CIHT's Professional Development Framework

MyCareerPath - User Guide

May 2024

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Introduction

MyCareerPath is the platform for CIHTs Professional Development Framework, allowing CIHT Professional Development Framework users the opportunity to monitor their progress and record evidence against the competencies.

Users select a CIHT Professional Development Framework profile from those available in MyCareerPath (e.g. CIHT's IEng Competencies) and assign evidence to specific competencies within that profile to demonstrate their competency levels (e.g. Awareness, Knowledge, Experience or Proficiency). Please see your competency document or our **users webpage** for details of the competencies levels and requirements.

Users can also create plans and generate reports which can be shared with their mentor, who can provide them with appropriate feedback. All plans, evidence, and reports created by users in MyCareerPath can be submitted to their mentor via MyCareerPath as little or as often as both parties agree; usually this would be before each quarterly review meeting but can be more often if required.

NB: Mentors do not require a MyCareerPath account to assess a users' submission. Mentors will receive an email with a link to the user's submission, which enables them to provide appropriate feedback which can be sent back to the user. Users can then access the feedback via MyCareerPath – details on how to do this are on page 13 onwards.

Users - Login to your MyCareerPath Account

CIHT will create a MyCareerPath account for you based on the information we receive from the onboarding form your employer sends us. We will add your employers' details, your CIHT membership number and provide you with a username based on your email address.
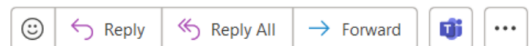
You will receive an email guiding you to reset your MyCareerPath password. Please click the link in the email you receive to reset your password.

(Example in the screenshot below).

mycareerpath - Password Reset

mycareerpath@engc.org.uk
To ● Greg Saunders | CIHT

Thu 28/03/2024 10:04

PRO   ✚ Get more add-ins

To reset your password follow this link https://www.mycareerpath.org.uk/Anonymous/ProcessResetPassword.aspx?Code=Q2ZESjhHRDU2Y1RubTROSHZSdllrSXdHlRGtKVXBGZXNseDZGOC9UUXYxMWh3PT0

The screenshot below depicts what you will see when you click the link you receive. Your password can be anything you wish and it can be changed, but please remember to make a note of it.

Reset Password

email address	johnhall177
new password	
confirm new password	

Reset Password

Once you reset your password, you should use this link to log in to your new MyCareerPath account

Please see below an example screenshot of what you will see when you first log in to your MyCareerPath account. Enter your email address and new password and click the **'*Login*'** button as circled below.

Editing your MyCareerPath account details

You will first need to log in to your account to access the *'Edit Account Details'* page. To change any details on your MyCareerPath account, please follow this link. Here, you can modify your name, employer details, Professional Institution membership number, email address and password. Please note that your username cannot be changed.

Please see below screenshot of what you will see when you **edit** your MyCareerPath account details.
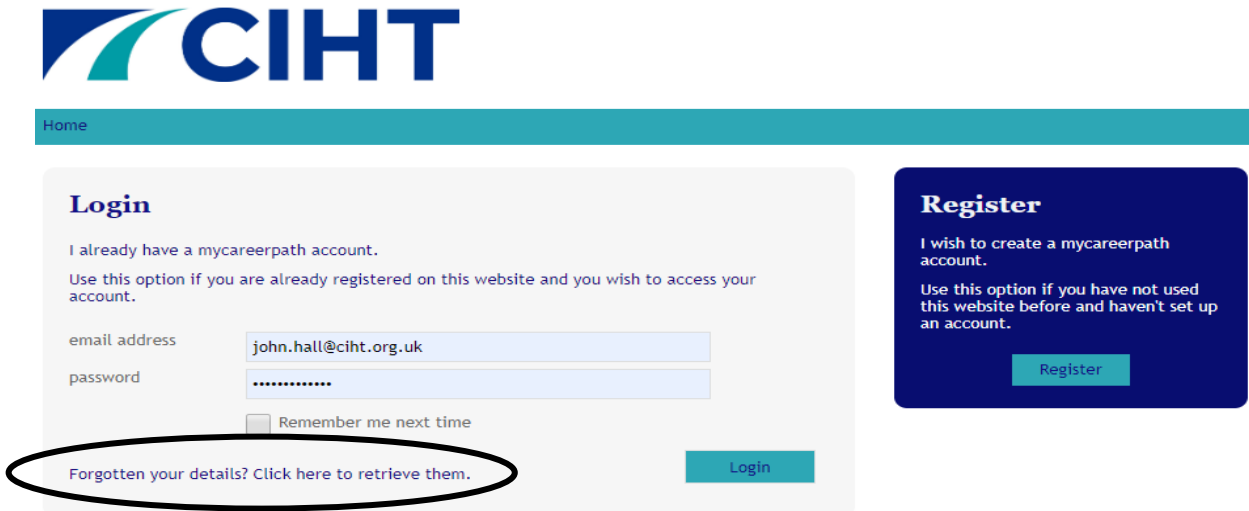

