

# CPD For Engineers

## 1.0 Introduction

The Board of Engineers Malaysia (BEM) is currently in the process of introducing a policy on Continuing Professional Development (CPD) to further enhance professionalism among engineers and the scheme is expected to be fully implemented by 2006. The policy targets professional engineers with the possibility of extending to other grades of engineers. This effort by BEM is timely as engineering has become increasingly recognised as a field which is facing rapid changes in this new millennium. This will enable the local construction industry to instill and uphold a greater level of professionalism and professional expertise in view of globalisation and the challenges associated with it in the international services sector.

The policy is aimed to further improve and broaden the knowledge and skill of engineers in performing their duties in line with current practice and regulations. On the implementation side of this CPD policy, a well-structured organisation backed by strong membership support has become crucial in order to provide sufficient and appropriate training programmes for the largest profession in the country. At the moment there are more than 11,000 professional engineers registered with the Board. With the membership base and the pool of engineering expertise available, the Institution of Engineers, Malaysia therefore is well-placed to be an organisation capable of assisting BEM in the implementation of the CPD policy and programme.

## 2.0 CPD Hours for Activities of IEM

The Training Sub-Committee of IEM has been working on a guideline on eligible CPD Hours for members who attend and participate in IEM activities. The main objective of the guideline is to standardise and streamline the various IEM activities with the number of CPD Hours which can be earned by a participating member.

The guideline which is in the form of a Table (*see pages 4 and 5*) had been endorsed by the Standing Committee on Training and Education and the IEM Excomm.

All IEM activities as itemised in the Guideline would be eligible for CPD Hours under BEM's requirement. Members are therefore encouraged to actively participate in those activities so that they could achieve the required CPD Hours.

## 3.0 Certificate of Attendance

Professional engineers are reminded that the onus on obtaining proof of having attained the annual Continuing Professional Development (CPD) Hours lie with the engineers themselves. As such it is imperative that the engineer keeps a good record of the activities that he/she may have had taken part in or shall be taking part in future, be it in the form of a hardcopy or in digital form. It is also to the benefit of engineers to acquire a thorough understanding of the concept of Continuing Professional Development and its implication to his/her professional career, especially on the prospects of enjoying continued recognition as a practising professional engineer by the Board of Engineers Malaysia.

This requirement for professional engineers to keep in pace with the development of the field in which the professional engineer is engaged in, is in line with a global trend requiring engineers to equip themselves with the latest developments in their engineering field of specialisation. To ignore these requirements is to the detriment of the engineer as far as renewing the certificate for continual professional practice is concerned. The best bet is to practice a good approach

and that is to take an active part in activities organised by IEM or other CPD service providers. Becoming active members of IEM and its technical divisions is a good start. However, when in doubt, the most appropriate way out is to check with IEM about the CPD validity of the said activity, especially those not organised by IEM, before actually committing oneself to it, as the cost can be substantial in the event it is not CPD relevant.

In view of the bottom line being showing evidence of having acquired the total CPD Hours that the engineer maintain he/she has achieved for that particular year, keeping a list of the activities pursued is therefore recommended. First and foremost is recognising what activities constitute accumulation of CPD Hours.

CPD Hours has been pre-approved for most activities organised by IEM and the number of CPD Hours would be stated in brochures, announcements, leaflets, flyers, etc. Good examples of these are the regular technical visits, technical talks, short courses, conferences and seminars organised by the various Technical Divisions of IEM. Others are attending to engineering-related activities such as representing IEM in meetings, attending meetings as committee members, assisting to organise IEM activities, etc.

CPD Hours may also be allocated for seminars, conferences, short courses, workshops, etc. organised by other service providers or institutions of higher learning that have been approved to carry out CPD activities. The CPD Hours allocated would also be indicated in their respective brochures prior to commencement of the activity. These functions would have been earlier approved either by IEM or BEM.

Activities like writing of journal papers that have been published in respectable publications, books on engineering subjects, special research reports, specific standards of practice, courses leading to a higher degree, continuing education programmes, and activities in other disciplines but having a direct contribution to the development of the engineering profession are also accepted for clocking of CPD Hours.

