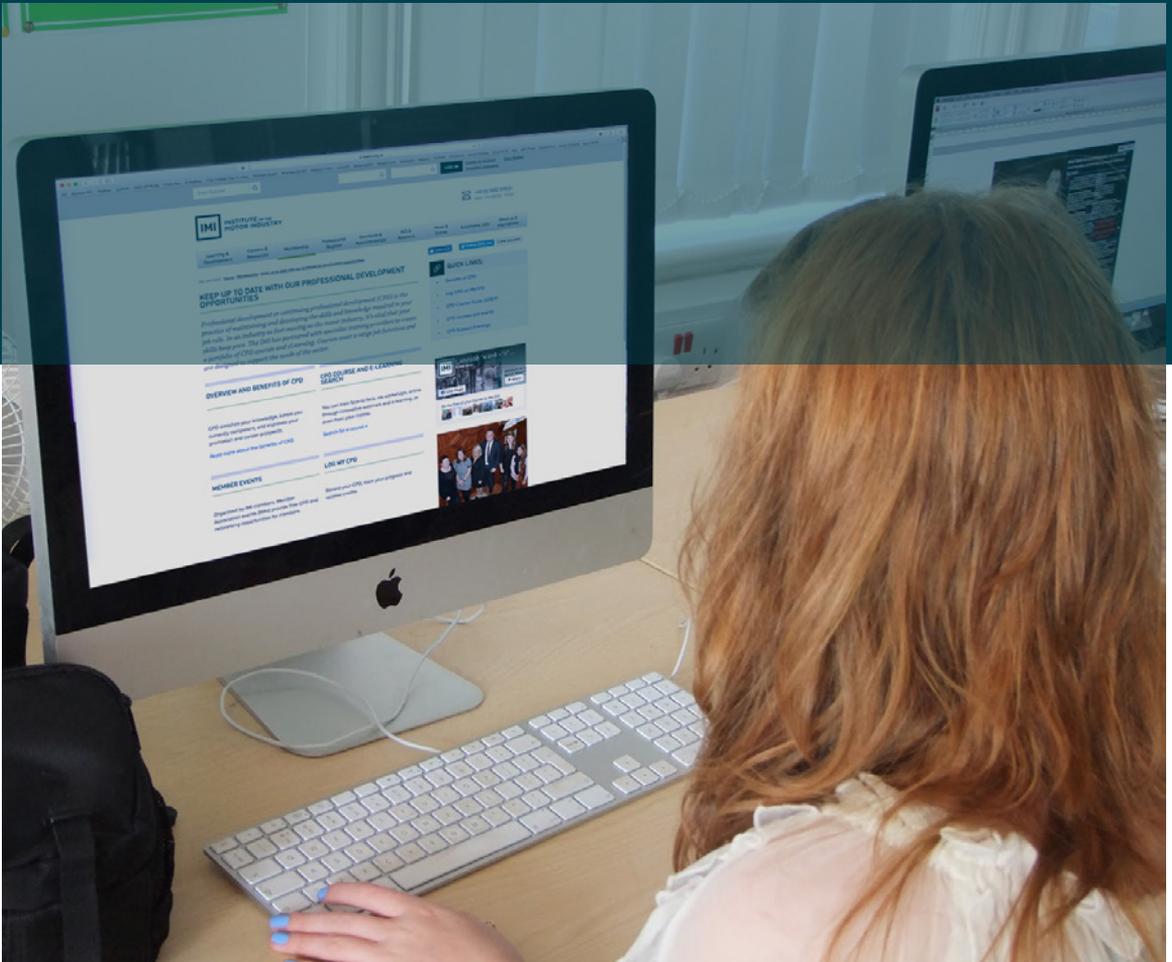




INSTITUTE
OF THE MOTOR
INDUSTRY

IMI MEMBERSHIP