Remember to **save your changes** when you're done.

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Forgotten your MyCareerPath Password?

If you forget your MyCareerPath login details, please use the '*Forgotten your details'* link on the bottom of the login page.

Please see screenshot below.

You will then be prompted to enter the email address you used to register. Once entered, please select '***Send Email'*** and a password reset link will be sent to your registered email address.

Please see screenshot below.

Selecting a Competency Profile in MyCareerPath

It is vital that you select the correct competency profile to assign your evidence to, as evidence cannot be switched between competency profiles. You only need to do this step once when you first join the CIHT Professional Development Framework.

Please follow the below step by step instructions to select your competency profile.

1. Please log into your MyCareerPath account
2. Where it says **'Available Profiles'**, click the arrow that displays a dropdown box with all the available profiles.

3. Select a competence profile from those available (e.g. CIHT's IEng Competencies).

NB: You will be able to select multiple profiles, but you should only select the _one_ profile that corresponds to the professional qualification you are aiming for.

The screenshot on the next page shows you how to select CIHT competency profiles on MyCareerPath.

4. Once you have selected a CIHT Professional Development Framework profile you can view all its individual unique highways and transportation related competencies in a star rating format.

Tracking Your Progress

This is where you will mark your progress towards the competencies. We recommend that you discuss and update this rating at each quarterly mentor meeting. This will allow you to see (at a glance) what areas you still need to focus on.

Completing this star rating system will also enable CIHT to provide your employer with annual reports on your progress.

As a guide we have suggested how many stars to allocate yourself based on your perceived progress.

★ **1** Star: Started working towards this competency.

★ **2** Stars: Completed some activities to support my experience against this specific competency.

★ **3** Stars: Nearly competent or nearly completed competency.

★ **4** Stars: I can fully demonstrate my awareness, knowledge, experience and /or proficiency against this competency.

The below screenshot shows you the star rating page that you will see when you click on your selected competency.

Current Progress for John Hall (21/03/2024)

Code	Competence Description	Progress
CIHT 1	Leadership and Management	
CIHT 1a)	Awareness of: The structure of your organisation and good team working practices.	☆☆☆☆ ↺
CIHT 1b)	Awareness of: The importance of objectives and how to manage your workload effectively.	☆☆☆☆ ↺
CIHT 1c)	Knowledge of: Appropriate tools to analyse your performance and identify your professional development needs	☆☆☆☆ ↺
CIHT 1d)	Appropriate tools to manage the performance and professional development of others.	☆☆☆☆ ↺
CIHT 1e)	Leadership and management techniques including equality, diversity and inclusion, and how to select the most appropriate style for a situation and to get the best out of your team.	☆☆☆☆ ↺
CIHT 1f)	Experience of: Managing the performance of others and providing meaningful and constructive feedback.	☆☆☆☆ ↺

Recording Evidence in MyCareerPath

Recording evidence against competencies is a vital component of your journey towards completing the CIHT Professional Development Framework. MyCareerPath enables you to save evidence of your work or experience against one or more competency within your selected competency profile (e.g. CIHT's IEng Competencies). To begin assigning pieces of evidence against competencies, please follow the below step by step instructions:

1. To record your evidence against specific competencies, select '***Evidence'*** in the menu, as circled in the screenshot below.

