

VERSION 4.0
12TH MAY 2022



CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY

Gavin and Doherty Geosolutions (GDG) is a specialist engineering consultancy, providing innovative engineering solutions across a broad range of civil engineering sectors. It is a priority within GDG to develop all our personnel to their fullest potential to achieve our objectives.

With this in mind, GDG developed a Continuing Professional Development programme, which Engineers Ireland has accredited. The accreditation lasts for three years, which is the maximum length of time that can be achieved. Whilst our CPD framework has been developed inline with Engineers Ireland and accredited accordingly, this document is equally applicable to all GDG employees regardless of jurisdiction.

DEFINITION

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

EXPECTATIONS

We expect our employees 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 / 35 hours of 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 informal performance feedback
- Twice yearly formal appraisals with the line manager
- 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 competencies in line with our strategy (Appendix A)
- Readily available mentoring and coaching
- Funding and other supports for CPD and professional memberships which clearly add value

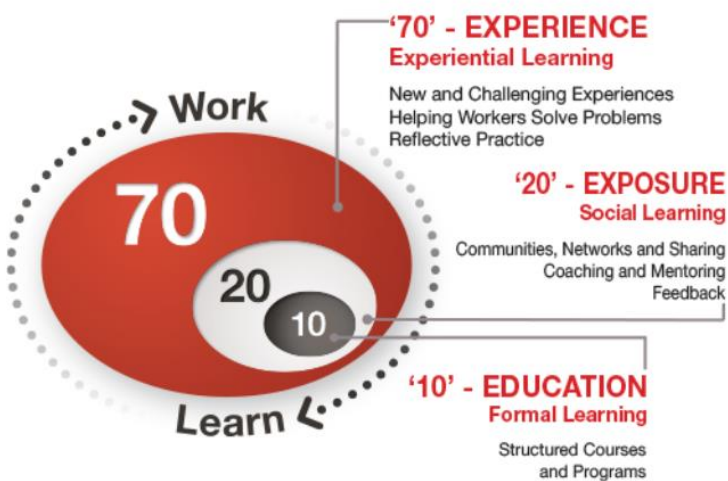
REQUIREMENTS

We require the following minimum level of CPD involvement:

- 1) Each employee should strive to fulfil the CPD requirements of their relevant institution/association.
 - a. For Engineers Ireland, the employee must accumulate 35 hours (5 days) of CPD activity each year.
 - b. For members of the Institution of Civil Engineering, the guidelines recommend 30 hours per year.
- 2) The CPD cycle runs from 1st January to 31st December of each year.
- 3) Our employees should strive to ensure that their CPD activities cover a broad spectrum of skills, enhancing technical and soft skills.
- 4) We encourage all staff not affiliated with an institution or association to undertake at least 10 hours of CPD each year.

CPD ACTIVITIES AND CORRESPONDING TIME CREDITS

Our staff are encouraged to review the blend of CPD activities and to ensure that they recognise the various learning environments and opportunities available. The **70:20:10** Model for Learning and Development is a learning and development model that corresponds to a proportional breakdown of how people learn effectively. The model highlights how the working environment forms the most significant portion of our employee's learning development.



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

Work activities can only be counted if you can justify that they are novel to you and contribute to your development as an engineering professional.

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

TYPE	CPD DAYS (MAXIMUM CLAIMABLE PER ANNUM)
CPD ACTIVITIES	
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	
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	
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.

CPD 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
- Accredit CPD events/materials
- Review performance of CPD policy in action

Current members:

- Chair - Paul Quigley (Director)
- John O'Donovan (Associate Director)
- Clare Brennan (Senior Engineer)
- Anna Sia (Principal Engineer)

Meetings are held quarterly using video conferencing facilities. CPD opportunities are also disseminated by the sector heads to the relevant teams within GDG and discussed within the team meetings to ensure sufficient time is allocated to training. This policy will be reviewed annually by the CPD Committee in line with business requirements and appropriate CPD best-practice.

HEALTH AND SAFETY TRAINING PLAN

GDG has a requirement under Irish and UK law to ensure the safety, health and welfare of our employees as far as is reasonably practicable. We will provide information, instruction, training and supervision necessary to ensure, as far as is reasonably practicable, the safety, health and welfare of our colleagues. Employees have a duty to attend such training and, as appropriate, undergo such assessment as may reasonably be required by their employer or as may be prescribed relating to safety, health and welfare at work or relating to the work carried out by the employee.

The Health and safety training needs are identified through:

- A Risk Assessment process,
- Sector or Project Specific Training, and
- Employee Appraisals.

During your onboarding process, we will ensure that:

- All employees are, upon commencement of employment, directed to the Safety Statement and are required to read and understand its contents.
- A Safety Induction is provided for all new starters.
- Safety Training is provided as set out in the Health and Safety Training Plan.
- Safepass or CSCS training is provided to employees such that all technical staff who visit construction sites should attend a Safe Pass / CSCS course at least once to provide them with information regarding site hazards and risks and to make them familiar with the training received by Construction Workers. Resident Engineers present on sites continuously and are recommended to maintain up-to-date Safe Pass / CSCS training. Maintaining an up-to-date Safe Pass / CSCS card will be determined by Project Directors or Sector Leads.

GDG provides a general in-house Safety Briefing for all staff. These sessions commenced in 2021 and new staff joining the firm are required to view this training. Records of Safe Pass / CSCS training and in-house briefings will be maintained by GDG.

CPD PROCESS

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 experience of the employee
3. The current business needs of the company
4. Future market opportunities
5. Ways of improving employee well-being and safety
6. Ensuring that our designs are technically robust, comply with statutory requirements and can be safely built, operated and dismantled
7. Knowledge of legislative frameworks for health and safety compliance.

Following this discussion, several specific CPD activities are identified for each member of staff, which are then completed during the following year. Employees are free to suggest other training relevant to their professional development. The suggestions are made to their respective line managers, who will seek approval from the appropriate director. An annual budget is reserved for staff training.

A dedicated folder for staff CPD is located on the server. 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.**

Those on maternity, parental, career, or long-term sick leave, not directly related to engineering will be deemed sufficient to complete 10 CPD hours through structured or unstructured CPD.

Our staff are expected to update their CVs with their recent accomplishments and ensure that their professional development is captured on their CV.

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.

Signed:  12/05/2022

Paul Doherty, Managing Director, Gavin & Doherty Geosolutions