

VERSION 1.0
DECEMBER 14, 2017



CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

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1. INTRODUCTION

GDG is a specialist geotechnical engineering consultancy, providing innovative geotechnical solutions across a broad range of civil engineering sectors. Our geotechnical engineers provide services to both the domestic and international markets including concept design, detailed design, in-situ monitoring and general geotechnical advice.

2. GENERAL OVERVIEW

In the context of the above, it is a priority within GDG to develop our personnel to their fullest potential, in order to maximise individual and team contributions to the ongoing process of achieving our organisation's objectives. With this in mind, GDG developed a Continuing Professional Development programme, which has been accredited by Engineers Ireland.

3. CONTINUING PROFESSIONAL DEVELOPMENT

3.1 DEFINITION

Continuing Professional Development (CPD) is a timely professional updating, covering both technical and non-technical topics. On joining GDG, all employees make a fundamental commitment to ongoing self-improvement.

3.2 EXPECTATIONS

We expect our engineering professionals to:

- Understand the range of avenues and opportunities (not just training) which constitute CPD
- Review CPD needs on an ongoing basis in line with our business strategy
- Embrace both technical and non-technical CPD
- Engage in CPD as part of the virtuous cycle of competence upkeep and growth
- Be reflective practitioners, taking the time to think about and learn from experiences
- Complete and record a baseline minimum average, per annum, of 5 days formal CPD, in a format suitable for audit
- Distil and capture learning outcomes from new assignments, projects, courses etc.
- Be flexible, curious and courageous, with a desire to learn and share expertise

What employees can expect:

A workplace wholly committed to learning, development and continuous improvement with:

- Regular and ongoing performance feedback
- Active support for CPD from management, mentors and colleagues
- Systems and processes which facilitate knowledge sharing and ease of access to information / subject-matter-experts
- A climate both conducive to good ideas and accepting of failure during early trials

- Clarity regarding required key skills and competences, in line with our strategy
- Readily available mentoring and coaching
- Funding and other supports for CPD and professional memberships which clearly add value

3.3 REQUIREMENTS

GDG requires the following minimum level of CPD involvement:

- 1) In the course of each year, the employee must accumulate a total of 35 hours (5 days) of CPD activity
- 2) The CPD cycle runs from 1st January to 31st December each year
- 3) Up to 20 excess hours in one cycle may be carried over into the next cycle.

3.4 CPD ACTIVITIES AND CORRESPONDING TIME CREDITS

The table below illustrates what counts as CPD activities, according to Engineers Ireland:

CPD ACTIVITIES	
TYPE	CPD DAYS (MAXIMUM CLAIMABLE PER ANNUM)
Classroom training	actual duration
Lecture series / lunch 'n' learns	actual duration
Computer-based course / e-learning	actual duration
Formal induction training	actual duration
Teaching classes	class duration + material-preparation time
Knowledge sharing activities	actual duration
Mentoring either as Mentee/Mentor	up to 1 day per annum
Publishing journal article /book review	up to 1 day per annum
Structured Reading	up to 2 days per annum
Benchmarking or Site Visits (e.g. to site/conference/installation)	actual time of visit
PROFESSIONAL INSTITUTION / STATUTORY BODY ACTIVITIES	
TYPE	CPD DAYS (MAXIMUM CLAIMABLE PER ANNUM)
Attending a relevant lecture	actual lecture time
Participating on a committee, task force	up to 3 days per annum
Preparing and delivering a paper / presentation	up to 3 days per annum
Visiting schools/colleges to promote engineering	up to 2 days per annum
Volunteer work	up to 2 days per annum
Successful application for Registered Professional Title ((Chartered Engineer, Associate Engineer, Engineering Technician, Fellow)	up to 1 day per annum
CONTINUING ENGINEERING EDUCATION (CEE) / POSTGRADUATE ACADEMIC COURSES	
TYPE	CPD DAYS (MAXIMUM CLAIMABLE PER ANNUM)
Bachelor's degree/ Masters Programme/PhD	up to 25 days per annum
Diploma	up to 20 days per annum
Certificate	up to 15 days per annum

Note: Courses or seminars should ideally be quality approved as CPD for engineering professionals, run by an engineering institution or an approved training provider. Topics can include specific technical subjects, sector specific subjects or generic training.