Current Progress for John Hall (21/03/2024)

Code	Competence Description	Progress
CIHT 1	Leadership and Management	
CIHT 1a)	Awareness of: The structure of your organisation and good team working practices.	☆☆☆☆ ↺
CIHT 1b)	Awareness of: The importance of objectives and how to manage your workload effectively.	☆☆☆☆ ↺

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2. Select *'Add evidence'* to create a new evidence record, as circled in the screenshot below.

3. The '***Evidence Wizard'*** page will appear. Here, you can give your evidence submission a title, enter evidence start and completion dates, enter the lessons learnt and provide details of how your evidence demonstrates your competence at the appropriate level. You will also assign your evidence to the relevant competencies. You can include supporting documentation where appropriate.

The below screenshot demonstrates the evidence wizard page and shows the mandatory fields (*) that need to be completed to record your evidence against specific competencies.

4. Once you have entered all the information relating to a piece of evidence, it is important that you save it against the relevant profile. You can do this by ensuring you have selected the correct profile from the dropdown list. There should only be one profile in your list – as shown in both the above and below screenshots.
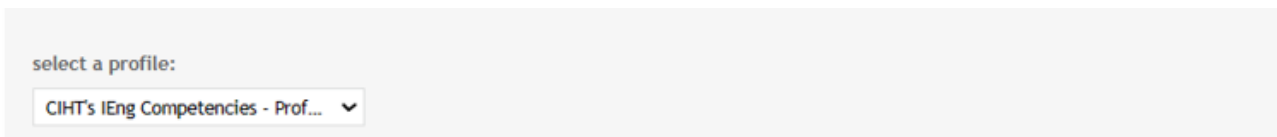
5. You will then be able to tag your evidence to the relevant competencies by the clicking the **'Add'** button underneath where it says *'Competence Standards'*, as shown in the below screenshot.
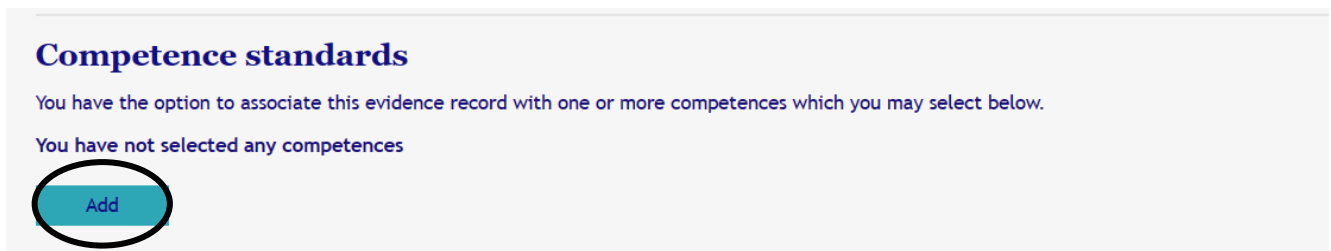
6. You may now select the specific competencies that most relate to the piece of evidence you are recording. Select the individual competence and click **'add'.** As circled in the below screenshot. Selected competencies will move from the '*available competencies*' box to the '*selected competencies*' box. Select as many competencies as are relevant to this piece of evidence.
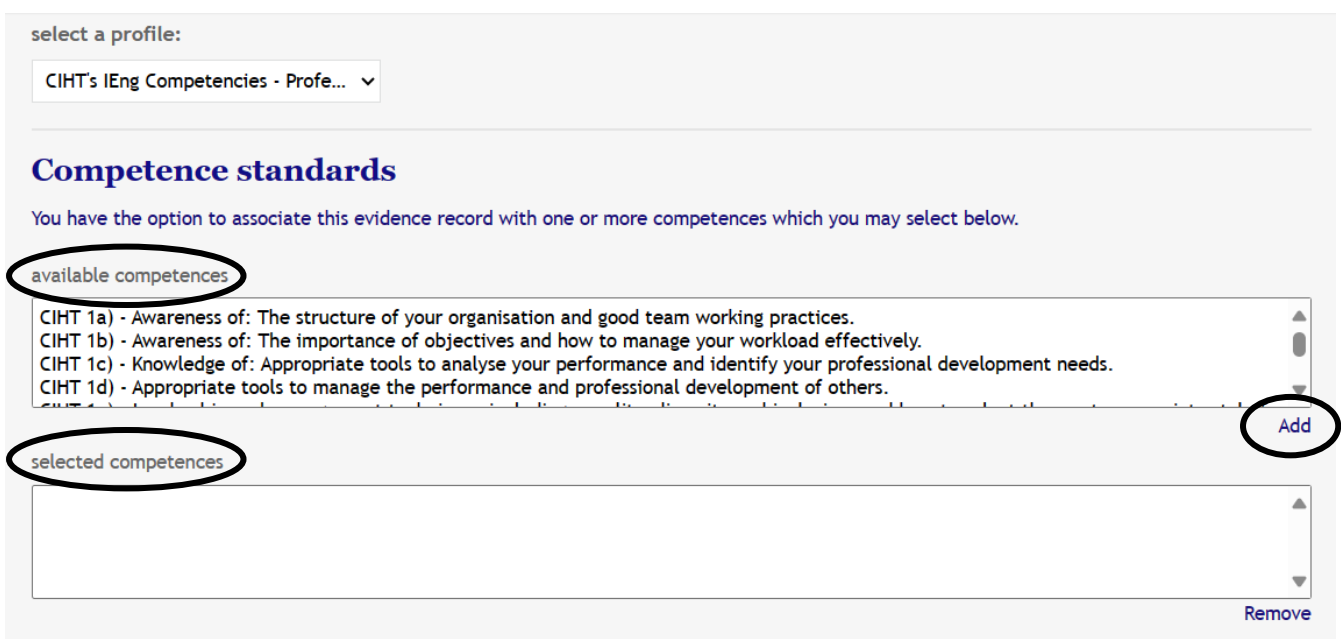
You may assign evidence to as many competencies as you wish, as many times as you wish.

