

## **How to obtain the required 50 CPD Hours?**

### **1.0 Introduction**

The Board of Engineers Malaysia (BEM), I am made to understand, has decided that all registered Professional Engineers, the PE's, are to chalk up a minimum of 50CPD Hours a year as a condition of re-registration, beginning from the year 2006 registration. CPD stands for Continuing Professional Development. The required 50 Hours can actually be the average of the CPD Hours collected over the current year and the past 2 years. To simplify matters, in my opinion, it is good practice to target 50 Hours of CPD a year. The rationale of having the CPD and other legal and policy matters related to it have been dealt elsewhere and in particular, the November 2004 issue of the IEM Bulletin. The objective of this article is to suggest ways and means of obtaining the 50 CPD Hours if you are a PE and working in Ipoh.

### **2.0 Being a PE working in Ipoh**

You would recall that in the last Annual General Meeting of the Institution of Engineers, Malaysia, there was quite a well participated discussion on the magic number 50, the number of hours required by the BEM initiated CPD Programme. A member from Ipoh initiated the discussion and I reckon it is appropriate to address the worries and perhaps even apprehension brought up that day.

The Standing Committee on Education and Training, at its July meeting had specifically requested the Training Sub-Committee to help clarify and resolve the worries expressed at the AGM in particular, and in other awareness talks and meetings on CPD in general. In the talks held in Kota Bharu and Seremban for example, members did ask, 'How can we outside the Klang Valley obtain the 50 CPD Hours a year?' Let us explore how Ipoh PE can accumulate 50 CPD Hours.

### 3.0 IEM Activities Approved for CPD Hours

Engineering related activities organized by IEM are approved for CPD Hours by the BEM. The Training Sub-Committee has established a procedure for the registration and allocation of CPD Hours for the said activities. The registration process is a sort of internal control for monitoring and quality assurance purposes. By having such a process, IEM would then have allocated CPD Hours for its activities with the highest sense of responsibility and integrity. The element of conflict of interest as expressed by some – IEM approving its own activities for CPD – would not arise. The Training Sub-Committee merely operationalises the approval granted by BEM by establishing an internal quality assurance procedure.

The IEM Activities approved for CPD are given in Figure 1 below. The CPD Hours allocated act as a guide and the actual quantum depends on the actual activity that takes place.

No	CPD Programme	Hours	Rationale and Basis
3	Meetings - <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 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 Talks	2	Talks normally takes place between 5.30pm to 7.30pm
3.13	Technical Div Talks	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 Visit	4	Half day visits are normally between 9am to 1pm. Interaction and discussion during visit also considered as CPD.
3.17	One Day 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 Writing Standards and Codes of Practice	-	CPD Hours earned depend on the length of the meetings e.g. 2 hrs for a short meeting, 4hrs for half day meeting.
4	<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 Conference/Seminar papers	5	The Presentation would normally be 0.5hr.
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	<b>Publication for paper:</b> - Journal - Bulletin - Book (> 100 pgs) - Book (less than 100 pgs)	20 10 60 40	
5	<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 organizing 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.

Figure 1

#### **4.0 Can Ipoh PE obtain 50 Hours of CPD?**

The answer is yes, of course. This is how Ipoh PE can obtain 50 CPD Hours and more a year:

4.1 By attending the IEM AGM at our PJ Headquarters once, he would obtain **4 CPD Hours**.

4.2 By being a member of Ipoh IEM Branch and attending the Branch AGM once, he would get 4 CPD Hours, giving him an accumulated total of **8 CPD Hours**.

4.3 By attending the IEM Branch Committee Meeting only twice, though held every quarter, he would collect 8 CPD Hours, being 4 CPD Hours per meeting, giving him an accumulated total of **16 CPD Hours**.

4.4 By attending 2 talks a year organized by IEM Ipoh Branch, he would get 4 CPD Hours, being 2 CPD Hours per talk, giving him an accumulated total of **20 CPD Hours**.

4.5 By giving 1 IEM talk on 'Career in Engineering' a year to a secondary school in Ipoh (say Anglo Chinese School, or St Michael's Institution, or Anderson School), he would get 3 CPD Hours, giving him an accumulated total of **23 CPD Hours**.

4.6 By becoming a Mentor to 1 Mentee in the IEM Log Book training scheme, he would obtain 15 CPD Hours, giving him an accumulated total of **38 CPD Hours**.