It is this latter category that engineers should take note of. Keeping a copy of brochures, announcements, certificates, notes obtained or handouts and a certified document of having partaken in that activity is to the advantage of the engineer as these may be used to seek approval for CPD attainment later on, although not all may be recognised as having CPD equivalents. In an effort to help members to keep track of CPD achievements, IEM is initiating the following mechanisms for Approved CPD Activities organised by IEM only, and they are categorised as follows.

### **3.1 IEM Activities**

#### **3.1.1 Endorsements of brochures/flyers/announcements of activities organised by IEM**

Under this format, participants who attend the activity at IEM will have to bring along an original flyer circulated by IEM for the event held at IEM. The participants shall sign in the LIST OF PARTICIPANTS for the said event at the registration first. The participant may then complete his/her particulars in the flyer and at the end of the function, the participant will bring the flyer to the registration counter for the event to have the flyer endorsed.

This endorsement will only be given to participants who have attended the full event. Upon endorsement, the participant keeps the flyer as evidence. Endorsement of flyers for Technical Visits shall be done at IEM upon returning from the visit. This endorsement will only be given ON THE DAY OF THE EVENT. No fee is required for this endorsement.

#### **3.1.2 Certificates of Attendance**

Under this mode, participants who have attended the said IEM activity and who have not used the Endorsement of Flyer approach above can request for a Certificate of Attendance for the event. Request for this certificate shall be upon completion of a REQUEST FORM after the event and a fee of RM5 would be imposed. The issuance of the certificate is also on the premise that the participant had actually attended fully the event and had registered his/her name on the LIST OF PARTICIPANTS. The certificate shall be mailed to the participant.

### **3.1.3 Requests for a Compilation of Activities Previously Attended**

Members who had participated in activities of IEM and have not kept a record of his/her participation as listed in the above two modes can request for a COMPLETE LIST OF ACTIVITIES PARTICIPATED in the year. A REQUEST FORM has to be completed together with a payment of RM50 as administration fee. The complete list will be mailed to the member concerned.

The names of participants in all IEM-organised activities shall be keyed into the IEM-Multicentrix System at the end of every event organised. The names keyed in would be based on the signed LIST OF PARTICIPANTS. Therefore it is imperative that the participant registers at the registration counter before attending an event. Data of this nature is kept for three years.

## **3.2 Non-IEM Activities**

### **3.2.1 CPD Endorsements of Non-IEM Activities**

Members who have attended activities organised by other providers but whose activities have not been previously certified for CPD Hours by either IEM or BEM can record the said CPD Hours. However they must be able to justify that those activities are acceptable for CPD when and if they are audited by BEM. Members are advised to keep all documentary evidence of the event, such as complete details of the event, organisers, contents of the activity, notes and whatever information that will support the case. In the interest of the member's well-being, it is however recommended that such endorsement should be sought prior to the event so as to avoid non-CPD-recognition of the event after it has taken place, especially when not fully substantiated with proper documentary evidence.

## **4.0 Conclusion**

An important reason why the IEM is well-placed to manage the CPD Programme on behalf of BEM is the fact that IEM is already internationally recognised by sister organisations in Mutual Recognition Agreements (MRAs) and other arrangements within the globalisation framework. IEM is already the secretariat for the registration of International Professional Engineers (IntPE) under The Engineers Mobility Forum (EMF) as well as of APEC Engineers (APEC Eng) under APEC arrangement. Under this framework, the IntPE and APEC Eng are already required to prove CPD for reregistration.

All Professional Engineers are therefore encouraged to actively support the CPD effort now spearheaded by BEM so as to be at par with international professional standing in meeting the necessary practice benchmarking. IEM activities are organised to facilitate the implementation of this CPD effort and members should take every opportunity to be part of this vital effort in maintaining a high standard of engineering in Malaysia.