7. To further support the strength of your evidence, you may also upload supporting documents (e.g. certificate, reports, etc.) or links to the piece of evidence you are adding to MyCareerPath. To do this simply select the **'upload'** button as seen circled in the below screenshot. You can also include links to websites and / or cloud storage (e.g. google drive). Links to websites should be added to the file title/website address box.

8. Remember to *'Save'* your evidence when you're finished. The save button is directly below the upload supporting evidence button, as seen circled in the below screenshot.

9. You may also share any piece of evidence you upload with your mentor. If you would like your mentor to review the evidence record you have created, simply enter the email address of your mentor in the field provided and click *'Save and Review'* as shown in the screenshot below.

Your mentor will then receive an email asking them to login to MyCareerPath and view review the evidence. Mentors can comment upon and then return your evidence to you.

Creating Plans

Creating a plan is a critical part of completing the CIHT Professional Development Framework process.

Most users will agree a plan through their quarterly mentor meetings and record it on the dedicated **CIHT Framework Mentor Mentee Quarterly Meeting Template form.**

However, there is also a planning tool in MyCareerPath which you can use to set your objectives. If you want to use this option, please follow the below guide.

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1. Select **'Plans'** in the top bar menu, as circled in the below screenshot.

2. The **'Action Plan Wizard'** page will appear. Here, you can give your plan a title, enter start and completion dates, provide details of your plans objectives and you can also assign your plan to specific competencies through your selected profile (as you did with your evidence).

