ENG0001/ENG0003
Continuous Professional
Development (CPD)

Overview

ENG0001/ENG0003: Continuous Professional Development (CPD)

CPD is a **professional practice requirement** that leads to accreditation

All Bachelor of Engineering and Master of Professional Engineering students must complete the CPD unit in order to graduate

CPD is an opportunity to integrate what you learn in the classroom with real-world practice – engage with industry, build employability skills, grow your professional network

What do I need to do?

Complete 420 hours of professional practice experiences outside the classroom

Submission 1: Written skill reflections on how these hours have helped you develop or apply your employability skills

Submission 2: CPD Assessment Questions – your answers to questions about your experiences based around the Engineers Australia Stage 1 competencies

Build your CPD experience hours

What kinds of activities and events count towards your 420 hours?

Any experience:

- that provides you with **personal or professional skills and experience**

- that you participate in outside the classroom

- and that takes place during the time you are enrolled in your Engineering course at Monash

Examples of CPD experiences

- Paid work

- Volunteering

- Virtual internships

- Unpaid work experience

- Active membership in teams, clubs and societies

- Networking

- Completing a short course online or in-person

- Attending seminars

- Project work for one of your units

- Also see the list of CPD experiences on the CPD website

Experience categories

Engineering-related experiences

- Engineering Work Experience
- Engineering Curriculum
- Engineering Professional Development

Non-Engineering-related experiences

- This category includes any work, professional development or curriculum experiences that are not Engineering-related

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There is a more detailed list of what kinds of experiences can count in each category on the CPD website

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Restrictions on CPD Hours

At least 50% and up to 100% — Engineering experiences
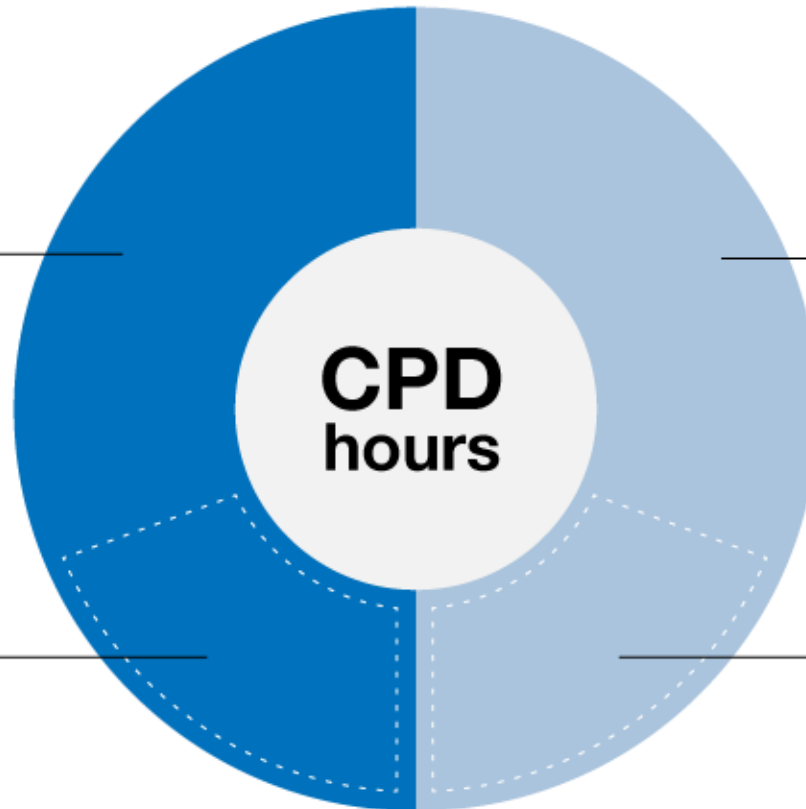
No more than 70 hours — Engineering Curriculum experiences

No more than 50% — Non-Engineering experiences

No more than 70 hours — Non-Engineering Curriculum experiences

CPD hours

All 420 hours can also be claimed as
Engineering-related experiences

How to tell if your experience is Engineering-related

Questions to ask yourself to determine if your experience is Engineering-related:

- Is your experience being supervised by an engineer?
- Does your experience focus on engineering concepts that you are learning, applying or teaching?
- Is it being hosted by an Engineering firm?
- Are there presentations given by engineers, or engineers you are networking with?
- If it's an Engineering Club experience, is there an engineering focus? (Purely social experiences wouldn't be considered Engineering-related.)

You will need to justify how your experience was Engineering-related in your skill reflection on Student Futures

Supporting Documents

You must provide supporting documents for any experience that is **35 hours or longer**

Supporting documents need to verify:

- The activity you did

- How many hours you did it for

- Supervisor / Organiser's name and contact details

The documents might look like:

- A letter from an employer

- A certificate of completion for a short course

- An email from the organiser confirming attendance at an event

- A screenshot of the completion screen for an online experience

Supporting documents must be uploaded directly into Student Futures

Uploading Supporting Documents

You must upload supporting documents for your event or activity in the experience record you create on Student Futures in the "Add resource" section

Resources

ℹ A resource is a file, link or document relating to your experience.

+ Add resource

Our assessors note that many students fail CPD in the 1st round because they haven't provided their supporting documents, so please ensure you do this!

