

# THE HONG KONG INSTITUTION OF ENGINEERS

## CPD REQUIREMENTS FOR REGISTERED TRAINEES

### 1. CPD REQUIREMENT

Registered trainees in Scheme “A” or AM Training are required to complete a minimum average of 45 hours per year to meet the CPD requirement. That is, trainees are required to complete a minimum of 90 and 135 hours for two and three years of training respectively within their training period. Trainees who had applied for an extension in their training period are required to complete additional CPD at a minimum average of 22.5 hours for each six-month extended period.

### 2. CPD SCOPE

Trainees are encouraged to undertake a balanced approach to CPD activities which should include Technical Matters of their own Discipline, i.e. Discipline-Specific Technical Matters (DSTM), and Health & Safety (H&S), which includes Occupational Safety and Health subjects. CPD activities not directly related to the trainee’s discipline, or Other Technical Matters (OTM), and General Professional Matters (GPM), which include ethics, professionalism, communication, or legal matters etc., are also part of the scope that the CPD activities should cover.

The requirements for DSTM, H&S, OTM and GPM are as below for Scheme “A” and AM Training respectively:

Category	Scheme “A”	AM Training
Discipline-Specific Technical Matters (DSTM)	A relatively higher percentage of CPD hours should be in this category, while fulfilling the following minimum requirements in other categories.	
Health & Safety (H&S) including Occupational Safety and Health	Minimum: 18 hours	Minimum 6 hours total each year
Other Technical Matters (OTM)	Minimum: 18 hours	
General Professional Matters (GPM)	Minimum: 18 hours	

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

### 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.

Some modules in postgraduate degree programmes 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 "Record of CPD" with date, time, name of CPD activity, name of organiser, CPD category and hours claimed. If a CPD activity lasts more than ten hours in one day or spans over a number of days, the date and time of the activity each day should be recorded clearly. ESs should endorse each activity individually with their initials. Lunch hours or dinner hours within a CPD activity, or time spent on transportation should not be counted towards the associated CPD hours.