The screenshot below shows all the mandatory (*) fields needed to complete a plan.
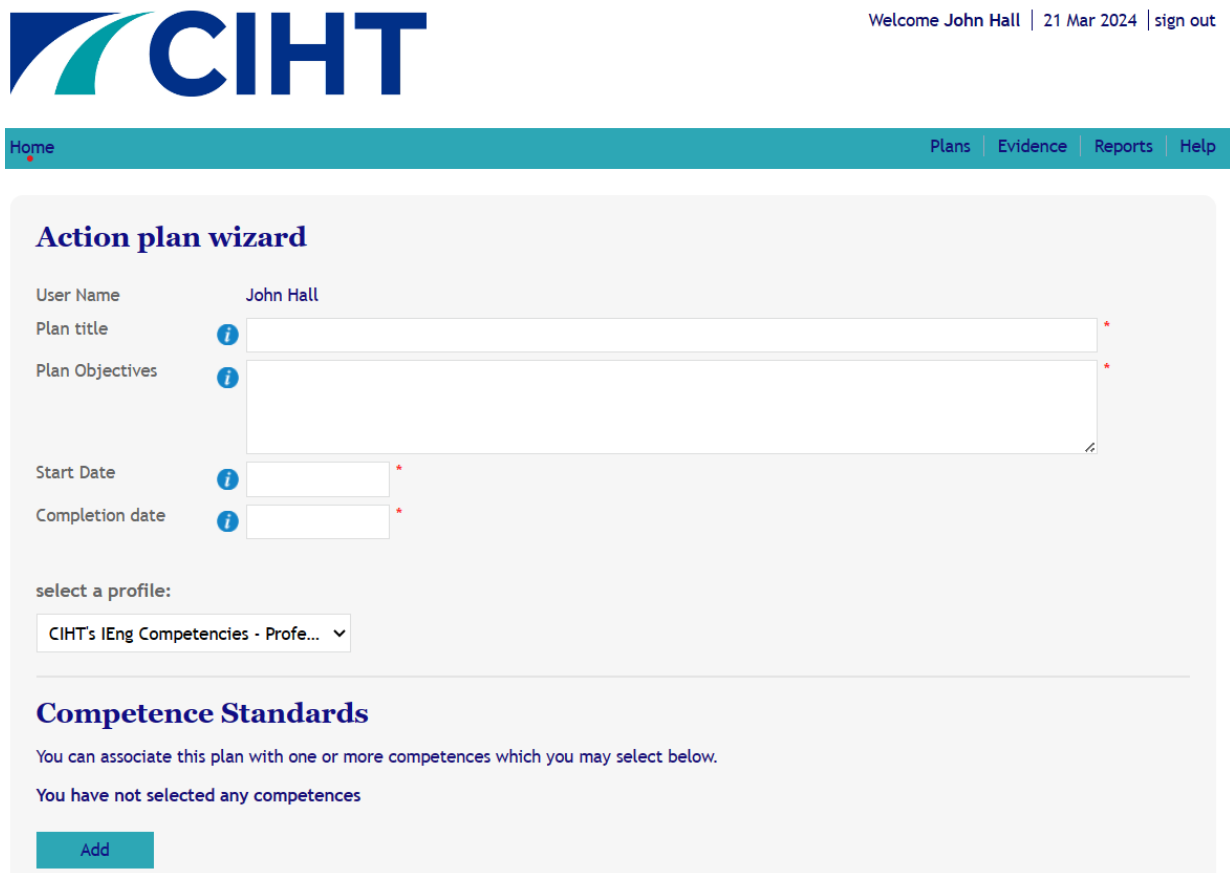
3. To send a plan for review, enter the email address of your mentor in the box provided & click **'Save and Review'.** Your mentor will receive an email inviting them to view the plan and add comments. Mentors can comment upon and then return your evidence to you.

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Generating a Report in MyCareerPath

Reports can be used to review your progress and share your evidence with your mentor. You should generate a report for each quarterly review meeting.

