



**Chartered Institution
of Railway Operators**

Continuing Professional Development Guide

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What is Continuing Professional Development?

Continuing Professional Development (CPD) is the systematic maintenance and improvement of knowledge, skills and competence throughout a professional's working life.

Its function is to help you plan, review and record what you learn to enable you to achieve your career goals and maintain and improve competence. CPD emphasis is put on you as an individual, developing and steering your own career.

As a member of a professional body, you are expected to make a commitment to ensure that the knowledge and skills you gained to qualify for membership are systematically maintained at a suitable level. There is an expectation that you will actively demonstrate your CPD through the acquisition of new knowledge, skills, and competencies. By doing so you will consistently stretch yourself, support your career development and add value to your organisation.

CIRO CPD Policy Statement

Members of the Chartered Institution of Railway Operators have a duty to develop their professional knowledge, skills, and competency on a continuing basis and to give all reasonable assistance to further the education, training and continuing professional development of others.

Expectations

CIRO's CPD requirements are non-prescriptive to allow a wide variety of approaches and flexibility to suit all members at any stage of their career.

Member CPD requirements

Membership level	Requirement	Minimum hours advised per year
Fellow	Mandatory	24
Member	Mandatory	24
Associate	Mandatory	16
Affiliate	Voluntary	16

Benefits to you

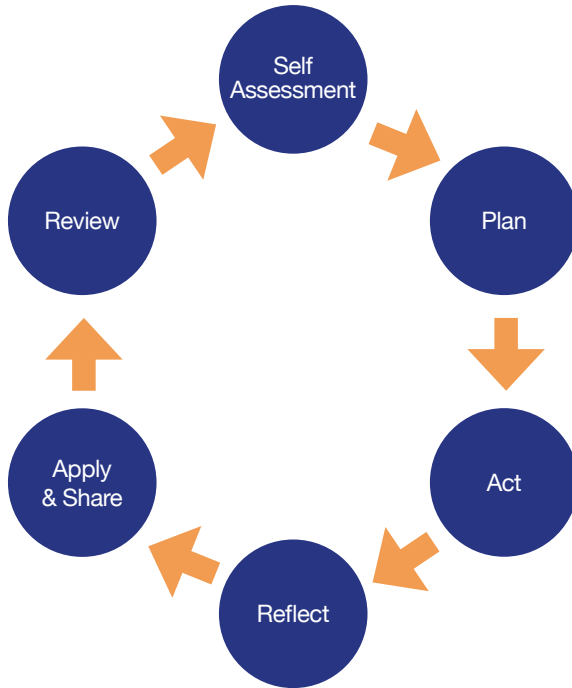
- » Keep on top of changes in a constantly changing industry.
- » Keep qualifications up to date.
- » Have an increased understanding of the impact of the implications of your work and how it affects the railway system as a whole.
- » Prepare for greater responsibilities.
- » Improve job prospects.
- » Boost your confidence.
- » Strengthen your professional credibility.
- » Upgrade CIRO membership.
- » Staying interested and challenged in your profession.

Benefits to your Organisation

- » Improved efficiency and productivity of staff.
- » Drives continuous improvement and high standards throughout the organisation.
- » Build knowledge across the organisation in related specialisms to improve understanding and communication across the whole railway system.
- » Succession planning: Keeps employees focused on career progression pathways, leading to success at work and more successful succession planning.
- » Employees feel more valued.

The CPD Process and Outcomes

The CPD Cycle



Self-Assessment

Self-assessment is the starting point of the CPD cycle and is essential for you to be able to target your learning and development.

POD

We have developed a CDP framework 'POD' (Professional Operators Development), which is the CIRO recognised skills pathway for railway operators, which illustrates what successful and effective operators know and deliver across every aspect and specialism of the profession.

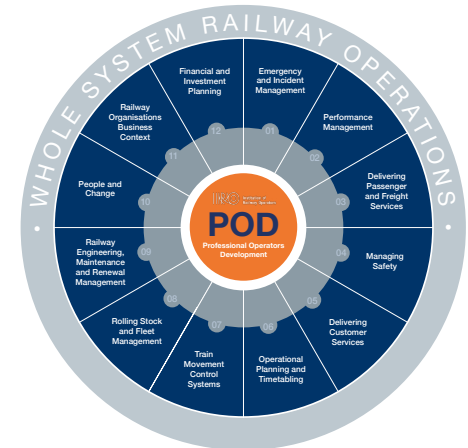
There are many benefits to using POD as your CDP framework, including the self-assessment tool.

