

## Continuing Professional Development Policy

A principal aim of the Nuclear Institute is to promote the highest professional and safety standards for the nuclear industry. As part of the activity towards achieving this aim the Institute has in place a professional development strategy for all professional membership grades i.e. Fellow and Member and it is also strongly encouraged for pre-professional grades – Associate and Affiliate.

Maintenance of a Continuing Professional Development (CPD) record is also a condition of retaining professional registration with the relevant Licensing Bodies (e.g. Engineering Council, Science Council or the Society for the Environment).

The Institute's strategy in professional development is based on the following objectives:

- (i) To promote a culture of active participation in professional development amongst the membership of the Institute.
- (ii) To require that members of the Institute maintain a continuous record of their professional development activity.
- (iii) To monitor the professional development profile of individual members of the Institute at appropriate times (related to maintaining Engineering Council, Science Council and the Society for the Environment licensing conditions and when members are applying for, or transferring between, membership grades).
- (iv) To encourage individual members to aim for the highest standards in continuing professional development by the provision of regular information on professional development opportunities, standards and requirements, both in the workplace and in the wider profession.
- (v) To identify areas where professional development needs to be enhanced and to promote appropriate development initiatives in these areas.
- (vi) To regularly review the Institute's continuing professional development policy and to amend and improve where required.

## Mandatory Reporting of CPD

It is generally recognised that most members undertake professional development on a regular basis, usually as part of their employment but that some will not have formally documented evidence of this learning.

Each year, the Nuclear Institute will undertake a random sample of a proportion of its members to confirm that they are undertaking CPD. This sample will include all professionally active members and those registered through the NI with the Engineering Council, Science Council and Society of the Environment.

Individuals have 3 months from the request to submit their CPD declaration. In the event of a non-submission, the Individual's professional registration will be at risk.

Failure to provide the evidence when requested could also put an individual's professional registration at risk. Each member audited will be provided with feedback and in the event of an unsatisfactory submission, support to the member will be offered.

## Sanctions

The NI encourages and supports effective professional practice including in planning, undertaking and recording/reporting CPD. Where a registrant fails to submit a CPD record within the agreed timescale we contact them to explore the reasons why and to request a submission.

If the registrant declines to provide their CPD records, in the first year we will remind them of their commitment and offer guidance regarding reflective practice, planning, recording and reporting their CPD. Wherever possible a revised deadline for submission within the current membership year will be agreed. If submission is deemed not to be viable in the current audit period, they will be advised that they must complete a return during the CPD audit the following year.

Repeated failure to engage with the professional development process, during a second (or subsequent) annual audit will be deemed as not fulfilling the requirements for continued professional membership and registration (where applicable) and notification will be issued by the NI Membership Team that Membership and Registration (where applicable) will be withdrawn.

Professional Members notified that their membership and/or registration is to be withdrawn will have four (4) weeks from the date of notification to submit adequately documented professional development records or to notify the NI of extenuating circumstances as outlined below.

### **Extenuating Circumstances**

In some cases, Professional Members and registrants may be unable to comply with the NI CPD policy, for example if they are no longer professionally active or in cases of unemployment, maternity or sick leave. In these circumstances records will not be subject to audit.