You can specify the time period for the report so you can either show evidence since the last meeting or all of the evidence you have recorded since you first began using the CIHT Professional Development Framework and MyCareerPath.

Follow the below step by step guide to creating a report.

1. To generate a report, select *'Reports'* in the menu; then *'Add Report',* as demonstrated in the below screenshot.

2. The *'Report Wizard'* page will appear. Here you can give your new report a title, enter start and end dates for the period you want the report to cover and assign a competency profile. E.g. If you are generating a report to show your progress since your last review meeting you might call it Q2 2025 Framework Review meeting selecting a start date of your last meeting and an end date of today.

3. Make sure you have selected the correct user profile (there should only be one) and select *'Save & View'* to display the report as demonstrated in the below screenshot.
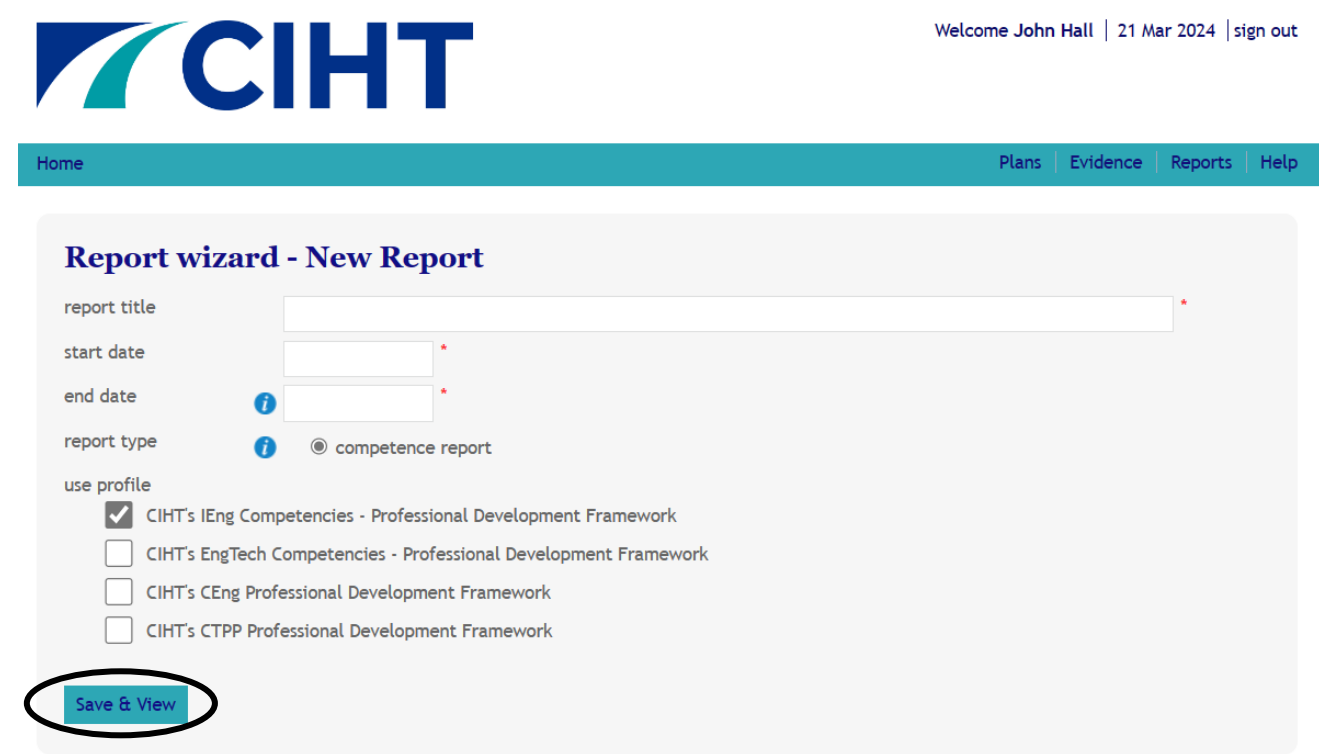
4. A report will then be generated for the timescale you selected in the report. The report will collate all the evidence that you have created against a specific profile within that timescale.