The self-assessment element allows you to self-assess the Whole System Rail Operations or any of the individual 12 sections that it is made up of.

POD also generates ideas for development activities, such as how to improve your industry know-how, advances you can make to keep your knowledge relevant and suggestions for building your career passport. Covering twelve areas, POD provides the structure for the CIRO learning and development courses.

The POD self-assessment tool is available in two formats:

- » CIRO Members' App – Search 'CIRO Members' in your app store
- » Downloadable e-booklet - <https://joom.ag/671C>
- » See our website for further details <https://www.ciro.org/professional-operators-development/>



Plan

From your self-assessment, identify specific competencies that you want to focus on.

Consider what your goal is for a set period of time and be clear about what actions you need to take in order to achieve that. Set clear milestones and outcomes so that you can track your progress.

If you are using the POD framework, think about which POD sections you want to focus on and in which order you want to work through them.

Explore the different activities that you could do and consider which would add the most value to the areas of competence you want to develop.

Act

Development activities can be structured or unstructured and can vary widely in the time and resources needed. Some activities you can do by yourself such as reading, and some require external input.

Development Activities:

Structured:

- » Qualifications
- » Short courses
- » Seminars
- » Events
- » Workshops
- » Conferences
- » Services on committees etc.
- » Authorship
- » Preparing lectures
- » Mentoring

Unstructured:

- » On the job research
- » Experience of new processes/ technologies
- » Reading of books, journals, and professional magazines
- » Experience in the workplace
- » Interviewing
- » Shadowing

There are many resources that you can use as a CIRO member to assist with your CPD, such as webinars, events and handbooks. Many of these resources are tagged in POD sections so that it is easy for you to find.

Reflect

Reflecting on your learning will help you to develop your self-awareness and critical thinking and it will improve communication of ideas.

It can be easy to overlook learning that happens within the work-place. This might be because it is not part of a structured learning activity, or the learning gets lost in the business of day-to-day activity.

Regular reflection creates the space for you to think about what you have done during the day, or how you have carried out a particular task or activity. Doing this enables you to identify what knowledge, skills or behaviours you have learned or developed as a result.

Things to think about may include - has the development activity been useful? Is any of the learning applicable to your role? Are there actions that you can take or have you gained a better understanding that perhaps doesn't require immediate change or action but will help you to understand the implications of your actions.

Apply and share

Consider whether you can implement any changes or strengthen any existing processes. Who will this impact? Yourself or your team, or perhaps the wider organisation or railway system?

How can you share your learning with others? What format will this take?

Review

Reviewing refers to both the review of any changes you have made as well as the targets that you set for your personal development.

Plan in regular time to review what you have done. What changes have you made and how did you manage them? What learning have you taken from the changes you made and how will this help you to make more changes in the future?

Look at how you have implemented changes and how you have dealt with the changes you have made. Did you learn from it? Has it helped you to make better changes for the future?

How successful have any changes you have made been?

Have you achieved or made progress with the targets that you set out?

Recording CPD

There are many ways of recording CPD. It can be as simple as using a word document or spreadsheet. Use a method that works for you, that enables you to plan and reflect effectively. It may be useful for you to record your CPD in a way that allows you to share with your employer in personal reviews.

Items that should be recorded are:

- » Title and type of activity
- » Details of Activity
- » Dates
- » Time spent learning
- » Key points learned
- » Key benefits
- » Further comments /remarks/proposed actions

Members should hold their own CPD records, which should be available to be audited upon request.

Resources

Continuing Professional Development Record

Name: CIRO Membership Number: Membership Level:

Title and type of activity	Details of Activity	Date	Time spent learning	Key points learned	Key benefits	Further comments/ remarks/proposed actions	POD sections touched upon (optional)

Useful Contacts:

Carolyn Hughes, Membership Co-ordinator
Membership@railwayoperators.co.uk

Adam Fenton, Learning and Development Manager
Learning@railwayoperators.co.uk

Useful links:

POD

Find out more about the Professional Operators Development Framework here
<https://www.ciro.org/professional-operators-development/>

Course Brochure

View the full offering of CIRO course here
<https://www.ciro.org/courses/>

CIRO Resources

Visit the Resources page to access useful links, webinar recordings and publications.
<https://www.ciro.org/resources/>

You will need to log into the website to view some of the resources.

CIRO Members' App

<https://www.ciro.org/members-app/>