

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 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.

Commencing 1 January 2019, competence-based approach to CPD activities will be fully implemented as part of CPD requirements for Corporate Members. There will be a transitional period of two years from 1 January 2017 to 31 December 2018 during which members are encouraged to specify their number of hours of CPD activities for "Technical Matters" and "Broader Areas of Studies". These hours will not be taken into account for auditing and checking purpose during the transitional period.

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 be limited to participating in 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**. With the implementation of competence-based approach to CPD activities, Corporate Members are required to undertake at least 5 hours each for two areas of CPD activities, namely “Technical Matters” (TM) and “Broader Areas of Studies” (BAS) out of the 30 hours per year. TM includes CPD activities relevant to members’ Discipline(s) in terms of technical needs. For Corporate Members, they may involve or engage in engineering management and research and development as part of technical matters during their career. On BAS, environmental matters, occupational safety and health, professional ethics and design for safety are essential cores for this area of CPD activities. By taking these activities related to TM and BAS, Corporate Members are committed to remain competent throughout their careers. The competence-based approach to CPD activities will be fully implemented on 1 January 2019.

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 sampling check on usually 1% of all Corporate Members will be conducted on an annual basis. Selected members will be required to submit their evidence of CPD participation. Corporate Members who fail to comply with the CPD requirements in a year will be required to submit their evidence of CPD participation 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*.

Once a Member is classified as being “non-compliant” in a year before the commencement of auditing exercise for the following year, the member has the duty to report his/her CPD attainment and comply with the CPD requirements *in the following year* regardless of any change of outcome of the earlier year.

3.0 Special Circumstances

3.1 Membership Status changed to “retired”

Those Members who become retired Members will be exempted from the requirements stated in Section 2.4.

3.2 Exemption from CPD Requirements based on Medical Grounds

A concession can be made to a Member who applies for exemption from CPD requirements on medical grounds. However, satisfactory evidence has to be provided for support of his application.

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, in which at least 5 hours have been spent in each of “Technical Matters” and “Broader Areas of Studies”

If **no**, please specify reasons:

Participation in HKIE event(s) in the last calendar year

(Please tick as appropriate)

- HKIE Institution Level:
- AGM / Annual Dinner / Award Ceremony / Presidential Address / Professional Representation in Public Arena
 - Conference / Exhibition / Forum / Seminar / Talk / Technical visit
- HKIE Division Level:
- AGM / Annual Dinner / Award Ceremony / Professional Representation in Public Arena
 - Conference / Exhibition / Forum / Seminar / Talk / Technical visit
- Others (Please specify: _____)

Signature: _____

Date: _____

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

Note 1: Please refer to Chapter 2.0 “CPD Requirements” in the “Guidance Notes for Mandatory Continuing Professional Development (CPD) for Corporate Members”.

Continuing Professional Development (CPD) Record Form

Continuing Education and Training Gained After Corporate Membership

(Before completing this form, please refer to Guides on Completing CPD Declaration Form in Annex 3)

Date	Activity	Activity Organiser	CPD Claimed (hours)
	(a) Technical Matters		
	(b) Broader Areas of Studies		
	(c) Others		
Total:			

Name: _____

Membership No.: _____

Signature: _____

Date: _____

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
- 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

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 is 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 *Chapter 2.0 “CPD Requirements”*, 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.
 - (b) members who wish to claim any CPD hours from reading activities (e.g. learning from books, CD-ROMs, journals, library etc.) should provide a summary of learning points along with the CPD submission.

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

Frequently Asked Questions

Q1 Are there any criteria to select "Technical Matters" as there are many Disciplines in the HKIE?

A A Corporate Member needs to update his/her continuing competence in discharging professional duties. He or she should choose CPD activities relevant to his/her own Discipline(s) in terms of technical needs. Apart from matters specific to Disciplines, engineering management and research and development are considered as relevant to "Technical Matters" as a Corporate Member may involve or engage in these activities as part of technical matters during his/her career.

Q2 If a Corporate Member possesses more than one Discipline, does this affect the number of hours per year required for him or her to undertake CPD activities related to "Technical Matters"?

A No. For a Corporate Member possessing more than one Discipline, he or she is also required to undertake at least 5 hours for CPD activities related to "Technical Matters" every year. The member should identify priorities for taking CPD activities in his/her own plan. In this way, he or she can pick up relevant knowledge and skills in an appropriate manner to progressively meet milestones established in the plan.

Q3 Is there any mechanism to certify CPD activities as "Technical Matters" and "Broader Areas of Studies"?

A Corporate Members are fully qualified engineers. They are able to select CPD activities matching with "Technical Matters" and "Broader Areas of Studies" based on their individual needs. In their selection, they should refer to the definition of the CPD adopted by the HKIE in Chapter 2.0 "CPD Requirements".