

MyECS CPD Guide

What is CPD?

Continuing Professional Development, most commonly known as CPD, is basically keeping up to date with professional knowledge and skills that are needed for your work or profession.

It would be expected that an ECS Installation Electrician who has signed up as a Registered Electrician to keep up to date with the latest edition of the wiring regulations (BS7671).

What is a CPD record?

A CPD record shows the continuous learning and improvement that has taken place.

As technology develops and new regulations come into force it is important to demonstrate or prove that a practising Electrician is up to date. A CPD record helps keep all the training and knowledge development in one place and can be shown to an employer, client or professional institution when needed.

Sometimes it is necessary to demonstrate that a minimum amount of CPD has been carried out in a year. The CPD record helps to provide the evidence to prove this.

Is CPD a recognised qualification?

Carrying out CPD is not a qualification in itself but it is possible to use a qualification, such as a qualification on electric vehicle charging points (EV charging), as CPD.

CPD is not a single course or specific training. It is a way of developing knowledge and keeping skills up to date and recording that it has taken place. The term CPD refers to the process of tracking and documenting the skills, knowledge and experience that is gathered as part of work or professional interest. It is simply a record of your experiences, learning and practical applications.

What can count as CPD?

Things that can be considered as CPD can be formal qualifications, relevant reading (such as a trade magazine or online article), watching a webinar or attending events.

Toolbox talks from an employer or the induction from a new work placement or construction site are also a useful source of CPD and should be recorded.

The MyECS CPD Record

There is now the facility to record CPD directly into an ECS cardholder MyECS record.

ECS cardholders just need to log on to their online MyECS account to add and to view their CPD record.

Anything can be added to the MyECS CPD record but only relevant qualifications that support an ECS card application will be validated by the JIB when an ECS card application is made.

How to use the MyECS CPD Record

First you will need to logon to your MyECS account by clicking the “sign in” button on the ECS Card website at www.ecscard.org.uk.

Once you have logged in, go to the top righthand corner and select MyECS from the dropdown menu under your name.

You will then see your ECS record. If you scroll down there is a CPD section where you can view and add qualifications and other CPD.

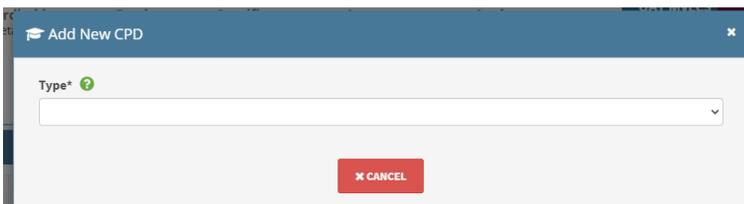


| Date | Type | Category | Cert./Ref. Number | Extra Details | Status |
|------------|----------------|--------------------------------|-------------------|--|------------------------|
| | Qualifications | Electrotechnical Qualification | | CGLI 2330-02 Level 2 Technical Certificate | Documentation Reviewed |
| | Qualifications | Electrotechnical Qualification | | 17th Edition | Documentation Reviewed |
| | Qualifications | Electrotechnical Qualification | | NVQ Level 3 | Documentation Reviewed |
| | Qualifications | Electrotechnical Qualification | | CGLI 2330-03 Level 3 Technical Certificate | Documentation Reviewed |
| 18/09/2009 | Qualifications | Electrotechnical Qualification | | AM2 (Achievement Measurement 2) | Documentation Reviewed |
| 14/11/2013 | Qualifications | Electrotechnical Qualification | | C&G 2394 Level 3 Award in Initial Verification and Certification of Electrical Installations | Documentation Reviewed |

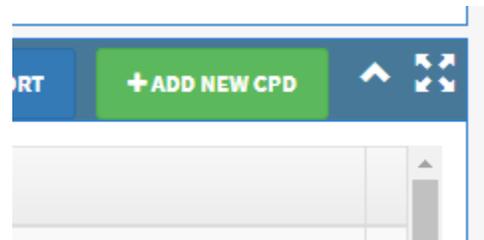
Adding a CPD item

To add an item to your CPD record simply click on the Green Add button and then select the type of CPD you are adding from the drop-down menu.

There are several options to select from depending on the type of CPD you are recording.



The screenshot shows a dialog box titled "Add New CPD". It features a dropdown menu labeled "Type*" with a green question mark icon to its right. Below the dropdown is a red button with a white "X" icon and the text "CANCEL".



Remember, CPD can be anything from reading a relevant article in a trade journal or online to a formal qualification that you have sat an exam for.

Type* 

Qualifications 

Qualifications

Professional Membership

Other Registration Cards

Induction (Company or Site)

Toolbox Talks

Other CPD

If you are adding a qualification, then you will need to type in the qualification title or qualification number and then click on “look up”. A list of possible qualifications will be listed for you to select from.

