

Website:

Nature of Business:

Does the organisation have a number of locations?

Yes  No

If "yes" please give details:

Number of employees:

Number of engineers/technicians:

Number of engineering/technician qualifications:

Certificates:      Diplomas:      Degrees:      Masters:      PhDs:

Number of Registered Professional Titles:

Chartered Engineers:

Associate Engineers:

Engineering Technicians:

List the various engineering disciplines employed?

Do you have any external certifications?

ISO

FDA

Excellence Through People

Top 50 Best Companies to Work For

Other (please list)

## COMPANY INFORMATION

Name of Managing Director:

Name of HR/Training Director/Manager:

Name of Engineering Director/Manager:

Internal CPD Committee members:

Name  
Position

Name  
Position

Name  
Position

Name  
Position

Name  
Position

Name of person/s completing the application:



# COMPANY INFORMATION

Please provide below a brief overview of your company's operations:


**NB. If a Purchase Order Number is required for payment please supply in advance of audit.**


**P.O. Number**

## Criteria 1: Internal CPD Committee

	<b>Evidence for Accreditation</b>
1.1	Does your Internal CPD Committee bring together department heads from Engineering, HR, Training, Quality and Finance? <b>Comment:</b>
1.2	Does your Internal CPD Committee ensure CPD policy and systems are implemented and assessed with ongoing development? <b>Comment:</b>
1.3	Does your Internal CPD Committee report to top management on CPD? <b>Comment:</b>

### Recommended documents/evidence to be attached:


	<b>Tick if included</b>	
	Minutes for CPD Committee Meetings	
	Clear guidelines around how the organisation will continue to get better at developing staff i.e. overall Training & Development strategy; 3 Year Plan	
	<b>MANDATORY:</b> Minutes/other evidence to show that CPD, Learning & Development etc has a place on the agenda at top management meetings	
	Examples of methods the Internal CPD Committee have used to boost awareness of, and manage, the CPD process	

	<b>Evidence to be discussed at Audit (for use by auditors)</b>	
	Representatives from each department (Engineering, HR, Training, Quality and Finance) can discuss how CPD links to their initiatives	
	Staff can give examples of relevant and timely improvements that have been made on the CPD front	


## Criteria 2: CPD Policy

	<b>Evidence for Accreditation</b>
2.1	Does your CPD Policy cover all aspects of CPD? <b>Comment:</b>
2.2	Is your CPD Policy approved by senior management? <b>Comment:</b>
2.3	Is your CPD Policy well communicated to staff?  Suggestions:  Induction <input type="checkbox"/> Staff Handbook <input type="checkbox"/> Quality management System <input type="checkbox"/> Intranet <input type="checkbox"/>  <b>Comment:</b>

### Recommended documents/Evidence to be attached:

	<b>Tick if included</b>	
	<b>MANDATORY: A copy of the organisation's CPD policy</b>  This policy should <ul style="list-style-type: none"> <li>• clearly communicate the developmental opportunities available to all engineers &amp; technicians within the organisation</li> <li>• Define roles and responsibilities of all parties in relation to CPD</li> <li>• Outline the broad, holistic nature of CPD</li> <li>• Be signed by senior management</li> </ul>	
	Examples of how the CPD policy is communicated	
	Other relevant policies, such as Training Policy, Educational Support Policy etc. if separate	


## Criteria 2: CPD Policy

	<b>Evidence to be discussed at Audit (for use by auditors)</b>	
	Upper management understand the overall costs & benefits of CPD	
	Upper management can describe CPD systems that they have put in place to support the development of engineering professionals in order to improve the organisation's performance	
	Managers at all levels understand what they need to do to support the development of their staff	
	Staff who are new to the organisation, or new to the job, can confirm they have had the CPD policy effectively communicated to them	
	Management & staff can give examples of their own CPD	

## Criteria 3: Performance Management & Development System


	Evidence for Accreditation
3.1	Do each of your engineers & technicians have a formal, documented, Performance review with their supervisor (minimum annually)?  <b>Comment:</b>
3.2	Is a 'Training Needs Analysis' carried out?  <b>Comment:</b>
3.3	Are individual CPD Plans rolled up into an overall Organisational Training Plan?  <b>Comment:</b>
3.4	Is targeted CPD carried out in accordance with individual CPD plans?  <b>Comment:</b>

### Recommended documents/evidence to be attached:

	<b>Tick if included</b>	
	<b>MANDATORY: Sample Annual Appraisal documentation</b> For 5% of your engineering staff (confidential details can be blacked out) showing a clear link between an individuals annual appraisal and their actual CPD plan	
	Company Performance Management & Development Policy	
	Organisational Training Needs Analysis / Skills Gap analysis	
	Sample Training documentation for those carrying out Appraisals	
	Organisational Training Plan, as a result of Individual CPD plans	




