**Annual Continuing Professional Development record for the Energy Efficiency Experts register.**

To meet the requirements for the register, and to maintain your approval to act as a Lead Assessor for ESOS, you need to demonstrate that you are completing a minimum of 5 hours CPD specific to energy audit and assessment, including that:

* You are maintaining your CPD in a range of areas – that is, all your CPD isn’t all concentrated on one topic,
* You are maintaining a continuous, up-to-date and accurate record of your CPD activities,
* The CPD you are undertaking includes a mix of different types of learning activity, (at least 5 hours specific to ESOS/PAS and the Environment Agency’s requirements for acting as a Lead Assessor),
* You are adopting a reflective approach to your learning.

You must additionally set two learning objectives for this year relating to your development in topics relevant to energy audit and assessment and carbon reduction.

You must also maintain adequate PII and ensure that your register entry remains an up to date and accurate record of your qualifications and credentials.

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| Name: |  |
| Job title if applicable |  | Company |  |

1. **About your work**

Please provide a brief description of your main areas of work and activity during this period.

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**2. The professional development activities you have undertaken during this period (September 2023- September 2024)**

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| Date | CPD **Topic** (Professionalism, Technical, Transferable skills, ESOS/PAS. See guidance notes) | Type of **Activity** you undertook. (Workplace Learning, Professional Activity, Self-Directed, Formal learning etc) | Hours **(If ESOS/PAS learning activity)** | Please give details of your reflections on your learning. * What did I learn?
* Was it useful?
* How will I use what I learned?
* Has this highlighted any areas I need to focus future CPD on?
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Please add additional lines to the table as required.

1. **Your involvement in ESOS audits and ESOS related work during this period between September 2023- September 2024**

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| Date | Client (organisation) | What activity did you undertake  | Did this work require you to gain new knowledge or understanding in order to undertake the work | If you answered yes, how did you build your knowledge in this area |
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Please add additional lines to the table as required.

1. **About your development plans**

Please list areas for professional development you have identified for the coming year.

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| ! | In order to maintain your registration, and your status as an ESOS Lead Assessor, your ESOS learning objectives need to be SMART (specific, measurable, achievable, relevant and timebound). They should be about a defined topic or skill area – and indicate * what development you intend to undertake
* why. (see guidance notes at the end of this document)

An example of an objective might be on the lines of: “*To develop my knowledge of x technology in the context of x sector by x in order to be able to help with the issues clients have experienced in relation to x”.*  |

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| My ESOS related learning objective 1 is |  |
| My ESOS related learning objective 2 is |  |
| Other learning objectives |  |

1. **Professional indemnity insurance**

As a registrant and under the Code of Conduct, you will need to have appropriate PII cover for your work, either via your employer, or held by you individually, for example if you are a sole practitioner. Please confirm the arrangements for your PII.

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| I work internally to my company on energy efficiency, and do not work with clients who are external to my company |  | I work with external clients and have appropriate PII to cover my work, either in my own right or through my company |  |

Please note that you may be asked to provide evidence of your PII as part of routine annual spot checks.

1. **Is your register entry up to date? Declaration**

You will find details of your register listing on the EI website at [www.energyinst.org](http://www.energyinst.org). This is the publicly facing record of your professional status, your experience and the services you offer, so it is important that you check this regularly and let us know if any details contained in your listing have become inaccurate or out of date.

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|  | I confirm that the details on the EI website accurately represent my qualifications, certifications, accreditations, affiliations and contact details  |

If you need to update any details, please email us to request a register update form at efficiency@energyinst.org.

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| Signature |  | Date |   |

**Guidance on completing the CPD for those on the EI Energy Efficiency Experts register**

As a registrant on the Energy Efficiency Experts register, you undertake to maintain and develop your competence.

The register has a number of specific ongoing requirements related to CPD, which mirror those required by the EA for ongoing approval to act as a Lead Assessor for ESOS. These are that registrants must:

* submit records of their CPD annually, in accordance with a deadline,
* undertake CPD each year which is directly related to energy efficiency audit and assessment in relation to one or more areas covered in the PAS. This must be a minimum of 5 hours of the CPD you undertake during the year.
* set a minimum of two CPD objectives each year which are specific to energy audit and assessment. This can be any topic which develops your knowledge in an area relevant to your role advising on energy efficiency and carbon reduction opportunities and could include developing and updating your knowledge of products, techniques, or the general context of energy efficiency.
* Where the work you have undertaken in a year takes you into new areas beyond your normal experience, the EA also looks for evidence as to how the additional knowledge, skill and expertise were gained.

**About the request for your records**

In accordance with the above, you are asked to submit records of your CPD annually, and these submissions will be reviewed by our CPD Panel.

We will provide individual feedback on some records, but as we will not be able to feed back to everyone, the EI will produce an annual report giving tips on CPD and professional development to help members as they move forward with their learning, as well as any further guidance which may be needed to support registrants.

**What do I need to demonstrate as part of my submission?**

In requesting your annual CPD submission, we want to understand the ways in which you are keeping your knowledge current as a professional, continuing to develop your expertise in areas relevant to your practice and maintaining your general professional development.

The key things that the panel will be looking for are that,

* you are maintaining your CPD in a range of areas – that is, all your CPD isn’t all concentrated on one topic,
* you are maintaining a continuous, up-to-date, and accurate record of your CPD activities,
* your CPD includes a mixture of learning activities relevant to your current or future practice (there is more about learning activities below)
* your CPD has benefitted the quality of your practice,
* your CPD has benefitted the users of your work (employee, customer, student etc.)
* you have a reflective approach to your development.

