Career Manager

Quick Guide

Setting Objectives and Actions

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• From the homepage, navigate to the ‘My Development’ menu; select ‘Development Planning’

What is Development Planning?
Here you can set and update your development objectives and actions, which can be independent or links to Professional Registration. (See further guidance for Job Role Objectives)

• This is an overview of your ‘In Progress’ development objectives and actions.
  *If this is your first time on this page, your overview will be blank until you set objectives.

• Navigate to ‘Development Planning to begin setting your Objectives and Actions.

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UK-SPEC Objectives

In order to set objectives against the UK-SPEC competence, you must first complete and Professional Registration Competence Assessment. There are quick guides available on how to complete a Competence Assessment on the IET Career Manager Webpage, www.theiet.org/membership/career/cmanager/cm-user-guides.cfm

Use this functionality to create objectives and actions and link them to your professional registration competence assessment. This will enable you to structure your development and identify what you need to do to reach your desired level of competence for professional registration.

How do I set my Objectives and Actions?

1. Select the ‘My Development’ tab and select ‘Development Planning’ under the Development Manager section.
2. This will display three tabs along the left hand side. Select ‘Development Planning’ to take you to the ‘Development Objectives & Actions’ page.
3. You should ensure you choose your objective type as UK-SPEC using the drop down list

   ![Development Objectives & Actions](image)

   **TIP:** Only assessed competences will show for you to set objectives and actions against. You do not need to have your assessment verified in order for you to add objectives against your competences.

4. You will notice your self-assessed levels will be displayed in orange, your objective levels will be in white. You can select ‘Set Objectives’ and create an objective for any level.

5. Once you have selected ‘Set Objectives’ you can enter the information required into the box, this will create your objective.

6. Once you have entered your desired objectives you can add actions by selecting the ‘Set Actions’ tab.

   **TIP:** You can add as many actions to your objectives as you need.
7. Once you have added your actions against your objectives, you can view them at a quick glance in the ‘Development Overview’ tab.

**CPD Planning**

1. ‘Objective Type’ for CPD Planning select ‘CPD Objectives’

2. Add a folder to categorise your CPD objectives e.g. ‘2017 CPD Objectives’

3. Select the folder name to open and select ‘Add CPD Objective’ begin setting your objectives.

**TIP:** you will be notified when your ‘Target Date’ is reached.

**TIP:** Typically Objectives should be overarching broad things that you want to achieve.

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4. Once you’ve set your objective, select ‘Add Action’ to document the actions you plan to achieve the objective.

*TIP:* You can add as many Actions as you require, simply continue repeating this step.

5. Once your actions are completed ensure you add a Reflection statement for each. Your completed actions can be copied to your CPD Activities, therefore this is important to record the knowledge and skills you have gained and developed from your CPD.

Creating a Professional Development Planning Report

1. From the Quick Launch Tool > CPD link, select ‘Manage my CPD Planning Report’ you can select the dates in which you wish to report to and from.

This will create your report from the timeframes you have specified.
2. If you choose to share your report, you can add your verifier details and generate a guest ticket. This will provide your verifier with one time access to your report to provide feedback.

3. Click ‘Create Report’. You can give it a name and select a date range in which you can view your planned objectives.

4. You can ‘view report’ to export a copy (word or pdf.) Alternatively, select ‘Complete Report’ should you wish to send a snapshot to your line manager/mentor etc.