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## CPD HOURS FOR ACTIVITIES OF IEM

*(The numbering is as per CPD Record Sheet)*

No	CPD Programme	Hours	Rationale and Basis
<b>3</b>	<b>Meetings</b> - <i>time weighted factor = 1</i> - <i>no limit</i>		
3.1	AGM/EGM at HQ	4	AGM/EGM would normally require 4 hours (9am – 1pm)
3.2	AGM/EGM at Branches	4	AGM/EGM would normally require 4 hours (9am – 1pm)
3.3	AGM Technical Division	2	AGM for TD would normally require 2 hours (5pm – 7pm)
3.4	Council Meeting	4	Council Meeting normally stretches from 3.30pm to 7.30pm
3.5	Excomm Meeting	4	Excomm Meetings normally takes place from 5pm to 9pm
3.6	Branch Committee Meeting	4	Excomm Meetings normally takes place from 5pm to 9pm
3.7	Standing Committee	3	Stand Com Meetings are normally held from 5.30pm to 8.30pm
3.8	Technical Division	2	TD Meetings are normally held between 5.30pm to 7.30pm
3.9	Sub-Committee to Stand Com	2	Sub-Com Meetings are normally held between 5.30pm to 7.30pm
3.10	Sub-Committee to Branch Standing Com	2	Sub-Com Meetings are normally held between 5.30pm to 7.30pm
3.11	IEM Rep in Outside Bodies	2	IEM Reps in Committees established by Governmental and Professional Bodies attend meetings normally from 9am to 11am or 2.30pm to 4.30pm
3.12	Stand Com Technical Talk	2	Talks normally takes place between 5.30pm to 7.30pm
3.13	Technical Div Technical Talk	2	Talks normally takes place between 5.30pm to 7.30pm
3.14	Half Day Seminar	4	Half Day Seminars are normally between 9am to 1pm. Coffee break is considered time for discussion and networking
3.15	One Day Seminar	8	One Day Seminars are normally between 9am to 5pm. Lunch and Coffee breaks are considered time for discussion and networking.
3.16	Half Day Technical Visit	4	Half day visits are normally between 9am to 1pm. Interaction and discussion during visit also considered as CPD.
3.17	One Day Technical Visit	8	One day visits are normally between 9am to 5pm. Interaction, discussion and networking done during visit considered as CPD.
3.18*	Committee for Standards of Writing and Code of Practice	-	To follow the half day or one day seminar depending on the length of the meeting,

<b>4</b>	<b>Presentation and Papers</b> - <i>time weighted factor = 10</i> - <i>maximum 30 hrs per year</i>	<b>Hours</b>	<b>Rationale and Basis</b>
4.1	Speaker – for presentation of papers	3	This would be the same for IEM speakers as the speaker would normally take 2 hrs to prepare and 1 hr to deliver the presentation.
4.2	Referee of Papers – per paper (review of technical papers before publication)	4	This gives the referee time to read through and edit the papers.
4.3	Publication for paper: - Journal - Bulletin - Book (> 100 pgs) - Book (less than 100 pgs)	20 10 60 40	

<b>5</b>	<b>Service Activities</b> - <i>time weighted factor = 1</i> - <i>max 30 hrs</i>	<b>Hours</b>	<b>Rationale and Basis</b>
5.1	PI Interviewer – Principal	8	PI normally takes place between 9am to 12pm for the Essay Writing; and 2pm to 4pm for the Interview. Examining submitted Reports and Drawings has 2 CPD Hours. Setting the Essay Questions and organising the Essay Writing can be aggregated to be 1 CPD Hour. Interview has 2 CPD Hours. Marking Essays has 2 CPD Hours. The Administrative work undertaken by the Principal Interviewer is given 1 CPD Hour.
5.2	PI Interviewer – 2nd	6	As above, except for Setting Essay Question and Administrative work done by the Principal Interviewer.
5.3	PI Reviewer	4	Going through Submitted Documents is given 2 CPD Hours and reviewing Essays 2 CPD Hours.
5.4	Mentor – Per Mentee per year	15	The Mentor normally meets the Mentee for about 1.5 hours per month over ten months a year.
5.5	Speaker – for IEM talks	3	The speaker normally takes 2 hr to prepare and 1 hr to deliver the talk.