Below is a screenshot of an example report against one sub-competency. The more evidence you have recorded, the fuller the report will be.

CIHT 1f) - Experience of: Managing the performance of others and providing meaningful and constructive feedback.

Type	Title	Date
Evidence	CIHT Learn How to Give Feedback module	28/06/2023 00:00:00

I learnt about the important thigs to consider when providing feedback to team members how to anticipate reactions to feedback and how to ensure feedback is received constructively.

This has helped me to improve my knowledge of how to provide feedback. I will use this knowledge in the mid-years reviews with my team.

5. Once you have run the report it will be available to view and or download from the reports page. Click on the PDF icon to download your report (as shown in the below screenshot). Or, click on the eye icon if you want to view the report online.

Welcome John Hall | 21 Mar 2024 | sign out

CIHT

Home   Plans   Evidence   Reports   Help

Add report

Current reports for John Hall (21/03/2024)

Title	Start Date	Completion Date	Created on	Type	
CIHT Framework Report IEng	31 Jan 2024	23 Feb 2024	23 Feb 2024	comp	👁 🗑 PDF

6. You can **share** your report with your mentor, and you should do this ahead of each quarterly meeting you have with your mentor.

7. To send your progress report to your mentor for review, scroll down to the bottom of your report and enter the email address of your mentor in the field provided, then click **'Save and Review'** as shown in the screenshot below.

If you would like to share your report

If you would like someone to review the report you have created, enter their email address in the box below and click 'Save & Review'

reviewer email [   ]

Save & Review

8. Your mentor will then receive an email asking them to login to MyCareerPath and review the report.

Mentors can review, comment upon and then return your report to you. Your mentor will also be able to click on any links or documents in the report that you have uploaded in support of any evidence created; this includes links to websites or to cloud storage (e.g. google drive).

NB: Please see page 8 of this guide for info on uploading supporting documents or links to evidence.

MyCareerPath - Mentor Guide

MyCareerPath is the platform for CIHTs Professional Development Framework, allowing CIHT Professional Development Framework users the opportunity to monitor their progress and record evidence against the CIHT competencies.

Using the instructions above, CIHT's Professional Development Framework users can create personalised plans, assign evidence to competencies, and share their plans, reports and evidence with their mentor through MyCareerPath.

As mentors, you can provide appropriate feedback on a user's submissions, provided they have shared them with you via MyCareerPath.

Your mentee will share both individual pieces of evidence with you and more comprehensive reports. Evidence can be shared at any time, and you should receive a report before each quarterly review meeting.

Reviewing a User's Evidence in MyCareerPath

When a user sends you a piece of evidence to review, you will receive a notification email, indicating that you have evidence to review. Please see the screenshot below of an example email alert you will receive. Once you receive the email, please click where it says, *'click here'.*

NB: Links to evidence will only be valid for 90 days. Please provide any feedback or comments within that time.

When you have clicked the link (as per the above screenshot) you will see the user's submission.

At the bottom of the submission, you will see a box that says, *'Review Comment'* as circled in the below screenshot. Please add your constructive feedback and comments in the free text box provided.

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Once you have written your feedback, please send it back to the user by clicking the green button that says, *'Submit Review',* as highlighted below.

How this demonstrates competence

This demonstrates my competence as I am now able to autonomously and without supervision, carry out holistic and systematic project risk identification and risk assessments taking into account risk mitigation and communication in relation to time, cost and quality.

This evidence is associated with the following competencies:
- CIHT 6g) - Experience of: Carrying out holistic and systematic project risk identification, risk assessment, risk mitigation and communication in relation to time, cost and quality.

No supporting files uploaded

Review Comment

Thank you for this evidence submission, I agree it demonstrates your competence to carry out holistic and systematic project risk identification and risk assessments. I think you need to focus more on how this relates to cost and quality.

