



INSTITUTE OF THE
MOTOR INDUSTRY

IMI MEMBERSHIP

STEP BY STEP GUIDE TO LOGGING CPD



1

To start logging your CPD, visit www.theimi.org.uk and enter your username and password in the log in section which can be found at the top of the page.

If you have forgotten your username or password you can request these details on the top right hand side of the page.

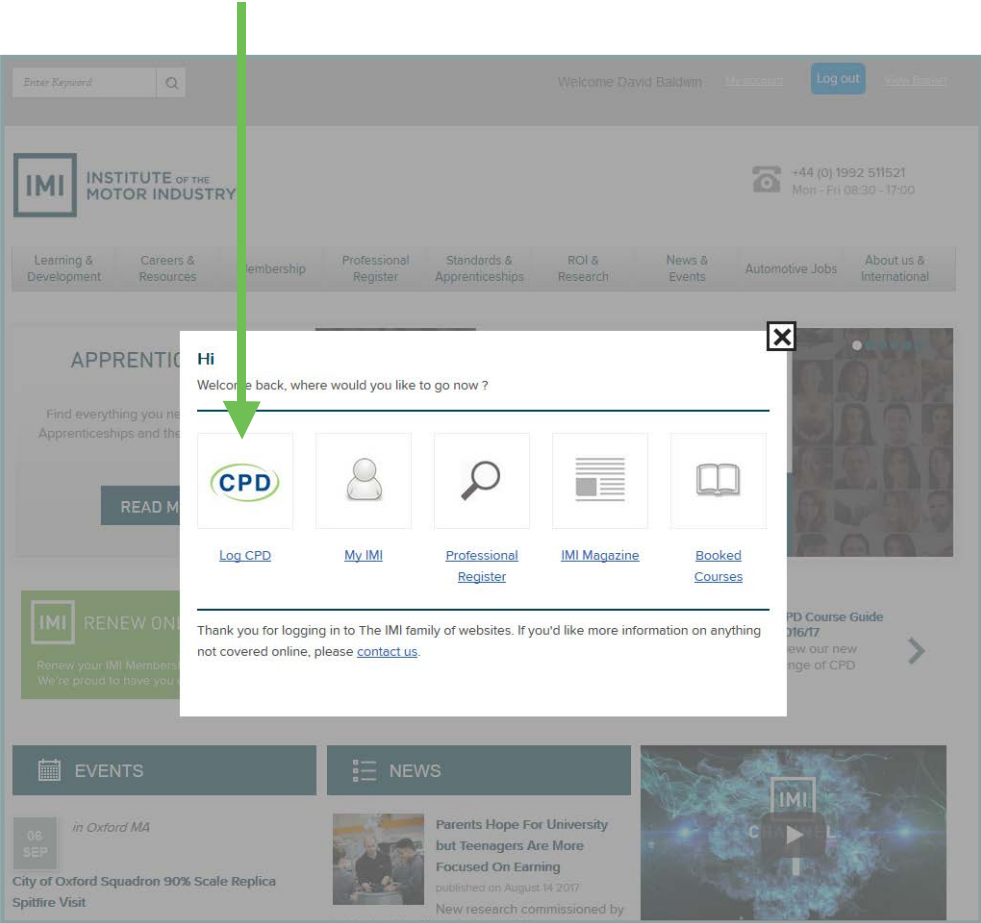
Username Password Forgotten password

The screenshot shows the top navigation bar of the IMI website. It includes a search bar on the left, followed by three input fields for 'Username', 'Password', and 'Forgotten password'. To the right of these fields are buttons for 'LOG IN', 'Create an account', and 'View Basket'. Below the navigation bar is the IMI logo and contact information: '+44 (0) 1992 511521 Mon - Fri 08:30 - 17:00'. A horizontal menu contains various categories: Learning & Development, Careers & Resources, Membership, Professional Register, Standards & Apprenticeships, ROI & Research, News & Events, Automotive Jobs, and About us & International. The main content area features a 'READ MORE' button for 'APPRENTICESHIPS', a 'RENEW ONLINE' button, and a 'MOT Courses' offer. There are also sections for 'IMMERSHIP', 'RECOGNISING AUTOMOTIVE PROFESSIONALS', 'EVENTS', and 'NEWS'. A video player is visible on the right side of the page, showing 'IMI CHANNEL 1'.