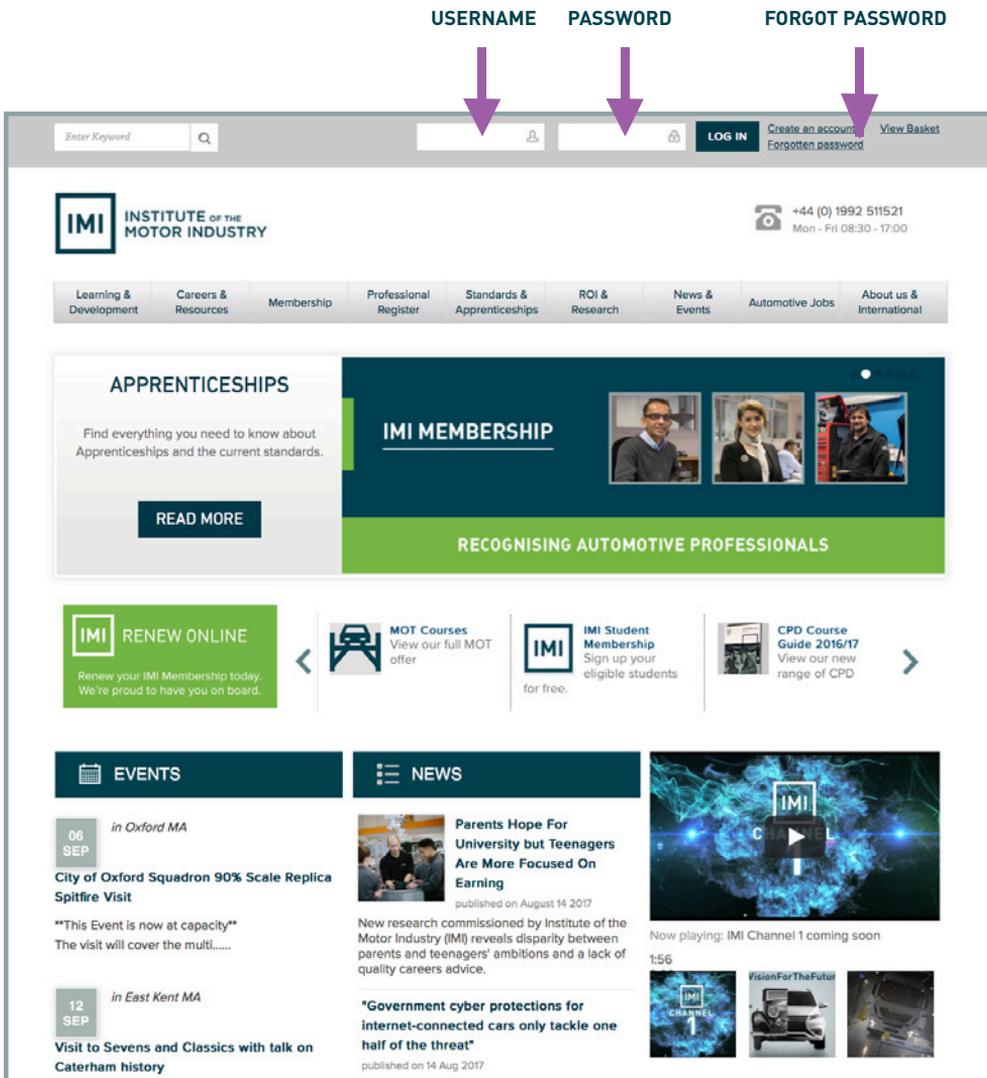
STEP BY STEP GUIDE TO LOGGING CPD



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.