Type* 

Qualifications 

Qualification contains*


Q LOOKUP

Please select the particular qualification

| |
|---|
| C&G Electrical Installation Work Course C 2369-03 |
| C&G The Course C Certificate in Electrical Installation Work |
| City & Guilds 2382 Level 3 Award in the Requirements for Electrical Installations BS7671:2008 (2015) 601/5464/0 |
| EAL - Level 4 in the Design, Erection and Verification of Electrical Installations 601/8231/3 |
| EAL Level 3 Award in Requirements For Electrical Installations BS7671: June 2008 (2015) 601/5321/0 |
| FAI Level 3 Award in Requirements for Electrical Installations BS7671:2008 (2011) - 600/3719/2 |


X CANCEL

Next add the qualification achievement date and the certificate number. There are links in the help that give advice on [how to find your certificate number](#).

Type* 

Qualification
EAL Level 3 Award in the Requirements for Electrical Installations BS7671:2018 603/3298/0  CHANGE

Category*

Date Achieved* 
 

Certificate Number* 

 Please enter the unique certificate number found on the certificate. 

To find the location of the certificate number please visit the link [How to find the certificate number on an EAL qualification certificate](#)

To find the location of the certificate number on a NET certificate, please visit the link [How to find the certificate number on a NET qualification certificate](#).

 **SAVE AND CHECK QUALIFICATION (WITH AWARDING BODY SYSTEMS)**  **CANCEL**

When you click on the save button our system will either check with the awarding body that issued your certificate to check it for you or ask for you to upload a copy of your certificate for reference.

You are also able to upload other types of CPD that are self-declared.

Please note that the JIB will not validate these and they will show on you record as “self-declared”. Self-declared CPD can be edited or deleted using the tools on the right of the CPD entry once it has been saved.

For each CPD item, you will be asked to select the type of CPD (e.g. a toolbox talk) and the category this falls into (e.g. a toolbox talk on health and safety). Some CPD types, such as qualifications, have the category automatically selected.

Simply select the CPD type and fill in the details as required. For example, a professional membership such as with the IET, would come under the Professional Membership. The

Type* ?
Professional Membership

Category*
Professional Activity

Professional Membership ?

Membership Subscription Start Date* ? DD/MM/YYYY

Membership Subscription End Date* ? DD/MM/YYYY

Membership Number*

?

category is already selected. In the open text box please provide the relevant information on this membership (e.g. IET Associate Member). The Membership start and end date, and the membership number can then be added below.

Remember to save the entry by selecting the green save button.

CPD you have done with your employer or on your own can also be added.

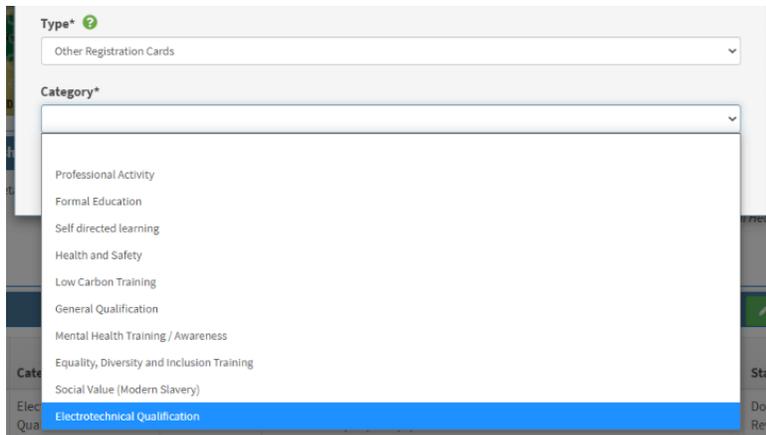
Type* ?
Other CPD

Category*
Self directed learning

Description* ?

Date ? DD/MM/YYYY

Date Expires ? DD/MM/YYYY



Mandatory options are shown by the inclusion of an asterisk but for some types of CPD you may not have to complete all the fields (for example, expiry date may not always be applicable).

“Other CPD” is a catch all category for anything not already included such as attending seminars or voluntary work. You should provide information on

the type of event and subject matter which will be of benefit and relevance when an employer or client reviews your CPD record.

Please remember that anything can be added to the MyECS CPD record. The JIB / ECS will not validate any qualification that is uploaded to the CPD record. The record will show where the CPD item has come from, such as “*Self-Declared*”. Only relevant qualifications that support an ECS card application will be validated by the JIB as part of an ECS card application.

A Copy of Your CPD Record

If you would like to download a copy of your CPD record, then simply click on the “CPD Report” button. This will download a document with an image of your ECS card and a list of the CPD that is on your record. This document can then be shared with whoever you would like to see it.