**What if I hold professional registrations as well as being on the Register?**

Everyone on the register is required to hold a relevant chartered title – for example, Chartered Energy Manager or Chartered Engineer; many members will therefore hold several other professional titles, each with its own CPD requirements.

We understand this can be a challenge, so this form encompasses the standards you need to meet as a registrant, but has additionally been designed so that completion covers the requirements for other titles you may hold through the EI, including CEng, IEng, EngTech and CEnv.

So, if you record all your professional learning, and follow the guidance set out in this document, you should satisfy the requirements of any other registration that you hold through us.

**What should my CPD cover? (CPD areas and topics)**

It’s up to you to decide what specific CPD would benefit you most – you might want to develop a particular skill or update your knowledge of a topic, a specific area of expertise or explore something new. You should however, try to make sure that your development covers more than one area so that the CPD you undertake in any given year includes some activities in relation to at least two of the following broad CPD areas:

1. **Professionalism:** Professionals have a **responsibility** to their **customers** and **each other**. CPD in this category could include matters such as conduct, integrity and ethics as well as passing on knowledge and supporting others. E.g. through mentoring or volunteering. Professionals also have a responsibility to **society**. E.g. health and safety, environmental considerations andunderstanding the changing contexts of their practice.
2. **Technical knowledge and skills:** This islearning in relation to the more technical aspects of your work and the context in which you are working or intend to work
3. **Transferable skills:** This is about general workplace skills that are not specific to your specialism. E.g. communication, conducting training, managing change, project management and using technology.

You will also need to include 5 hours of CPD which is relevant to

1. **The core competences of energy assessment** This is an area of development and learning specifically relevant to energy audit and assessment and to your continuing to meet the PAS. For example, your CPD might relate to assessment scoping and methods; energy use and energy systems, managing assessment teams and budgets; techniques of measuring, sampling, sub-metering, and establishing an energy balance; interpreting energy data, preparing technical and non-technical reports. It might also relate to developing your knowledge of applying ESOS in a new context. The PAS core competences are attached to these notes for your ease of reference.

**What types of activity count towards my CPD? (Types of learning activity)**

CPD isn’t just about formal experiences such as training courses. It can include any activity which has helped you to move forward in your development as a professional. We are looking for you to view your learning broadly and for your record to show a range of activities. You should aim for at least two of the following learning activities each year:

* **Work based learning** This could include taking on projects in new areas, working in new contexts or roles and reflecting on your experience.
* **Professional activity**. This could include being involved in a professional body in some way, for example as part of a branch or Young Professionals Network, committee, panel or network, mentoring others or being mentored, offering or supervising work experience of taking part in careers outreach work.
* **Formal / Educational** This could include writing articles or papers, formal education, training or qualifications, attending courses and conferences.
* **Self-directed learning** This is deepening your understanding through reading and research around a subject, which could include reading journals, reviewing books / articles, internet research etc.
* **Other** This is any other area of where you have learned something relevant to you and your development.

**Reflection in your CPD**

One of the most important aspects of learning as a professional is reflection. This is about connecting what you have learned with your experience and thinking about how this impacts on your future practice.

In your CPD form, we look for evidence that you are thinking about the value you are getting from each learning activity and its impact, and the right-hand column asks you to briefly reflect on this. Professional learning tends to focus on a specific purpose, so what did you get out of the activity? How useful was it to you? Are there other things you need to follow up as a result? How will what you have learned benefit your professional practice and how are you applying that learning?

**Your two specific learning objectives**

It is up to you to choose the learning objectives which you feel would be most beneficial to you in respect of your development needs as an energy efficiency professional and specifically as an energy auditor and assessor.

However, your objectives should be specific – about a defined topic or skill area – and indicate what development you intend to undertake and why. (Please see the ESOS/PAS competencies at the end of this document).

Often, your reflection on the learning you have undertaken in a year will help you identify future learning objectives – there may be new gaps that you want to fill, or new areas you would like to address more broadly or deeply.

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**How long does my record need to be?**

We are looking for succinct records, so we are asking you to tell us about your key learning, not necessarily everything you have done during the year. The CPD Panel will mainly be looking at the way in which you have met the CPD requirements, described above.

**Do I need to use the EI CPD form?**

No, you can use a form from another professional body, or from your employer, **as long as the alternative format includes all of the information we ask for in this EI CPD record**.

The Panel has found that those professionals who use the EI template for their submissions are more likely to meet the CPD requirements for the registrations or titles they hold.

The form gives prompts about the information you need to supply, so completing the EI form and following the guidance which accompanies it, is the best way to ensure you meet the CPD requirements to maintain your EI professional titles and registrations.

**Confidentiality and data protection**

Your CPD form and any other information you supply as part of the annual audit will be treated as strictly confidential. It will be reviewed by the EI’s CPD Panel, who operate to a strict code of conduct in their assessment activities and will be stored securely.

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| **The PAS Core Competencies** |
| Understanding the operational context of the organisation being assessed. |
| Familiarity with, and ability to apply, the requirements of energy efficiency assessment methods. |
| Scoping an energy efficiency assessment, as applicable to the organisation being assessed. |
| Understanding, in detail, of energy use and energy systems applicable to the organisation being assessed; (buildings, industrial, transport) |
| Managing energy efficiency assessment teams and budgets and managing working relationships. |
| Understanding the techniques of measuring, sampling, sub-metering, and establishing an energy balance. |
| Data interpretation, including analysis and scrutiny of energy use, energy consumption, and energy performance data. |
| Identification, quantification, ranking and prioritisation of opportunities for improvement. |
| Preparing and presenting a technical and non-technical report for an energy efficiency assessment. |