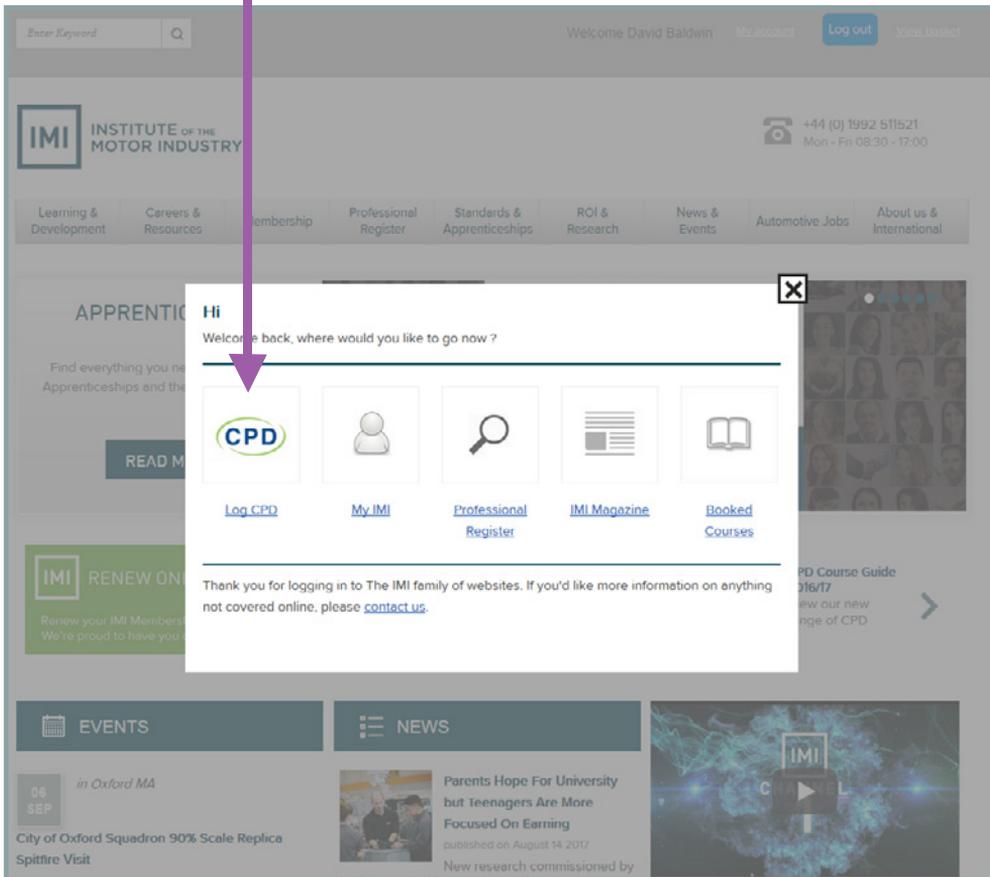
If you have forgotten your username or password you can request these details on the top right hand side of the page.



2

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

CLICK THE 'LOG CPD' ICON. BY CLICKING THIS ICON YOU WILL BE TAKEN TO THE 'LOG CPD' HOMEPAGE.



3

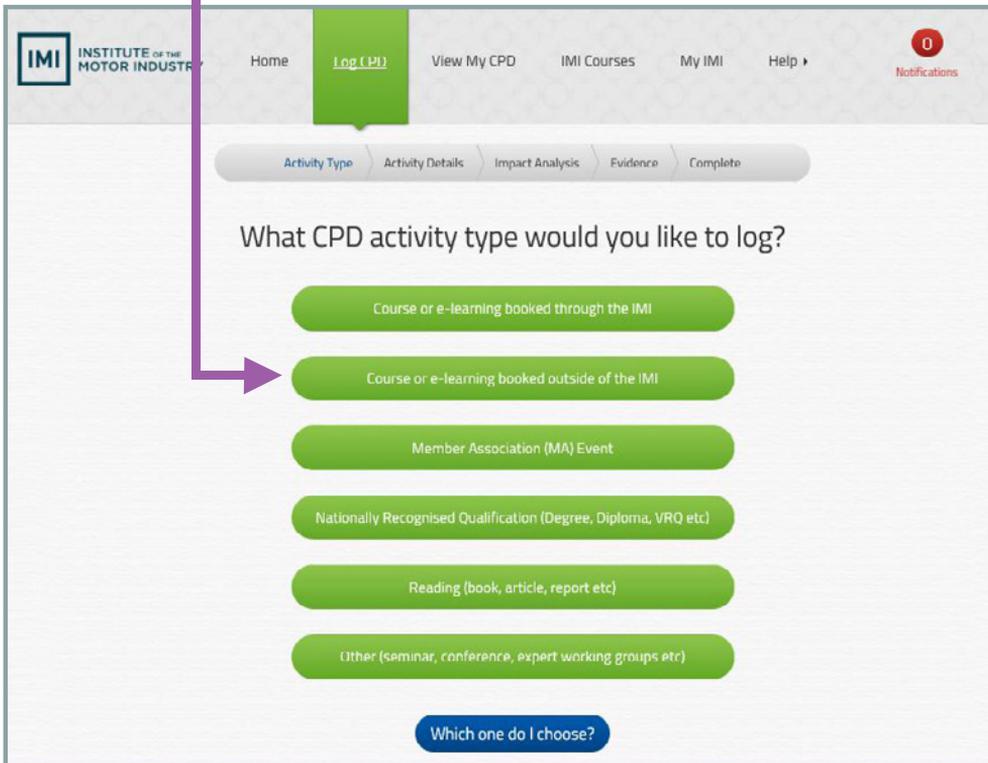
To Log CPD click on the green 'Log CPD' button.