## Criteria 3: Performance Management & Development System

	<b>Evidence to be discussed at Audit (for use by auditors)</b>	
	Staff are clear on the timing and purpose of Performance Reviews & can discuss their contribution & the outcomes	
	Staff can describe their contribution to their T.N.A	


## Criteria 4: Formal CPD – minimum 5 days average p.a. recorded

	Evidence for Accreditation
4.1	<p>Are individual CPD records available for all engineers and technicians?</p> <p><b>Comment:</b></p>
4.2	<p>Do you use a systematic recording process for formal CPD?</p> <p>Are records maintained centrally or on an individual basis?</p> <p><b>Comment:</b></p>
4.3	<p>Has a minimum average of 5 days CPD, per engineer / technician, been recorded for a recent 12 month period?</p> <p>What is the average?</p> <p><b>Please specify the 12 month period that you are submitting records for?</b></p> <p><b>Comment:</b></p>

### Recommended documents/evidence to be attached:

	Tick if included	
	<b>MANDATORY: INDIVIDUAL accurate CPD records</b> For 5% of your engineers and technicians showing a 5 day CPD average (minimum) for a recent 12 month period.	
	<b>MANDATORY: An overview of the CPD hours undertaken by all your engineers and technicians and the total hours</b> Listing engineers/technicians against CPD hours for the stated 12 month period with a total divided to show the average	
	Guidelines for recording formal CPD	
	Other details of your CPD recording system	


## Criteria 4: Formal CPD – minimum 5 days average p.a. recorded

	<b>Evidence to be discussed at Audit (for use by auditors)</b>	
	Staff display an understanding of what constitutes formal CPD and therefore what should be recorded	
	Staff can describe recent CPD undertaken	


## Criteria 5: Mentoring for Professional Development

Evidence for Accreditation	
5.1	Is the need for Mentoring, for professional development, assessed at all levels?  <b>Comment:</b>
5.2	Are experienced staff trained to mentor less experienced engineers and technicians?  <b>Comment:</b>
5.3	Which group(s) of staff is/are currently being mentored?  <b>Comment:</b>
5.4	Would you describe the current mentoring process formal or informal?  <b>Comment:</b>
5.5	Does your organisation have a formal induction process / Graduate Training programme?  <b>Comment:</b>

### Recommended documents/evidence to be attached:

	Tick if included	
	Details on Induction Process/Graduate Training programme	
	Your Mentoring Policy	
	Your Mentor/Mentee Matrix	
	Your Mentoring Process Flow/Overview of how mentoring is conducted	
	Details of any mentoring training or guidance provided to mentors/mentees	


## Criteria 5: Mentoring for Professional Development


	<b>Evidence to be discussed at Audit (for use by auditors)</b>	
	Management display a good, clear understanding of mentoring & how it can positively impact staff career development	
	Staff are clear on the benefits of having a mentor and can give examples	

## Criteria 6: Linkages with Professional Bodies/Learned Bodies

	<b>Evidence for Accreditation</b>
6.1	Are your engineering professionals active members of relevant professional bodies? <b>Comment:</b>
6.2	Is the achievement of Professional titles through these learned institutions encouraged? (For example, Chartered Engineer status). If so, how? <b>Comment:</b>
6.3	Do you have any linkages with Third Level Institutions? If so, what are these? <b>Comment:</b>

### Recommended documents/evidence to be attached:


	<b>Tick if included</b>	
	<b>MANDATORY: A list of the professional bodies and institutions that your engineers and technicians link with through professional memberships, as well as any linked with your company through corporate membership</b>	
	Your policy on membership of Professional Institutions	
	Documentation on how achievement of Professional titles is encouraged?	

	<b>Evidence to be discussed at Audit (for use by auditors)</b>	
	Management and staff can give examples of the benefits of linkages	