2

Once you have successfully logged in to the IMI home page, a box will appear on your screen.

Click the 'Log CPD' icon to access the CPD homepage.



3

To Log CPD click on the green 'Log CPD' button.

The screenshot shows the IMI user interface with several key elements and annotations:

- Navigation Bar:** Includes the IMI logo, 'Home' (highlighted in green), 'Log CPD', 'View My CPD', 'IMI Courses', 'My IMI', 'Help', and a 'Notifications' icon with a red circle containing '0'.
- Welcome Section:** Features a user profile icon, the text 'Welcome', and a prominent green 'Log CPD' button.
- IMI Courses Section:** Features a book icon, the text 'IMI Courses', and a blue 'View IMI Courses' button.
- My Progress Section:** Contains a bar chart icon, the text 'My Progress', and several data points:
 - CPD Credits:** A green progress bar showing 39/39 credits. A label 'You are here' points to the end of the bar.
 - CPD Cycle:** A blue progress bar showing the cycle progress. A label 'Today' points to the current position on the bar.
 - Start Date:** 21/01/2014
 - End Date:** 31/03/2018
 - CPD Credits Achieved:** 39/30 (0 Remaining)
 - Time Remaining:** 0 Years, 7 Months, 1 Day
 - Print CPD Summary:** A button with a printer icon.

Annotations with green arrows point to the following elements:

- 'Log CPD' (top navigation)
- 'View my CPD' (top navigation)
- 'CPD courses' (top navigation)
- 'Log CPD' (button in Welcome section)
- 'View IMI Courses' (button in IMI Courses section)
- 'View courses' (bottom annotation pointing to 'View IMI Courses')
- 'Print CPD summary' (bottom annotation pointing to 'Print CPD Summary')
- 'CPD credit process bar' (bottom annotation pointing to the green progress bar)
- 'CPD cycle start & end date' (bottom annotation pointing to the cycle start and end dates)
- 'Remaining time to complete your CPD' (bottom annotation pointing to the time remaining breakdown)

4

You will now be able to select the type of CPD you would like to log. If unsure of which CPD activity type to select, click on 'other'.

Select CPD activity

Activity Type > Activity Details > Impact Analysis > Evidence > Complete

What CPD activity type would you like to log?

- Course or e-learning booked through the IMI
- Course or e-learning booked outside of the IMI
- Member Association (MA) Event
- Nationally Recognised Qualification (Degree, Diploma, VRQ etc)
- Reading (book, article, report etc)
- Other (seminar, conference, expert working groups etc)

Which one do I choose?

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Depending on the selection you have made, a screen will appear requesting further details about the type of activity you would like to log. For example, if you select the 'Course or e-learning booked outside of the IMI' option, the following screen will appear:

01 Course Title

Enter the name of course that you have attended.

02 Course/Qualification Provider

Who provided the course i.e. name of training provider, university or online provider e.g. IMI, Thattham.

03 Completed Date

Enter the date that you completed your CPD activity. This date must be within your CPD cycle.

04 Course Duration

E.g. if the course started at 9am and finished at 5pm, you can enter 7 hours. Please do not include break times.

05 Was the Course Assessed?

If you completed an assignment, exam or a test after your CPD activity, select: 'Yes'. If you did not take an assessment, leave it at: 'No'.

06 New Knowledge and Skills

Complete this section with examples of what you have learned as a result of this activity.

5a

Please enter the relevant information in the boxes provided.

The screenshot shows the IMI CPD logging interface. At the top, there is a navigation bar with the IMI logo, 'Home', 'Log CPD', 'View My CPD', 'IMI Courses', 'My IMI', and 'Help'. A 'Notifications' icon is also present. Below the navigation bar, there are tabs for 'Activity Type', 'Activity Details', 'Impact Analysis', 'Evidence', and 'Complete'. A note says '(Please complete all fields marked * as they are mandatory)'. The form is divided into sections:

