



INSTITUTION OF ENGINEERS SINGAPORE

CHARTERED ENGINEER

COMPETENCY STANDARD & ASSESSMENT STATEMENT ANNEX D CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FRAMEWORK

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ANNEX D

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FRAMEWORK⁸

D1 CPD Policy

D1.1 In this fast changing environment, there is a need for Chartered Engineers of Singapore to adopt a lifelong learning process to maintain and update their professional competence on a continuing basis.

D1.2 As a Chartered Engineer may be operating under circumstances which are unique to him, the focus of the CPD activities is best left to each Chartered Engineer to decide. The principle is that the relevant CPD activities must be those related to the scope of practice of each Chartered Engineer. There are therefore no prescribed specific rules as to the nature and type of activities to be undertaken but each Chartered Engineer will be given the flexibility to select from amongst a broad range of activities. The range of activities in this CPD programme is not intended to be inclusive but to act as a general guide. The activities that would be relevant are those that will enable one to:

- a) maintain, improve, or expand technical skills and knowledge;
- b) keep abreast of changing procedures and standards;
- c) understand and apply advances in technology;
- d) better serve the engineering profession, community and environment;
- e) develop communication and management skills; and
- f) broaden into related fields, such as those covering management, financial or legal aspects.

D2 Definitions

D2.1 The terms used in this document have the following meanings:

- a) “contact hour” refers to an attendance or involvement lasting one clock hour of not less than 50 minutes;
- b) “professional development units” or “PDU” refers to the unit of measure for effort in continuing professional development program;

⁸ Adapted from the Professional Engineers Board, Singapore

- c) “renewal qualifying period” refers to a 12-month period immediately preceding the application for renewal of registration;
- d) “structured activity” refers to a course or activity that is accredited by the PEB or the IES or which involves active participation;
- e) “unstructured activity” refers to an activity that involves self-directed learning, reading, discussion or participation.

D3 Requirement

D3.1 Every Chartered Engineer who wishes to renew his registration is required to obtain a minimum of 40 PDUs over the renewal qualifying period. The 40 PDUs shall comprise a minimum of 15 PDUs in structured activities, and the remainder can be obtained from either structured or unstructured activities.

D3.2 The determination of PDUs in structured and unstructured activities is in Appendix I.

D4 Carrying over of excess PDUs

D4.1 If a Chartered Engineer exceeds the annual requirement in one renewal qualifying period, a maximum of 40 PDUs from excess PDUs obtained from structured activities may be carried forward into the next renewal qualifying period.

D5 Insufficient PDU for renewal of registration

D5.1 A Chartered Engineer who has not obtained sufficient PDUs in the renewal qualifying period to meet the requirement for renewal of his registration may apply to have his registration renewed by providing reasons for the failure to meet the requirement. The CEB may renew his registration and may impose a condition that the shortfall in PDUs in that renewal qualifying period has to be obtained during the following renewal qualifying period. The PDUs to be obtained in the next renewal qualifying period to meet the shortfall would not be used for the renewal of the registration for the next renewal period.

D6 Reinstatement after a lapse of 3 years

D6.1 A Chartered Engineer whose registration had lapsed for 3 years or more is required to obtain 80 PDUs within the renewal qualifying period, of which at least 30 PDUs must be obtained from structured activities.

D7 Exemptions

D7.1 A Chartered Engineer may be exempt, subject to review and approval of the CEB, from CPD requirements if he experiences physical disabilities, prolonged illness or other extenuating circumstances.

D8 Records

D8.1 When applying for renewal of registration, a Chartered Engineer is to submit the Annual Renewal Form (which can be downloaded from the IES web site) which contains a form to record the PDUs obtained during the renewal qualifying period. Chartered Engineers do not have to submit documentary evidence together with the Annual Renewal Form. However, Chartered Engineers are advised to retain their CPD documentary evidence for a period of at least 2 years.