Submission 1: Student Futures Reflections

[Student Futures](#) is the platform you will use to create your written record detailing the skills you develop and apply during your CPD experiences:

- Log your experience (including provider / contact person details)
- Choose which CPD Category your experience belongs to
- Number of hours spent
- Upload supporting documentation if >35 hours
- Skill(s) gained or demonstrated in that experience
- One or more written STAR reflections for each skill identified

It's your responsibility to justify how each experience has contributed to the further development of your skills

Professional Practice Skills

We focus on 9 skills, and you have to write a minimum of 19 reflections:

Communication

• 3 Reflections

Creativity & Innovation

Initiative & Enterprise

Intercultural Competence

Planning & Organisation

Problem Identification & Solution

Professionalism

Teamwork

Use of Tools & Technology

• 2 Reflections for each skill

You can attach multiple skills to each experience and multiple reflections to each skill

Using [Student Futures](#)

- The platform is intuitive to use to log your experiences & skill reflections
- You can search for events and activities to attend or engage with right in the platform
- The landing page will automatically track how many hours, skills and reflections you've added
- There is a [How-to video](#)on the Student Futures website to learn more about how to use the platform

Other benefits of Student Futures

- You can [download your CPD data](#) from Student Futures in different formats which you can use to prepare for job interviews or as an addition to your resume

- The Student Futures platform is integrated with our [Engineering Student Career Hub](#) and [Career Gateway](#) where you will find resources to help you build your employability skills & get career ready

- Login to [Student Futures](#) to get started

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Submission 2: CPD Assessment Questions

- Your answers to the CPD Assessment Questions is the 2nd document you need to submit for CPD

- There are 6 questions to answer, where you are asked to reflect on your CPD experiences by addressing the key Engineers Australia Stage 1 Competencies

- At the end of the CPD Assessment Questions document you also need to list all of your CPD experiences greater than 35 hours & link through to the supporting documentation for each experience

- Your CPD is due in Week 5 of your final semester of study at Monash

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Submission 2: CPD Assessment Questions

- You will be sent the CPD Assessment Questions template in your final semester, and it is also on the ENG0001/ENG0003 CPD Moodle site, which you will be enrolled in for your final semester, and where you will submit your CPD for assessment.

- You can see an example of the [CPD Assessment Questions template](#) on the website, but note that it may change over time, so this version is a guide only.

- The CPD assessors look at your answers to these questions carefully, and it takes time to answer them properly (as well as list your supporting documents), **so leave yourself enough time for this piece!**

CPD ENG0001/ENG0003 Moodle Site

- The CPD Moodle site is where you will submit your 2 CPD documents for assessment:

    - Submission 1: Student Futures Reflections
    - Submission 2: CPD Assessment Questions

- A new CPD Moodle site is created for each semester, and you will be automatically enrolled in the correct site just prior to your final semester of study

- CPD is assessed on a pass/fail basis – if you don't pass your CPD on your first attempt you will be given feedback and asked to resubmit your work until it's satisfactory

- If you are not able to submit your CPD in your final semester your graduation will be delayed until you complete your CPD

When is my CPD due?

- Your CPD will be due at **10am on the Monday of Week 5 of your final semester**

- It's due early in the semester to allow time for assessment & resubmission if necessary, and so that you aren't trying to complete it at the same time as your final assessments & exams

- All Bachelor of Engineering and Master of Professional Engineering students at Monash must complete and pass CPD in order to graduate

- **Pro-tip:** start working on your CPD early in your course – don't leave it all to the last minute!

CPD and Academic Integrity

CPD is an academic unit, and as such falls under Monash's [Student Academic Integrity Policy](#)

- The Faculty of Engineering audit CPD submissions every semester to ensure there are no academic integrity issues

- Please note that there will be severe penalties for anyone caught falsifying claims on their CPD

Recap: How to complete your CPD

Build your experience hours:

Complete a minimum of 420 hours of professional practice experiences outside the classroom

Submission 1: Student Futures Reflections

Record your experiences in [Student Futures](#), identify the employability skills you developed or applied, reflect on them using the STAR method and upload your supporting documents

Submission 2: CPD Assessment Questions

Answer the 6 assessment questions and list your experiences greater than 35 hours with hyperlinks to your supporting documents

Upload both submission pieces to the CPD Moodle site

Your CPD is due on the ENG0001/ENG0003 Moodle site in Week 5 of your final semester of study

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How Monash helps you find CPD experiences

- [Engineering Student Career Hub](#) website

  - Information and links to programs & opportunities at Monash and externally
  - List of upcoming events

- Regular communications emailed with suggestions on ways to complete hours

- Posts & advertisements on faculty Moodle hub sites

- [Career Connect](#) – workshops, job postings, resources

It's your responsibility to chase the opportunities and participate in the experiences that are of interest to you. Doing so helps you develop your job searching & organisational skills.

Top 3 tips to get started with CPD

1. **Check out the [Engineering Student Career Hub](#)** – find ways to get involved and build your skills and CPD hours – Teams & Clubs, Co-op, Career Ready Series, MITI, Summer Research Program, workshops, volunteering – there is so much on campus that you can do outside of the classroom

2. **Join [Engineers Australia](#)** – it's free for students and there are lots of resources to help you complete your CPD – events, virtual internships, workshops, online training etc.

3. **Log into [Student Futures](#)** and record your first experience & skill reflection so you're familiar with the format

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Where to get help & Drop-in Sessions

- Visit the [CPD website](#)

- Check out the [Frequently Asked Questions](#) section

- Connect with someone who can help you via the [Where to get help page](#)

- If you can't find the answer using the resources above you can submit your query via [Monash Connect](#)

- CPD Drop-in Sessions are held each semester, with academic and administrative staff on hand to answer your questions – the dates are advertised on the [CPD website landing page](#)

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www.monash.edu/engineering/cpd