## Criteria 7: Knowledge Sharing Activities

	<b>Evidence for Accreditation</b>																																				
7.1	<p>Do your current knowledge sharing practices ensure 'tacit' knowledge flows through the organisation in a timely &amp; efficient manner? Give examples</p> <p><b>Comment:</b></p>																																				
7.2	<p>Do you use any of the following in order to share knowledge:</p> <table> <tr><td>Team seating plans</td><td><input type="checkbox"/></td></tr> <tr><td>Lunch 'n' Learn sessions</td><td><input type="checkbox"/></td></tr> <tr><td>Intranet</td><td><input type="checkbox"/></td></tr> <tr><td>Engineering forums</td><td><input type="checkbox"/></td></tr> <tr><td>On-line forums</td><td><input type="checkbox"/></td></tr> <tr><td>Specialist chat-rooms</td><td><input type="checkbox"/></td></tr> <tr><td>Induction training</td><td><input type="checkbox"/></td></tr> <tr><td>Project teams</td><td><input type="checkbox"/></td></tr> <tr><td>Conferences / Seminars</td><td><input type="checkbox"/></td></tr> <tr><td>Subject Matter Expert lectures</td><td><input type="checkbox"/></td></tr> <tr><td>Web conferencing</td><td><input type="checkbox"/></td></tr> <tr><td>Facilitated brainstorming</td><td><input type="checkbox"/></td></tr> <tr><td>Six Sigma councils</td><td><input type="checkbox"/></td></tr> <tr><td>Learning Centre</td><td><input type="checkbox"/></td></tr> <tr><td>Communities of Interest/Practice</td><td><input type="checkbox"/></td></tr> <tr><td>Mentoring</td><td><input type="checkbox"/></td></tr> <tr><td>Apprenticeships</td><td><input type="checkbox"/></td></tr> <tr><td>Team building 'away' days</td><td><input type="checkbox"/></td></tr> </table> <p><b>Others:</b></p>	Team seating plans	<input type="checkbox"/>	Lunch 'n' Learn sessions	<input type="checkbox"/>	Intranet	<input type="checkbox"/>	Engineering forums	<input type="checkbox"/>	On-line forums	<input type="checkbox"/>	Specialist chat-rooms	<input type="checkbox"/>	Induction training	<input type="checkbox"/>	Project teams	<input type="checkbox"/>	Conferences / Seminars	<input type="checkbox"/>	Subject Matter Expert lectures	<input type="checkbox"/>	Web conferencing	<input type="checkbox"/>	Facilitated brainstorming	<input type="checkbox"/>	Six Sigma councils	<input type="checkbox"/>	Learning Centre	<input type="checkbox"/>	Communities of Interest/Practice	<input type="checkbox"/>	Mentoring	<input type="checkbox"/>	Apprenticeships	<input type="checkbox"/>	Team building 'away' days	<input type="checkbox"/>
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Team building 'away' days	<input type="checkbox"/>																																				

### Recommended documents/evidence to be attached:

	<b>Tick if included</b>	
	<p>Sample Knowledge Sharing Documentation e.g.</p> <p>Screenshot of Intranet / Electronic Library            Schedule of Internal Knowledge Sharing Talks            Examples of Communities of Interest etc</p>	
	<p>Details of how 'Lessons Learned' are shared and incorporated into better practices?</p>	

## Criteria 7: Knowledge Sharing Activities


	<b>Evidence to be discussed at Audit (for use by auditors)</b>	
	Upper management can give examples of how they lead by example	
	Employees can give examples of their roles in knowledge-sharing activities	




## Criteria 8: Evaluation of impact of CPD

	<b>Evidence for Accreditation</b>
8.1	What measures are taken to assess the benefits of CPD at individual, team or organisational level?  <b>Comment:</b>
8.2	Do evaluations link learning to agreed objectives?  <b>Comment:</b>

### Recommended documents/evidence to be attached:

	<b>Tick if included</b>	
	Sample completed training evaluation forms	
	Overview of methods your company uses to evaluate impact of CPD	

	<b>Evidence to be discussed at Audit (for use by auditors)</b>	
	Upper management know what resources go into CPD	
	Upper management can describe CPD/Training that they have put in place to support the development of engineering professionals and it has been found to improve the organisation's performance	

# Fees

Please indicate the applicable fee below:

	Half Day Fee		Full Day Fee*	
<b>Initial Accreditation</b>				
Flat Fee	1850	<input type="checkbox"/>	n/a	<input type="checkbox"/>
<b>1 Year Reaccreditation</b>				
Less than 20 engineering staff	500	<input type="checkbox"/>		
Between 20 and 40 engineering staff	600	<input type="checkbox"/>		
Between 40 and 80 engineering staff	800	<input type="checkbox"/>		
More than 80 engineering staff	1100	<input type="checkbox"/>	2100	<input type="checkbox"/>
<b>3 Year Reaccreditation</b>				
Less than 20 engineering staff	1350	<input type="checkbox"/>		
Between 20 and 40 engineering staff	1550	<input type="checkbox"/>		
Between 40 and 80 engineering staff	2250	<input type="checkbox"/>		
More than 80 engineering staff	2900	<input type="checkbox"/>	3600	<input type="checkbox"/>

**The fee for accreditation is payable *after* the audit has been completed. Please provide P.O. number if needed.**

\* Full day fee applies only to advanced audits of complete 12 Criteria



## Additional Information:

Feel free to add additional information to support your application.