Submit Review

Reviewing Reports in MyCareerPath

Users are expected to share their progress reports with you ahead of each quarterly meeting that they have with you as their mentor. The report will show all of the evidence they have recorded against all of the competencies for a defined time period.

This is probably the most important thing they can do ahead of each quarterly meeting as it enables you to have a conversation about progress and better support them.

When a user shares their report with you, you will receive a notification email. Please see the screenshot below of an example email alert you will receive. Once you receive the email, please click where it says, '**click here**' to see the user's report submission.

Request to review candidate's professional development

M   mycareerpath@engc.org.uk
To   John Hall | CIHT

PRO

Start your reply all with: | Completed. | This link does not work. | I completed this. | (i) Feedback

mycareerpath Professional Development System

John Hall has requested you review their progress

Member name	John Hall
Institution	TR1
Review Type	Evidence
Date Sent	27/03/2024

To review and comment on their progress, please click here

This link is valid for 90 days and will expire on 25/06/2024. After that, the member will need to resubmit their work for review.

This email was generated by the mycareerpath application. Please do not reply to this email.

mycareerpath is an online Professional Development System administered by the Engineering Council. To find out more please email the institution.

You can then discuss this report with the user at the quarterly review meeting and record discussions and actions in the **quarterly review form**. However, you can also provide feedback online.

NB: As per links to evidence, links to reports will only be valid for 90 days. Please provide any feedback or comments on the users report within that time.

Reviewing Plans in MyCareerPath

CIHT Professional Development Framework users can also create action plans in MyCareerPath and share these plans with you (as their mentor). Once a plan has been shared with you, you will receive an email inviting you to view the plan and add feedback / comments; you may do so in exactly the same way as the evidence and report sharing process above. Once you have written your feedback, please remember to send it back to the employee via the submit review button.

Most users however will agree a plan through their quarterly mentor meetings and record it on the dedicated **CIHT Framework Mentor Mentee Quarterly Meeting Template form.**

Providing Feedback to Users

Please remember to be constructive and helpful in your feedback on your mentees evidence submission, as they will use your feedback to guide their progress through the CIHT Professional Development Framework. CIHT can provide training on giving appropriate feedback.

Mentor Training

Mentors are a critical component of the CIHT Professional Development Framework process. Mentor training is available through CIHT. Training will demonstrate how mentoring can be applied to the CIHT Professional Development Framework and how you can best support your mentees towards achieving the professional qualification they are aiming for.

Please contact professionaldevelopment@ciht.org.uk for further information on mentor training.

Further Information

For further information on mentor training, MyCareerPath, the CIHT Professional Development Framework or anything else, please contact CIHT's Professional Development Officer, at: professionaldevelopment@ciht.org.uk.

MyCareerPath – Administrator Guide

As employers, you can also be a user's mentor. If a user shares evidence or reports with you via MyCareerPath, you can view these submissions and provide appropriate feedback to your employee's in exactly the same way a mentor would.

Please see pages 13 and 14 for instructions and guidance on how to do this.

You may also attend mentor training which is available through CIHT. Training will be offered to you and other mentors to demonstrate how mentoring can be applied to the CIHT Professional Development

Framework and how you can best support your mentees / employees towards achieving the professional qualification they are aiming for.

Please contact professionaldevelopment@ciht.org.uk for further information on mentor training.

User Reports

CIHTs Professional Development Officer will provide employers with annual reports on your employee's use of the CIHT Professional Development Framework.

Users can also share their progress reports directly with you as their employer to evidence their own progress, should they wish to do so.

Further Information – Help and Support

For further information on MyCareerPath, mentor training or anything else connected with the CIHT Professional Development Framework, please contact CIHT's Professional Development Officer, at: professionaldevelopment@ciht.org.uk.

For further guidance documents, paid for users can access the members area of our website here to download supporting templates, forms and guidance documents.