

Professional Development Programme

Guidance for Candidates

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Introduction

1.1 The Professional Development Programme

The Professional Development Programme (PDP) is available if you are a graduate or student working in the industry and wanting to progress to Chartered Membership. The PDP helps to develop and assess occupational competence within a framework of support from your employer and a CIOB approved assessor.

It usually takes between one and three years to complete the programme, depending on your circumstances and employer. During that time, you will assemble an online portfolio of work showing that you meet competencies across 12 units, including project planning and managing health, safety and welfare in the workplace.

On successful completion of the PDP, candidates are exempt from the Professional Review. This is following a Final Assessment by a membership panel and you will be able to use the designation MCIOB.

The PDP competencies are generic and can be applied to many different roles in the industry and all construction disciplines. Undertaking the PDP should not be a bar to transferring between job roles – it can even benefit those undertaking the programme by providing an opportunity for broader experience. You will be eligible to register for the PDP if you are a:

- Graduate with a construction-related honours degree, including a non-accredited degree.
- Graduate with a non-construction related honours degree and working within the industry.
- Part-time student undertaking a construction related degree.
- International graduate with accredited degrees or a CIOB membership via an Individual Assessment.

You will also need to be working in a suitable role, such as a junior management position within the built environment or construction industry.



Become better qualified and more experienced.

Gain in confidence as you progress to a management career in construction.

1.2 Benefits of the Programme

There are many benefits to participating in the PDP which include:

- Provides a seamless route to Chartered Membership.
- Gives structure and support to your development whilst expanding your knowledge and experience.
- A structured programme that provides you with feedback on your performance and progression.
- Equips you with the skills to assess your own performance and to identify career progression opportunities within your company.
- Opportunity for you to gain experience in different areas.
- Flexibility to learn at your own pace.

1.3 Competencies and Units

Occupational Competency	
Unit	Comprises
1.1	Planning and Organising Work
1.2	Managing Health, Safety and Welfare
1.3	Managing Quality
1.4	Implementing Sustainable Construction and Development
1.5	Knowledge of Commercial, Contractual and Legal Issues
Management Competency	
Unit	Comprises
2.1	Communication
2.2	Decision Making
2.3	Managing Information
2.4	Leadership and Strategic/Financial Management
2.5	Personal Effectiveness at Work (Including 2.6 Innovation)
Professional Competency	
Unit	Comprises
3.1	Professional Judgement, Responsibility and (3.2) Commitment to Code of Ethic
3.3	Commitment to CPD

The Programme

1.4 Participating in the Programme

As a PDP candidate you will be required to compile a portfolio of work to demonstrate that you meet the competencies within each unit. The evidence that you collate can include schedules, reports, records, risk assessments, tender calculations and plans. Essentially, any document that you have produced that you believe validates your capability can be used as evidence.

You will be provided with access to our e-platform which has an abundance of resources available for you which include:

- Getting started with your PDP.
- How to use the e-platform and upload your evidence.
- Examples of evidence.
- Helpful hints.

Whilst there is no training required for you to complete your PDP, we regularly hold free workshops which include how to navigate the e-platform and uploading evidence.

1.5 Your Assessor

Your company will help you with selecting your assessor – they will already be a chartered member of a construction professional body. Their role is to help you manage your programme, offer advice on evidence and monitor your development. All of this can be completed through the e-platform, however many people feel there is a lot of value in face-to-face meetings. How you manage these meetings is up to you.

Your assessor is responsible for determining if your evidence meets the requirements of the PDP competence it relates to. They will provide support, guidance and feedback based on the evidence you have submitted.

1.6 Internal Verifier

Once assessed, your evidence is verified by a CIOB appointed person. The IV ensures that the evidence you have produced meets the quality standards of the programme.



The application was straightforward and the staff at CIOB were easy to contact, providing advice to me throughout the early application. I was assigned an assessor who would be available if I had any questions. In my first meeting with them I expressed that I had a personal goal of completing my PDP within 3 months. They were enthusiastic and supportive in creating a strategy to help me achieve this.

I read the outline description of each module and utilised the provided 'Personal Learning Plan' document, to ensure I knew what I could evidence and which elements of the modules I may need to build on my experience.

The PDP allows you to submit evidence in multiple formats, from emails, to internal process documents, to witness testimonies. Uploading evidence is straightforward, and the CIOB Portal helped me to organise my evidence and formulate my application.

The 'percentage complete' function really motivated me during the PDP as I could easily track my progress and set goals.

Alice Fox, MCIOB

1.7 Development and CPD

The PDP is not just about competence, it is also about identifying development opportunities. CPD focusses on keeping your knowledge and skills up to date in your current role and future career.

The PDP enables you to discuss with your assessor opportunities to develop into other areas to enable you to complete the programme.

Any development opportunities can go towards CPD. Recording CPD is a requirement of any CIOB member regardless of grade and we recommended that it is recorded on the CPD Portal on the CIOB website.

1.8 Final Assessment

Once all your units have been verified, you will need to complete a final assessment and provide key documents; this will all be communicated to you via e-mail. You will then be awarded Membership of the CIOB.



Being a Chartered Member demonstrates that you have profound experience, talent and knowledge and a genuine committed to the industry.

MCIOB is widely recognised within the industry by leaders and your peers and shows you're dedicated and a high achiever.

At first I thought the PDP approach would be challenging and I would need to spend a lot of time on it, but once I started to explore it I found many useful videos and instructions and learned about the e-portfolio and PDP structure pretty quickly.

Once I got myself organised with the help of its instruction guide, I felt comfortable and very motivated to complete my modules swiftly.

Once all my modules had been verified by the PDP assessor, my e-portfolio was sent for external verification for final confirmation. I was informed through my PDP officer that I had been awarded MCIOB and invited to a Recognition of Achievement Ceremony in London.

Vipattz Ratnarajah, MCIOB



Joining the PDP

1.9 Your Organisation

You may have already heard of the PDP within your organisation. If you wish to participate, we recommend that you initially discuss this with your line manager – they can then direct you to person who oversees the programme internally. Alternatively, you can e-mail us at pdp@ciob.org.uk for more information.

Your company programme co-ordinator and the CIOB team work closely together to ensure enrolment is a smooth process. Furthermore, the CIOB team are available to support you throughout your journey.

2.0 Membership

Before you can register on the PDP you will need to apply for Student membership via the Structured Pathway – Skills Development (PDP). You can do this on-line and you will need a copy of your degree certificate and a CV to upload plus a method of payment.

If you are on an Industrial placement or studying part time you will need to apply for the Basic or Enhanced Student membership.

2.1 Registration

Once membership is confirmed you can register on the PDP by completing the registration form (e-mail pdp@ciob.org.uk for the registration form).

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We invest in people Silver

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Further information of the Professional
Development Programme can be
found on our website at:

[ciob.org/membership/becoming-
chartered-member/pdp](https://www.ciob.org/membership/becoming-chartered-member/pdp)

Alternatively, please email us at:

pdp@ciob.org.uk

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