### Please also attach:

- Driving instructions

### And email to us:

- Your logo in 300 dpi format

**Thank you for taking the time to complete your submission. We look forward to reading it.**

## NEED HELP? HAVE A QUESTION?

AIDAN HARNEY	T: 01-6651314	e: <a href="mailto:aharney@engineersireland.ie">aharney@engineersireland.ie</a>
DEE KEHOE	T: 01-6651347	e: <a href="mailto:dkehoe@engineersireland.ie">dkehoe@engineersireland.ie</a>
RONAN KEARNS	T: 01-6651322	e: <a href="mailto:rkearns@engineersireland.ie">rkearns@engineersireland.ie</a>



**Vzorec protokola auditinga**  
**(CPD Accreditation Employer audit visit process)**

# Engineers Ireland

## CPD Accredited Employer audit visit process

**Normal start time is 9am to close at 1pm sharp.**

- The audit panel normally consists of two Engineers Ireland CPD department staff members plus one independent external auditor (i.e. with no association or connection with your organisation)
- Usually an audit would start with a meet and greet from your top management team as well as the CPD committee representing various company functions including Technical and/or Engineering, HR/Training, Quality etc and then a presentation (Power Point, if you wish) from your Managing Director/CEO covering the company, its operations and its "success story."  
**No more than 20 minutes/5 slides for this please. 20 MINUTES**
- In advance of the audit, all audit panel members will have read and familiarised themselves with the CPD Accreditation submission. Your top management team and CPD committee should be on hand to discuss the strategic intent of CPD and its business benefit to your organisation.
- The next step is for members of your CPD Implementation team, representing the various functions from HR to Engineering, to guide the panel through the eight criteria involved in the CPD Accreditation scheme. This is normally done on PowerPoint but does not have to be done this way. (We recommend one/two slides per criteria). Essentially, this is an opportunity for your CPD Implementation team and top management to show how good the systems are. **2 – 2.5 HOURS.**
- The audit process is generally very informal, and does not adhere to strict timings (apart from start and end!). While powerpoint slides often help to guide the process and highlight key points, the dialogue and questions will flow throughout, from both sides of the table. You'll find that, as so many areas of the CPD framework link, that conversation might cover Mentoring for Professional Development at the same time as dipping into Knowledge Sharing.
- And don't forget an audit is not just about assessing a company's practices and systems but also about adding value to you the employer. So the audit panel will interact and ask some questions if anything needs to be clarified. All questions from us are in a constructive fashion with the aim of best uncovering the successes of the CPD initiative. We encourage you to do likewise and make the most of your audit panel's guidance and expertise.

**Normally the *next* section begins at 12noon. See over page.**

- Finally, the last stage of the audit involves the panel talking to two groups so normally the panel will divide up into two rooms for this
- One group should consist of **3/4 engineers/technicians** (1-10 years with the company) whom you have chosen to represent the company. They should be well briefed on what is involved in achieving CPD Accreditation and they should be happy and willing to discuss THEIR experiences of any of the eight criteria i.e. their annual review, the mentoring processes, their involvement with Professional/Learned institutions. **45 MINUTES**
- *TIP: It may be helpful for your engineers/technicians to bring a copy of their CPD Records for the past 12 months, and their CPD plan for the coming 12 months to the audit.*
- The second group should consist of **3/4 very-high level engineers/technicians in senior positions (10-20 years experience)** whom you have chosen to represent the company. They will be engaged in a discussion on the strategic benefit of CPD. **45 MINUTES**

A wrap-up session is then held with the top management team and the CPD committee present.

That's it. Normally the audit panel will break to discuss the meetings so far. If there are any further questions they can discuss these with the CPD Implementation team then.

Otherwise, that would normally conclude the audit process. No formal feedback is given on the day but a full, detailed, written report will be compiled and returned to the company within 2 weeks, detailing their experience of the audit, the strengths of the company's CPD systems and any suggestions for continuing to improve the systems.

There are three possible results.

- (i) An audited company may not be accredited. In this case further recommendations for improvements are made and a re-audit date can be arranged.
- (ii) Where the CPD systems are very new and haven't yet bedded down a one-year Accreditation may be granted, subject to a review after 12 months.
- (iii) Where the CPD systems are robust and of an appropriate complexity for the operation, a full 3-year Accreditation is granted, usually subject to a check-in every 12 months.

**LUNCH:** Following the audit, only if convenient for you, members of the audit panel can be invited by you to stay for a bite to eat. This can allow for a wider discussion on the role of Engineers Ireland in developing engineering professionals, away from a formal audit setting.

# AGENDA

**START** 9am

Meet and Greet top management team

CPD Committee members should be present

**Intro by MD/CEO** 9.05am – 9.25am

**Discussion regarding 8 criteria** 9.25am – 11.50am

Involves MD, top management team & CPD Committee

**BREAK** 11.50am – 12noon

MD, top management team & CPD Committee not required again until 12.50pm

**Interview Group 1** 12noon – 12.45pm ROOM 1

**Interview Group 2** 12noon – 12.45pm ROOM 2

**Wrap up** 12.50pm

Closing comments to MD, top management team & CPD Committee

**CLOSE** 1pm