The screenshot displays the IMI user interface. At the top, there is a navigation bar with the IMI logo and the text 'INSTITUTE OF THE MOTOR INDUSTRY'. A green 'Home' button is highlighted. To the right of the navigation bar are links for 'Log CPD', 'View My CPD', 'IMI Courses', 'My IMI', and 'Help'. A notification icon with the number '0' is also present. Below the navigation bar, the main content area is divided into two columns. The left column contains a 'Welcome' section with a green 'Log CPD' button and an 'IMI Courses' section with a blue 'View IMI Courses' button. The right column contains a 'My Progress' section with a green progress bar for 'CPD Credits' (0/39), a blue progress bar for 'CPD Cycle' (Today), and a summary box showing 'CPD Credits Achieved' (39/30) and 'Time Remaining' (0 Years, 7 Months, 1 Day). A 'Print CPD Summary' button is located at the bottom of the 'My Progress' section. Purple arrows point from text labels to various elements: 'LOG CPD', 'VIEW MY CPD', and 'CPD COURSES' point to the navigation bar; 'VIEW COURSES' points to the 'View IMI Courses' button; 'PRINT CPD SUMMARY' points to the 'Print CPD Summary' button; 'CPD CREDITS PROGRESS BAR' points to the green progress bar; 'REMAINING TIME TO COMPLETE YOUR CPD' points to the 'Time Remaining' box; and 'CPD CYCLE START & END DATE' points to the 'CPD Cycle' progress bar.

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



5

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, Thatcham.

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 'Log CPD' form on the IMI website. At the top, there is a navigation bar with 'IMI INSTITUTE OF THE MOTOR INDUSTRY', 'Home', 'Log CPD', 'View My CPD', 'IMI Courses', 'My IMI', and 'Help'. A 'Notifications' icon is on the right. Below the navigation is a breadcrumb trail: 'Activity Type > Activity Details > Impact Analysis > Evidence > Complete'. A note says '(Please complete all fields marked with * as they are mandatory)'. The form is divided into sections by horizontal lines. Section 1: 'Course Title' with a text input field. Section 2: 'Course / Qualification Provider' with a text input field. Section 3: 'Completed Date' with a date picker. Section 4: 'Course Duration (Hr:Mn)' with 'Hours' and 'Minutes' input fields and a 'Minutes' dropdown menu. Section 5: 'Was the course assessed?' with 'Yes' and 'No' radio buttons. Section 6: 'New Knowledge and Skills' with a text area. Below this is a yellow box with 'Examples for New Knowledge and Skills' containing three scenarios: 'Technical Scenario', 'Customer Service scenario', and 'Management scenario'. At the bottom are 'Back', 'Save', and 'Save & Continue' buttons.

