

Professional Development Programme

Guidance for Employers

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Introduction

1.1 The Professional Development Programme

The Professional Development Programme (PDP) is available to new graduates looking for a development programme to start their career.

The PDP is the next stage in gaining the CIOB professional qualification and focuses on developing and assessing management experience in a structured and supported manner.

On completion of the PDP, candidates are exempt from the Professional Review. This is following a Final Assessment by a membership panel.

The PDP competencies are generic and can be applied to many different roles in the industry. 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.

1.2 Benefits of the Programme

Many employers are choosing to invest in their graduate's future by offering the PDP in-house because of the benefits it brings which include:

- Better qualified and more experienced graduates.
- A structured programme that provides feedback on performance and progression.
- Graduates equipped with the skills to assess their own performance and to identify career progression opportunities within the company.
- The opportunity for graduates to gain experience in different areas.
- Increased job satisfaction and loyalty to the employee.

The PDP units are generic management units and therefore accessible to all construction disciplines.



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

Setting Up Within Your Company

1.4 Assessment

The PDP is a work-based programme and candidates compile an e-portfolio of evidence.

You will need to identify who can act as an assessor. This person needs to be a chartered member of a construction professional body. There is no training required, however workshops are held regularly should an assessor feel they would benefit from this. The e-platform has resources available for assessors to use and explain how to use the e-portfolio. Training can be arranged for assessors at your offices or at CIOB head office in Bracknell. Please e-mail pdp@ciob.org.uk.

We also have a list of Independent Assessors candidates can use should they wish. Our Independent Assessors are all chartered members and have been involved with the PDP for some time. They do charge for their services, but they have a very high success rate and are all extremely supportive. Please e-mail pdp@ciob.org.uk.

Assessors are required to meet their candidates every 3-4 months to go through the work the candidate has uploaded onto their e-portfolio and make assessments against the criteria in the programme. The time this takes depends on how much work has been submitted. By communicating with their candidate on a regular basis either through electronic means or a face-to-face meeting, the assessor will provide a valuable source of support and encouragement.

The programme takes about one to three years to complete although there are no time limits and some candidates will complete sooner.

Once you have identified potential assessors then you can advise your graduates to apply for the programme.



The PDP is led by the candidate with support from their assessor and you.

The CIOB are also available to assist all those that are involved.

1.5 Membership

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

If your candidate is on an Industrial placement or studying part time they will need to apply for the Basic or Enhanced Student membership.

1.6 Registration

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



Your Organisation

1.7 Roles and Responsibilities for Employers

As an employer you will need to support the candidate's decision to reach chartered membership via the PDP. Employers are responsible for:

- Registering candidates with the CIOB and ensuring that an assessor (internal or external) is available.
- Possibly funding PDP registration and making provision (financial or otherwise) for the assessments.
- Making available opportunities for training, development and experience within the organisation.
- Ensuring time is available for the candidate to meet regularly with their assessor.

1.8 Development and CPD

The PDP is not just about competence it is also about identifying development opportunities.

The PDP allows a candidate to discuss with their assessor opportunities to develop into other areas to enable them to complete the programme.

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

We would encourage you to identify CPD opportunities with your candidate and provide them with support when needed.

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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:

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