**CPD WEB PAGE INFORMATION**

**INTRODUCTION**

The Engineering Institution of Zambia (EIZ) endeavors to help its members maintain and develop relevant skills and knowledge to ensure they continue to work effectively as professionals, regardless their career path. Through its CPD training programs, EIZ members are able to enhance their skills and knowledge which enhances their competitiveness in both the local and foreign labour markets.

**WHAT IS CPD TRAINING**

Continuous Professional Development (CPD) is the continuous maintenance, development and enhancement of the professional and personal knowledge and skills which members require throughout their working lives. CPD is the training we all need to undergo in order to stay competent, develop new skills and increase effectiveness in our jobs and careers.

**THE IMPORTANCE OF COMPLETING CPD**

It is important that EIZ members remain competent and develop new skills to remain effective in their jobs and careers. This will help maintain members' employability and their reputation with employers, clients and the public. It will also help maintain institution’s reputation for producing and supporting high caliber engineering professionals.

**ELIGIBLE MEMBERS TO COMPLETE CPD**

All members who are obliged to pay annual subscriptions to the Engineering Institution Of Zambia, both local and expatriates, are required to undertake Continuing Professional Development in matters appropriate to their fields of practice or occupation from 2022 onwards. This includes Engineers, Technologists, Technicians and Craftsperson’s.

**WAYS OF COMPLETING CPD**

An EIZ member may complete CPD in different ways which include;

1. **Unit route** which entails members planning and organizing their own CPD it requires members to complete 40 units of CPD per year, 21 of which must be verifiable,
2. **Non-verifiable CPD Activities** such as general reading of professional journals, technical bulletins, releases and research projects, discussions with colleagues in an informal session, lecturing of a routine nature and attending networking events to keep general professional knowledge current.
3. **External Regulatory Body Route** which entails members belonging to another engineering bodycan choose to follow that body’s CPD scheme if it meets the EIZ International Engineering Standards.

**TYPES OF CPD**

EIZ recognises various types of CPD trainings that a member may attend and gain some CPD points, these include; technical tours, webinars, seminars, workshops, lectures, congresses, courses and other professional education activities. A CPD point is gained for every hour spent attending a CPD program and attendance must be verifiable.

**MAKING AN ANNUAL CPD RETURN**

All members are required to make a CPD return on an annual basis. This has to be done no matter which route to CPD one follows, and even if one has been granted a waiver. The Annual Return can be done by completing a paper form which will be sent to members towards the end of each CPD year, or by a member asking EIZ to send him/her the form at any point that it is required.

**RETENTION OF CPD ACTIVITY EVIDENCE**

Members following any of the CPD routes are required to maintain a portfolio of evidence such as office records, diary entries, course objectives and minutes of meetings. Members belonging to other engineering regulatory body which is compliant with the international engineering standards, and choose to follow that body's CPD scheme, must maintain evidence consistent with their body's requirements. All Evidence must be kept for a three year period for EIZ’S monitoring purposes.

**CPD MONITORING PROGESS**

EIZ, through the MCPD subsections, will conduct audits of members CPD returns by selecting a proportion of members’ records to review annually. Members sampled will have to provide evidence to support their CPD return.

**HOW DOSE EIZ SUPPORT MEMBERS WITH CPD**

The Engineering Institution of Zambia through its various Branches, Sections and Secretariat are dedicated in ensuring EIZ members professional development. These organs work hand in hand to ensure that they organize various CPD programs for the benefit of members. These programs are advertised on various communication platforms such as Facebook, radio stations, WhatsApp groups etc to ensure vast numbers of engineering professionals are reached.