

The HONG KONG INSTITUTION OF ENGINEERS

Guidance Notes

for

Mandatory Continuing Professional Development (CPD)

for Corporate Members

By CPD Committee

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1.0 Background

Continuing Professional Development (CPD) is an ongoing necessity in the ever changing technological world in which we live. The practising professional engineers should aim to remain competent throughout their working careers so that they can properly carry out their various duties. To this end engineers need to take opportunities to update their depth and breadth of knowledge and expertise and to develop those personal qualities required to fulfil their roles in industry and in society.

In line with the current trend of CPD in both local and overseas leading professional bodies and engineering institutions, the HKIE has adopted a proactive approach in implementing the voluntary CPD requirements for Corporate Members which has taken effect since 1 September 2001.

The HKIE considered that, after implementing the voluntary CPD requirements for a certain period, there is the need for our Corporate Members to move towards the mandatory CPD requirements in order to uphold our reputation as a leading professional institution in Hong Kong, to instill a sense of professional responsibility amongst our members, and to foster community confidence in our profession.

The HKIE has implemented the mandatory CPD requirements for Corporate Members since **1 January 2006**. Following the expiry of a **grace period of two years** starting from 1 January 2006, auditing exercise in checking on individual's compliance is conducted annually since 2009.

2.0 CPD Requirements

2.1 Definition

The HKIE CPD Definition: "Continuing Professional Development (CPD) is the systematic maintenance, improvement and broadening of relevant knowledge and skills, and the development of these qualities necessary for the successful carrying out of professional duties throughout an engineer's career. In this it is aimed at enhancing individual worth and thus corporate performance."

2.2 Scope and Format

CPD covers matters of direct technical relevance as well as broader studies which are of importance to the HKIE members in the furtherance of their careers such as communication, environmental matters, financial management, leadership skills, legal aspects, marketing, occupational safety and health and professional ethics.

The format of CPD activities can include but not limited to participating and organising of courses, lectures, seminars/symposia, conferences, presentations, workshops, industrial attachment and visits, e-learning and professional activities.

The following are examples of CPD activities:

- Attending courses, lectures, seminars/symposia, conferences, workshops
- Taking E-learning courses
- Attending evening classes/distance learning courses
- Studying for NVQ's, degree courses etc.
- Learning from books, CD-ROMs, journals, library etc.
- Attending technical visits
- Attending network visits to 'counterparts' in other organisations
- Attending school/university visits
- Attending exhibitions
- Attending company/department familiarisation programme
- Holding training presentations to groups within/outside the company
- Engaging in industrial attachments or secondments to other companies to learn new knowledge/skills
- Spending quality time with individuals who have profitable knowledge/skills
- Attending meetings as a 'self-development' group of colleagues to help one another in learning
- Writing project reports that involve new knowledge/skills
- Mentoring school/university students
- Undertaking service as contribution to community

Members are encouraged to adopt a 'balanced' approach, adopting a combination of CPD activities in fulfilling the CPD requirements.

2.3 Online CPD Logbook for Members of the HKIE

The online CPD logbook service is in operation for members of the HKIE to record their personal CPD activities. Members are invited to enter the

Members Login area of the HKIE website to access to this online free-of-charge CPD logbook for keeping a systemic record of their CPD participation.

Members are welcomed to contact the Members Login Service Support at mlssupport@hkie.org.hk for details.

2.4 Number of required CPD days (hours)

Corporate Members are required to undertake a minimum of **5 CPD days (or 30 hours) per year.**

2.5 CPD Records

Members are required to complete and return an annual CPD Declaration Form (Annex 1) together with the membership subscription advice to the Institution.

2.6 Checking Compliance

A random checking, usually 1% sampling, on all Corporate Members will be conducted on an annual basis. Members who are selected for checking will be asked to submit their evidences of CPD. Corporate Members who fail to comply with the CPD requirements in a year will be asked to submit their records in the following year. Evidence of CPD participation might take the form of records in CPD Log Book “Record of Continuing Professional Development” or a copy of CPD Record Form (Annex 2), receipts/certificates, reports received/notes taken or attendance lists.