- 01** Course Title *
- 02** Course / Qualification Provider *
- 03** Completed Date *
- 04** Course Duration (Hr:Mn) * (Please enter time for each or tea break)
 - Hours: 0
 - Minutes: 00
- 05** Was the course assessed? Yes No
- 06** New Knowledge and Skills *
In the box below please tell us what you learnt from the activity (not what the activity was).
[Click to close examples](#)
Examples for New Knowledge and Skills
 - Technical Scenario**
I have learnt new skills in using basic test equipment to diagnose faults on vehicle electrical/electronic systems. I now know and understand alternative methods of fault diagnosis without total reliance on fault code readers.
 - Customer Service scenario**
I have learnt new customer service skills including a really effective questioning technique that enables me to draw out and fully understand the concerns and needs of customers.
 - Management scenario** I have learnt about various management styles, including autocratic, democratic, consultative and persuasive which will help me be far more effective as a manager.Find out more by reading [IMI Members' guide to continuing professional development](#).
I have learnt:

At the bottom, there are three buttons: 'Back', 'Save', and 'Save & Continue'. A green arrow points to the 'Save & Continue' button.

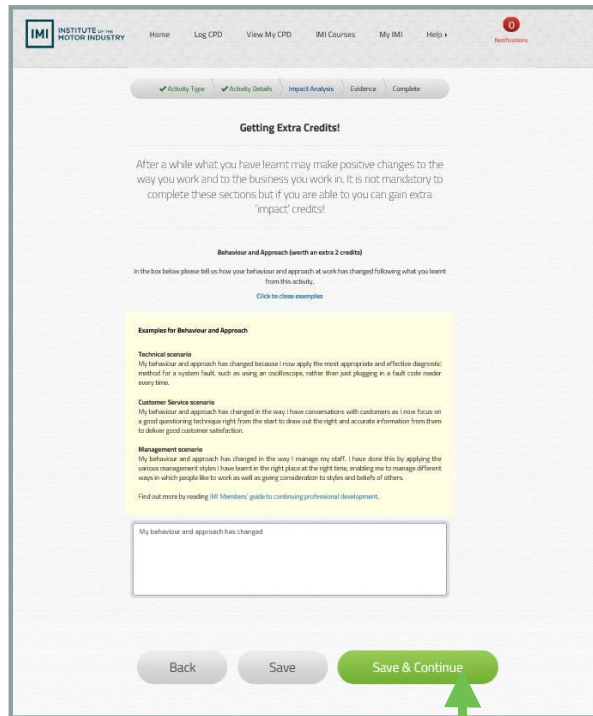
When you have completed this section, click 'Save & Continue'.

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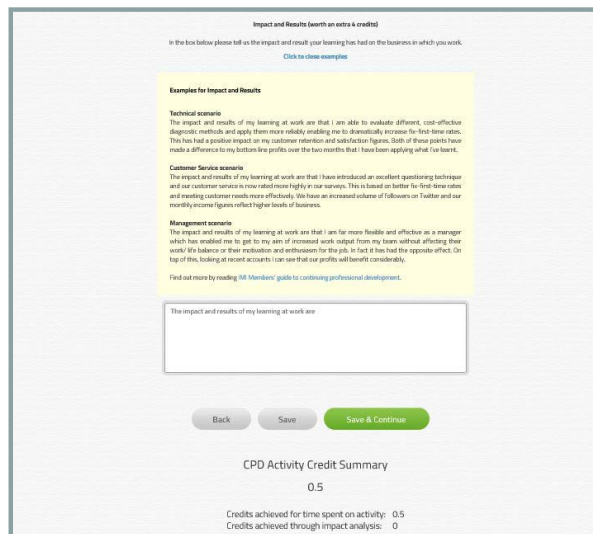
To gain additional credits, enter the relevant information in the boxes shown below.

How has this activity ‘**Changed your Behaviour and Approach**’ using your new knowledge and skills? Completing this section will give you an additional 2 CPD credits.

What is the ‘**Impact and Result**’ of this activity and what difference has it made to you and your organisation? Completing this section will give you an additional 4 CPD credits.



When you have completed this section, click ‘**Save & Continue**’.



7

You will now see the evidence screen, where you can upload any evidence or certificates related to the CPD you have logged. If you do not have any evidence or certificates please click 'Save & Continue' to move through to the final page.