It can't be CPD if it is your usual work routine and you learned nothing. Work activities can only be counted if you can justify that they are non-routine and contribute to your development as an engineering professional.

The 70:20:10 Model for Learning and Development shall be used as a guideline, where 70% of the time invested in CDP activities should be allocated to challenging assignments, 20% to developmental relationships and 10% to coursework and training.

3.5 CDP COMMITTEE

GDG's CPD Committee is made up of a cross section of senior staff from engineering, technical disciplines and Human Resources. Its role is to:

- Identify CPD needs of the profession
- Provide professional input to planning of the GDG CPD Programme
- Instigate new or other courses as necessary
- Accredite CPD events/materials
- Review performance of CPD policy in action.

Current members:

- Chair - Paul Quigley (Principal Engineer) – Dublin Ground Floor
- Gerry O'Sullivan (Director) – Edinburgh
- John O'Donovan (Senior Engineer) – Dublin First Floor
- Clare Brennan (Engineer) – Belfast
- Ruth O'Briain (Office Manager)
- Carla Marina Soriano (HSEQ Officer)

Meetings are held every six weeks using Skype to allow for remote access.

3.6 CPD PROCESS

Upon joining GDG, every staff member undergoes basic trainings which are relevant to our field of work, the most usual being the Safe Pass and the Designing for Safety in Construction (or UK equivalents).

Each staff member undergoes an annual training review where training needs and the staff CPD objectives are discussed. The training needs will address:

1. The technical and safety needs of all employees in the company
2. The geographical location of the employees
3. The experience of the employee
4. The current business needs of the company
5. Future market opportunities

6. Ways of improving employee well-being and safety
7. Ensuring that our designs are technical robust, comply with statutory requirements and can be safely built, operated and dismantled.

Following this discussion, a number of specific CPD activities are identified for each member of staff which are then completed at the appropriate time during the year (i.e. when the relevant courses are available). Employees are free to suggest other trainings at any time, which they find relevant to their professional development. The suggestions are made to Paul Doherty, the company's Managing Director, who will assess them individually and come to a decision. An annual budget is reserved for staff training.

A dedicated folder for staff CPD is located as follows (O:)Documents/IMS/QMS/CPD. Upon completion of new CPD activity, the individual staff members are requested to update their CPD log accordingly. This is the responsibility of the individual staff members.

4. SCOPE AND APPROVAL

This Policy comes into force on 6th December 2017 and applies to all engineers and technicians employed. For those on maternity, parental, carer, or long-term sick leave, not involved in engineering, it will be deemed sufficient to complete 20 CPD hours through Structured or Unstructured CPD. This policy will be reviewed annually by the CPD Committee in line with business requirements and appropriate CPD best-practice.

5. RECORDS

Relevant Record	Responsible for	Stored	Comments
Staff folders	Office Manager/Admin Assistant	(N:) IMS\Reception\HR	Relevant information regarding the staff's employment should be saved here
Staff CVs	Admin Assistant/All employees	(N)IMS:HR	The Admin Assistant is responsible for migrating the new employee's CV into GDG's format and the employees are responsible for updating their own CVs.
CPD log	All employees	(N:) IMS\QMS	To be updated after each CPD activity and reviewed by the management team regularly to ensure staff development. This will also be reviewed during the management review meeting with respect to the annual

			IMS objectives.
Training Report	HSEQ Officer	(N:) IMS\QMS\CPD	The HSEQ Officer is responsible for producing a quarterly training report considering all employees' CPD logs.
Company Policies	All employees	(N:) Company Policies	Upon joining GDG, every employee should read the company's policies

6. AUDIT

Staff CPD Goals and Records are to be reviewed during the Procedure Audit at least every 12 months. The Procedural Audit is typically undertaken as part of the Management Review Meeting and the minutes of these meetings will be considered to represent the actions from the Procedural Audit.