2.7 Non-compliance

The following actions shall be taken in case of non-compliance:

1. Warning letters will be issued to Corporate Members in the 1st and consecutive 2nd years. The CPD Committee will also follow up with those Corporate Members on the reasons of non-compliance;
2. Corporate Members who fail to comply with the CPD requirements in the 3rd consecutive year may be invited to an interview with CPD Committee Representative(s);
3. Corporate Members who fail to comply with the CPD requirements for the 4th consecutive year will have their names published in *Hong Kong Engineer*.

3.0 Changed Circumstances

Those Members who are fully retired from practice (retired Members) will be exempted from the mandatory requirement. However, if Members who take sideways moves or continue to work on a part-time consultancy basis, it would be advisable for them to continue to undertake CPD.

Continuing Professional Development (CPD) Declaration Form

(All Corporate Members are required to complete this CPD Declaration Form and return to the HKIE together with the membership subscription payment advice for record.)

As a professional engineer, I understand it is my responsibilities to maintain professional competence and hence I declare that I completed the mandatory CPD requirements in the last calendar year and my record may be called in for review. (Note 1)

(Yes / No)*

***Please delete as appropriate**

If **yes**, please advise your CPD attainment: _____Hours

If **no**, please specify reasons:

Signature: _____

Date: _____

Name: _____ Membership No.: _____
(in block letters)

*Note 1: The mandatory CPD requirements in a calendar year is 5 CPD Days (30 hours)**.*

** A CPD Day is defined as a period of 6 hours.

The HKIE CPD Definition

“Continuing Professional Development (CPD) is the systematic maintenance, improvement and broadening of relevant knowledge and skills, and the development of these qualities necessary for the successful carrying out of professional duties throughout an engineer’s life. In this it is aimed at enhancing individual worth and thus corporate performance.”

Format

The format of CPD activities can include but not limited to:

- Attending courses, lectures, seminars/symposia, conferences, workshops
- Taking E-learning courses
- Attending evening classes/distance learning courses
- Studying for NVQ’s, degree courses etc.
- Learning from books, CD-ROMs, journals, library etc.
- Attending technical visits
- Attending network visits to ‘counterparts’ in other organisations
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- Holding training presentations to groups within/outside the company
- Engaging in industrial attachments or secondments to other companies to learn new knowledge/skills
- Spending quality time with individuals who have profitable knowledge/skills
- Attending meetings as a ‘self-development’ group of colleagues to help one another in learning
- Writing project reports that involve new knowledge/skills
- Mentoring school/university students
- Undertaking service as contribution to community

Note

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1. You are encouraged to adopt a ‘balanced’ approach, adopting a combination of CPD activities in fulfilling the CPD requirement. In particular, Members are encouraged to update their knowledge in Occupational Safety & Health areas.
 2. When you are randomly selected under the proposed Audit System (1% of membership), please either complete the CPD log proforma attached (indicating at least 5 days per annum) **or** provide a copy of your CPD Log Book for submission to the HKIE; any non-compliance found will automatically be subject to further audit for the following year. Supporting documents and relevant evidence may be called in for review if there are any doubt on any particular item recorded.
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Guides on Completing CPD Declaration Form

General Principles

1. One CPD day is defined as 6 hours and generally, members should not claim more than 6 hours CPD on a day or otherwise evidences on justification are required.
2. On declaration of CPD activities, the following classification of categories are recommended:
 - (a) Formal Learning Activities (including but not limited to attending courses, lectures, e-learning courses, courses with formal awards (degrees/ master))
 - (b) Technical or Industrial based Activities (*Note 1*) (including but not limited to technical visits, visits to organisations, universities, exhibitions, industrial attachment or secondment)
 - (c) Others (e.g. conduct presentation to others, public services, research related activities and other activities etc)
3. Following the categories defined in Section 2, members should observe the following principles in the declaration.
 - (a) members who wish to claim more than 10 CPD hours for a single activity should provide details which describe the nature of the activity.

Note 1: For the purpose claiming CPD hours for visits, traveling time should be excluded.