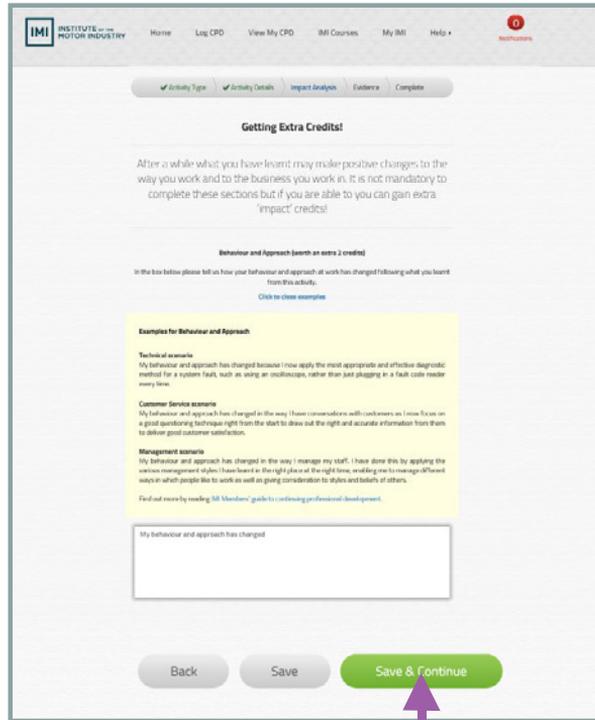
WHEN YOU HAVE COMPLETED, CLICK 'SAVE & CONTINUE'.

6

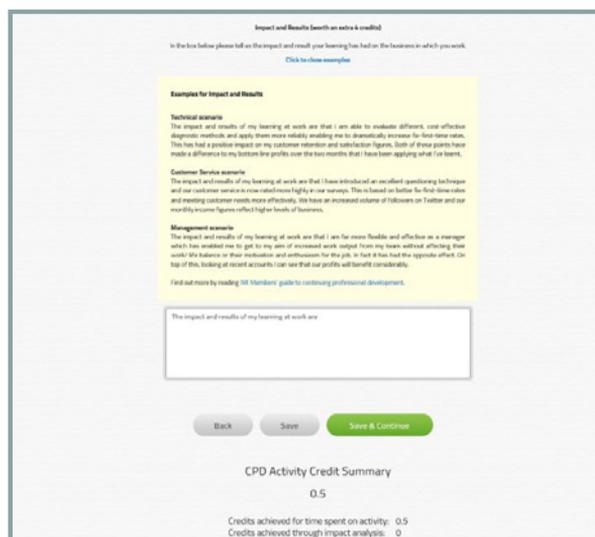
To gain additional credits, enter the relevant information in the boxes shown below.

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.



ONCE 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.

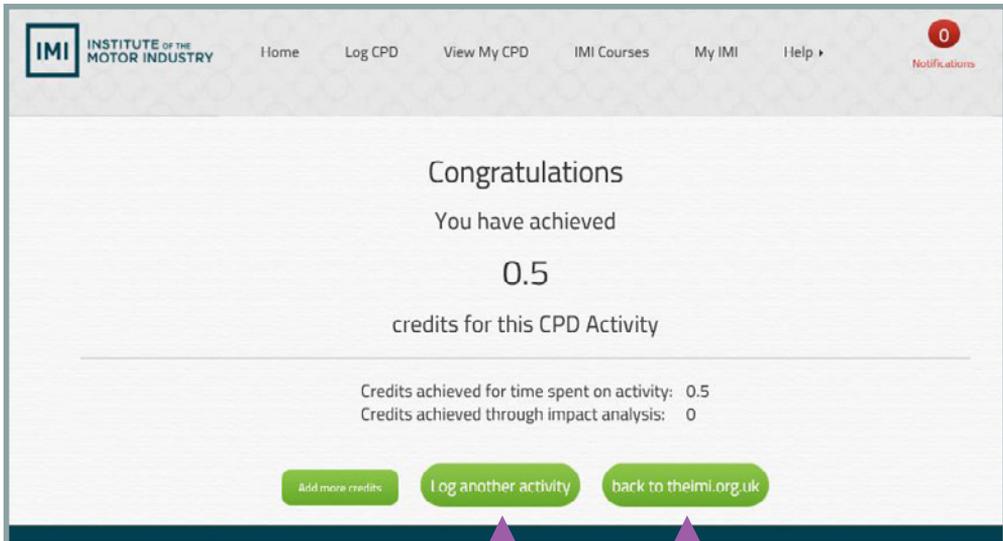
If you have evidence or certificates related to the CPD activity you have logged, you can upload a single file at a time, as follows:

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

GO 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 e-learning 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 E-LEARNING 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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