D9 Audit Process

D9.1 The CEB will conduct random audit on compliance with CPD. Those selected will be asked to produce documentary evidence of their CPD participation during the particular period. The documentary evidence may take any one of the following forms:

- a) Summary of diary records or a log showing the activities claimed;
- b) Course enrolment record;
- c) Receipts;
- d) Certificate of attendance;
- e) Attendance list from course organiser; and
- f) Employer's report or certification.

D10 Accreditation of structured activities

D10.1 Structured activities qualifying under Category 1 can be those accredited by the PEB or the IES. All activities that are accredited by the PEB are posted on the PEB's web site, while those accredited by the IES will be posted on the IES web site.

APPENDIX of ANNEX D

Requirement: A minimum of 40 PDUs over a renewal qualifying period of 12 months, of which a minimum of 15 PDUs must be from structured activities.

Determination: Structured Activities are listed in Table 1 and Unstructured Activities are listed in Table 2.

Table 1 - Structured Activities

Category	Criteria	PDUs
Category 1(a): Accredited formal study courses	Relevant post-graduate or diploma courses on engineering and/or construction/project management. Example: a) MSc (Engineering) b) MSc (Project Management)	1 PDU for each contact hour
Category 1(b): Accredited lectures, short courses, conferences, workshops & seminars	Lectures, short courses, conferences, workshops & seminars which are relevant for professional engineers on technical, management, professional development, legal or regulatory matters. Examples: a) Seminars on regulatory requirements by government agencies e.g. BCA, FSB, ENV, LTA, etc. b) "Engineers and the Law" by IES c) Workshops and seminars on engineering topics by NUS or NTU	1 PDU for each contact hour
Category 1(c): Accredited in-house training	Structured in-house training which is relevant to professional engineers on technical, management, professional development, legal or regulatory matters. [CV of speakers to be similar to category 1(a) or 1(b)]	1 PDU for each contact hour
Category 2: Participation in Professional Boards, Committees and Societies	a) Member of Boards of local Professional institutions or relevant government agencies Examples: i) Board Member of BCA, LTA, HDB, URA, JTC, PEB and BOA ii) Council Member ACES and IES	8 PDUs per organisation
	b) Member of relevant technical or working committees of professional associations and government agencies Examples: i) Member of Technical Committees of government departments and Statutory Boards; ii) Member of technical or other working committees of	4 PDUs per Committee (Maximum for this category is 8 PDUs)

Category	Criteria	PDU's
	ACES & IES; iii) Member of approved technical societies.	
Category 3: Contribution to relevant engineering or management Knowledge	a) Conduct accredited lectures, seminars, conferences or training courses for the first time. (Exclude regular lectures by full-time lecturers)	4 PDU's for each lecture hour or part thereof
	b) Conduct accredited lectures, seminars, conferences or training courses after the first time (Exclude regular lectures by full-time lecturers)	2 PDU's for each lecture hour or part thereof
	c) Write or edit technical articles or papers published in distinguished publications, conference proceedings, professional journals or books	5 PDU's for each topic
	d) Engineering patents registered during the year	15 PDU's for each patent

Table 2 - Unstructured Activities

Category	Criteria	PDU's
Category A: Self-study of relevant topics	i) Reading of relevant technical, professional, financial, legal or business literature	1 PDU for every 2 hours (Maximum for this category is 16 PDU's)
	ii) Listening/viewing audio/video tapes on relevant topics or taking correspondence courses	
Category B: Informal In-house training and discussion	i) Conducting informal in-house training and presentations to colleagues	1 PDU for every 2 hours (Maximum for this category is 16 PDU's)
	ii) Attending informal in-house training and presentations	
Category C: Professional Membership	Membership of professional engineering or management bodies	2 PDU's per organisation (Maximum for this category is 16 PDU's)
Category D: Non-accredited engineering activities	i) Attending professional and technical courses which are not accredited	1 PDU for every 2 hours (Maximum for this category is 16 PDU's)
	ii) Attending organised group technical site visits and exhibitions	