

CPD Policy

Policy Overview

Continuing professional development is a commitment by members to continually update their skills and knowledge in order to remain professionally competent.

CPD is the key to managing your career, it's how to keep up to date with current practice, and drives you to improve your skills and progress into new roles. CPD will help you to:

- Achieve your goals efficiently
- Keep pace with changing technology
- Achieve recognition
- Stay in the job market
- Develop leadership skills and help to influence others
- Provide evidence of competence when it is required
- Demonstrate commitment to your profession

The ITP's commitment to our members continuous professional development

The Institute of Telecommunications Professionals (The ITP) provides a variety of services and products to support our members' continuing professional development (CPD) activities, many of which are free or discounted. Any source of CPD content is acceptable.

Recording CPD

When recording and planning your CPD, remember the acronym TWAVES

- Training course
- Work Experience
- Academic Study
- Volunteering
- Events and Seminars
- Self-study

ITP members plan their own learning and development, and this can take many forms but you should ensure that you record all of your CPD activities. There are many ways that you can do this. When you record your CPD you need to include the following:-

- Hours undertaken in the previous years
- Nature of the CPD, e.g. Training, Work Experience, Volunteering, Seminars, Workshops, Insight Visits etc.
- Brief reflection on the activities

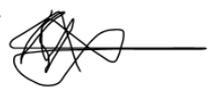
Even though, there is no minimum amount of time which should be spent on CPD each year, we suggest that all members should undertake and record around 30 hours of CPD activity each calendar year. We understand that the amount and type of CPD for engineers and technicians can vary according to where you are in your career.

However, registered EngTech, ICTTech, IEng and CEng engineers make a commitment to maintaining their competence through CPD. You may be selected as part of a random sample to provide samples of your CPD record by a Licensee. You should take the necessary steps to maintain and improve your competence through CPD. By committing to CPD, professionally registered individuals are assuring the public, their fellow engineers and employers of their competence and ethics. Anyone who doesn't engage with CPD could be at risk of losing their professional title. Any CPD records submitted to the ITP will be processed in accordance with UK GDPR and the Data Protection Act 2018. Records will be

accessed only by those with a legitimate need to review them and will be retained securely for no longer than necessary.

Policy Review

This policy is reviewed annually or as needed in response to technological, legal, or organisational changes.

Signed and Approved By	Charlotte Goodwill
Job Title	Chief Executive Officer
Signature	
Date Signed	22/01/2026

Document Management

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Version Control

Version	Date	Change
Version 01	23/08/2024	New document
Version 02	22/01/2026	Added GDPR statement to clarify how CPD records are processed and stored.