

THE HONG KONG INSTITUTION OF ENGINEERS

CPD REQUIREMENTS FOR SCHEME “A” TRAINEES

1. CPD REQUIREMENT

Trainees are required to complete a minimum average of 45 hours per year to meet the CPD requirement. For the whole training period, trainees are required to complete 90 and 135 hours for two and three years of Scheme “A” training respectively. For extensions, trainees are required to complete additional CPD at a minimum average of 22.5 hours for each six-month extended period. One CPD day is counted as six hours.

2. CPD SCOPE

Trainees must satisfy the minimum requirements of CPD as specified in the following categories:

Category	Minimum Requirements
Occupational Safety & Health (OSH)	18 hours
Other Technical Matters (OTM)	18 hours
General Professional Matters (GPM)	18 hours

In-house CPD activities should account for a maximum of 50% of CPD days.

3. CPD FORMAT

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

Postgraduate degree programmes are not usually considered as CPD. Nevertheless, some programme modules may be helpful towards the trainees’ professional development and may match the HKIE CPD criteria. In such cases, trainees should seek the endorsement of the relevant modules from their Engineering Supervisors (ESs).

4. CPD ENDORSEMENT

The HKIE does not pre-approve CPD courses and it is not viable for the HKIE to evaluate every company’s in-house CPD activities. Therefore HKIE policy is that the ES should decide whether the CPD activity for a particular trainee fits CPD criteria, or whether the trainee learned anything from the CPD activity. This is normally done by the trainee producing a report or by an interview.

Each activity should be recorded clearly in the CPD logbook with date, name of CPD activity, name of organiser, CPD category and hours claimed. If a CPD activity lasts more than one day, each date of the activity should be recorded clearly. ESs should endorse each activity individually with their initials.