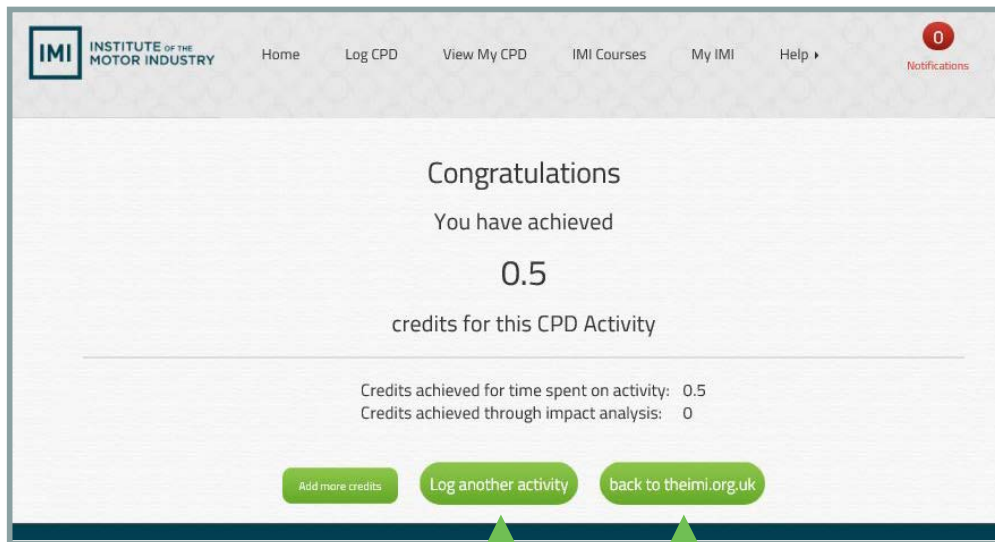
If you have evidence or certificates related to the CPD activity you have logged, you can upload a single file at a time, as follows:

Click the 'Browse' button to find the file you want to upload. The system will only accept the following file types: Word documents, jpg, png, pdf.

Once you have found and attached your file/s, click 'Upload Evidence'.

Once you have successfully uploaded your file/s, click 'Save & Continue'.

You have now completed this CPD log and will be able to see how many credits you have achieved.



At this stage, you can log additional CPD activity, or return to the IMI site.

Log Another
CPD Activity

Back to
theimi.org.uk

This will complete the logging of your CPD activity.

Congratulations on the CPD credits you have achieved.

If you have any questions regarding CPD or the CPD logging process, please call the Professional Development team on **+44 (0)1992 519 025** or email **cpd@theimi.org.uk**.

SEVEN TOP TIPS FOR VALUABLE CPD

1 Do spontaneous CPD

Any activity that helps you meet your development goals can count towards CPD. This includes reading magazine articles, taking part in online tutorials, technical updates, peer-to-peer learning, and networking. How has the activity helped you improve?

2 Link CPD to your job role

Continuing professional development is the practice of maintaining and developing the skills and knowledge required in your job role. What challenges do you face? How can you meet them? Challenges can range from keeping up to date with technology changes to managing people on a day-to-day basis.

3 Break up CPD into small bite-sized chunks

Set aside short periods of time in your diary to record a CPD activity. You could plan what you want to record on your way to work, or you could make this your last task each week. Record your activities regularly and CPD won't become an end-of-year rush.

4 Share your learning

Encourage your colleagues to share their learning experiences and resources with you.

5 Come out of your comfort zone

You don't have to do CPD in the same way every time. Try different approaches such as reading a newsletter, webinars and eLearning modules.

6 Continuing 'Personal' Development

The 'P' in CPD can also stand for 'personal'. Think about how you can develop your personal skills. Possibilities could be building confidence through public speaking or volunteering for a local event (as long as it is relevant to your job role – see point 2).

7 Attend local events and resources

You don't have to travel miles to do CPD. The IMI offers free or low-cost events. As long as you show how the event is relevant and you reflect on what you got out of it, attendance can count towards your CPD.

As an IMI member, you can take advantage of **discounts of up to 25%** on our automotive-specific eLearning and training courses

For a wide range of courses that cover all your business needs, check out the IMI courses and events at

www.theimi.org.uk/courses-and-events

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