

The HONG KONG INSTITUTION OF ENGINEERS

Guidance Notes

for

Mandatory Continuing Professional Development (CPD)

for Corporate Members

By CPD Committee

June 2021

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1.0 Background

Continuing Professional Development (CPD) is an ongoing necessity in the ever changing technological world. Practising professional engineers should be competent throughout their careers so that they can properly carry out the required duties. Engineers need to take opportunities to update their depth and breadth of knowledge and expertise, and develop the required personal qualities to fulfil their duties in the industry and roles in the society.

The HKIE adopted a proactive approach in implementing the voluntary CPD requirements for Corporate Members effective from 1 September 2001. In order to uphold the reputation of the HKIE as a leading professional engineering institution in Hong Kong, mandatory CPD requirements for Corporate Members was implemented on **1 January 2006**. Following the expiry of a **grace period of two years**, auditing exercise in checking members' compliance to CPD requirements was conducted annually since 2009.

From 1 January 2019, Members are also required to specify their number of hours of CPD activities for "Technical Matters" and "Broader Areas of Studies" in their return for CPD record.

In 2021, the HKIE further updated the CPD requirements for its members. This Guidance Notes shall be effective for CPD declaration from 2022 onwards.

2.0 CPD Requirements

2.1 Definition

Continuing Professional Development (CPD) is the systematic maintenance, improvement and broadening of relevant knowledge and skills, and the development of these qualities is necessary for an engineer to successfully carry out the professional duties throughout his/her career. It aims 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 that are of importance to the HKIE members to further their careers.

CPD activities include, but not limited to, courses, lectures,

seminars/symposia, conferences, presentations, workshops, visits, e-learning and professional activities. Examples of CPD activities include attending/organising courses, lectures, seminars/symposia, conferences, workshops in different delivery modes, attending/organising technical visits, and serving as professional assessors or visit team members for the Institution.

Members are encouraged to adopt a balanced approach to participate in a combination of CPD activities with various natures in fulfilling the CPD requirements.

3.0 Selection for Audit

3.1 Members to be selected for Audit

One percent of all Corporate Members who have not declared a “retired” status will be invited for auditing each year in January. These Members will receive a written invitation before March of each year to submit their CPD record of the preceding calendar year (i.e. from January to December).

3.2 Frequency of Auditing

The audit is performed annually.

3.3 CPD Requirements

Corporate Members are required to undertake a minimum of **30 hours of CPD per year**. Out of the minimum 30 hours, at least 5 hours should be under “Discipline-Specific Technical Matters” (DSTM) and 5 hours should be under “Broader Areas of Studies” (BAS) or “General Professional Matters” (GPM). DSTM includes CPD activities relevant to Members’ own Discipline(s) in terms of technical needs. On BAS or GPM, subjects related to environmental matters, professional ethics, financial management, leadership skills, and contract and project management are examples of this area of CPD activities. Moreover, in order to continuously enhance the work safety and upgrade the skills of members of Professional Bodies, all Corporate Members are required to attend at least three hours per year of CPD activities related to Health and Safety (H&S).

For any CPD hours claimed from self-learning activities, such as reading journals or watching videos, the maximum hours allowable for claiming

CPD hours in this format would be ten hours, and the HKIE may request members to provide a short summary of the learning points of these self-learning activities.

3.4 Submission of CPD Records

Selected Members are required to complete and return a CPD Record Form and a CPD Declaration Form to the Institution by mail or email no later than 1 April of the year. Late submissions will be considered on a case-by-case basis. The blank form can be downloaded from the Members > Downloads > CPD on the HKIE website. A sample is shown in Annex I. In the event the online CPD reporting system will be made available in the future, the Institution will, with the permission of the selected Member to access such information, review the CPD records online directly for the audit purpose.

3.5 Supplementary Information / Supporting Documents

Members should provide supporting documents such as enrolment confirmation, attendance certificate etc. as far as practicable. Selected Members may also be asked to provide supplementary information of the activities claimed such as programme rundown, itinerary etc.

For members who have been requested to provide a short summary of the learning points from self-learning activities, such learning points should be in the original words of the member for each activity claimed and must not be copied from the corresponding materials from the learning.

3.6 Compliance and Non-compliance

A Special Panel formed by the Continuing Professional Development Committee (CPDCSP) will be responsible for checking the CPD Record submitted and making recommendations to the CPDC on the compliance or non-compliance on the CPD attainment of members.

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

1. Corporate Members will receive a warning letter if they fail to comply with the CPD requirement for the first year that they were selected for sampling, and will be asked to submit their CPD attainment again for the following year;
2. Corporate Members who fail to comply with the CPD requirement again

in the second year may be asked to submit their CPD attainment for the following year and be invited to an interview with CPD Committee Representative(s) or to attend specific HKIE CPD activities proposed by the CPDCSP; and

3. Corporate Members who fail to attend interview or the specific HKIE CPD activities in the third year may have their names published in the HKIE website and the HKIE journal; the frequency of which shall be determined by the CPDC.

3.7 Special Considerations

A member who has been selected but is unable to meet the CPD requirements due to exceptional reason may seek special consideration from the CPDC in writing and it will be considered on a case-by-case basis.

4.0 Online CPD Logbook for HKIE Members

Members are welcome to record their CPD activities in the “Online CPD Logbook for HKIE Members” in the HKIE website. Members may login to “Member Login” area and update their CPD record under Services > My CPD Log Book.

5.0 Enquiries

Enquiries related to the sampling may be directed to the Training & Development Section of the HKIE:

The Hong Kong Institution of Engineer
9/F Island Beverley
No 1 Great George Street
Causeway Bay, Hong Kong

Telephone: 2890 6373

Email: train@hkie.org.hk

Website: www.hkie.org.hk

Continuing Professional Development (CPD) Declaration Form**Summary of CPD activities:**

Category	Total no. of hours attended through Self-learning activities	Total no. of hours attended through participating in CPD activities	Total no. of hours in this category
Discipline-Specific Technical Matters (DSTM)			<i>(min. 5 hours)</i>
Broader Areas of Study (BAS) / General Professional Matters (GPM)			<i>(min. 5 hours)</i>
Health & Safety (H&S)			<i>(min. 3 hours)</i>
Others			
Total	<i>(max. 10 hours)</i>		<i>(min. 30 hours)</i>

I declare that the above information is true and correct. The details of CPD activities are listed in the CPD Record Form. I understand that I may be asked to provide supporting information to the Continuing Professional Development Committee in relation to the above. I also understand that if I am considered to have not complied with the CPD requirements for the year in question, I will be asked to submit my CPD record again for the following year.

Please tick as appropriate:

- I **have met** the CPD requirements for the year.
- I **have not met** the CPD requirements for the year.

Reasons:

Signature: _____

Date: _____

Name: _____

Membership No.: _____

Name of Current Company*: _____

Position*: _____

**Members are reminded to update their information in Members login area in the HKIE website.*

Continuing Professional Development (CPD) Record Form (cont'd)

Date(s)	Start & End Time	Name of CPD Activity	Organiser^	Category#	CPD Hours Claimed	Supporting Document Ref.

^ Please use "(S)" to specify self-learning activities such as reading or watching videos.

Abbreviations may be used for relevant categories, e.g. DSTM, H&S, GPM, BAS etc.

% Supporting document may include: enrolment confirmation, attendance certificate, programme rundown etc.

Name: _____

Membership No. _____