4.7 By becoming a Second Interviewer of the PI Interview Panel, interviewing 1 candidate a year, he would get 6 CPD Hours, giving him an accumulated total of **44 CPD Hours**.

4.8 By attending a half day seminar organised by a Technical Division at IEM HQ, once a year, he would get 4 CPD Hours, thus giving him an accumulated total of **48 CPD Hours**.

4.9 By attending a half day on the job training in Penang after being sent by his employer to learn a new engineering design software recently bought by his

company, he would get 4 CPD Hours, giving him an accumulated total of **52 CPD Hours**.

4.10 By doing private study through reading of books and guidelines on structural design criteria in earthquake designated areas, 5 hours a month for 3 months, he would collect 7.5 CPD Hours, based on the 0.5 weightage under Type 2b of CPD Activities (See Figure 2). Thus his total accumulated CPD Hours is **59.5**.

4.11 By attending an Arabic language certificate course, 2 hours a week for 4 months, at the Manjoi Ipoh Teachers Training College, as required by his company for a new engineering project in Dubai next year, he would get (2hrsX4weeksX4months=32hrs) which, with a weightage of 2 under Type 1 Activity, qualifies him 64 CPD Hours (see Figure 2), giving him an accumulated total of **123.5 CPD Hours**.

4.12 By representing IEM at the State JKR Committee on Hillside Development, and having attended all 3 meetings in a year, he would get 6 CPD Hours, giving him an accumulated total of **129.5 CPD Hours**.

For the above activities, our PE in Ipoh has managed to obtain 129.5 CPD Hours, more than the 50 required. He needs to diligently recorded all the above CPD activities either in the BEM prescribed form or in other formats. It is important to have proof of attendance, and as such all certificates of attendance issued by IEM or endorsed IEM activity flyers must be kept, for auditing purposes. The BEM has a policy of doing a CPD audit on 10% of registered PEs. For meetings, minutes can be used as proof.

In the case of activities without prior CPD approval from the BEM, PEs claiming CPD Hours for attending them must provide sufficient information and justification for their claim if and when they are audited. Information pertaining to the course content, speakers and their CVs, schedule of programme, place held, would be helpful.

<b>Types of Activity &amp; CPD Hours</b>		
<b>TYPE</b>	<b>WEIGHTED FACTOR</b>	<b>MAX HOURS PER YEAR</b>
<b>1. Formal Education and Training Activities</b>	<b>2</b>	<b>No limit</b>
<b>2a. Informal Learning Activities - on job learning</b>	<b>1</b>	<b>Maximum 20 for Type 2</b>
<b>2b. Informal Learning Activities - private study</b>	<b>0.5</b>	<b>Maximum 10 for Type 2a</b>
<b>3. Conference and Meeting</b>	<b>1</b>	<b>No limit</b>
<b>4. Presentation and Papers</b>	<b>10</b>	<b>Maximum 30</b>
<b>5. Service Activities</b>	<b>1</b>	<b>Maximum 30</b>
<b>6. Industry Involvement (for academician)</b>	<b>1</b>	<b>Maximum 30</b>

Figure 2

### 5.0 Audit on CPD Records

Under the CPD Programme, registered Professional Engineers are required to submit proof that they have the required 50 CPD Hours when they are renewing their yearly registration.

If our Ipoh PE is in the 10% selected to be audited, he would probably not face any problem in providing the necessary proofs for IEM organized activities. For his Penang on job training, he can produce a certificate of attendance. For private reading, he probably has to give the title of books and when read. The Arabic course he has attended may have some problem qualifying for CPD. As

far as financial and management courses, it is clear they are related to the professional activity of an engineer. Even English language may qualify with less contention as Engineering English is taught as a subject in some universities. So, Ipoh PE should defend his case in front of the Auditor and maintains that he should be granted the 64 CPD Hours for learning Arabic in preparation for the Dubai posting. Scuba diving lessons, if taken in order to be able to do inspection of under water steel structures, are considered CPD according to some wise and learned engineers I know. If the Auditor has strong objection to the 64 CPD Hours for learning Arabic, Ipoh PE has still got 65.5 CPD Hours for the year, well above the minimum 50 Hours.

## **5.0 Conclusion**

It is seen from the above hypothetical situation of a PE in Ipoh, that there would not be any difficulty in obtaining the required 50 CPD Hours a year for most professional engineers, even those outside the Klang Valley. They probably would need to be active in the IEM Branch organization and activities. If that happens, the engineering profession as a whole would benefit. IEM members would then fulfill their promise of promoting the engineering profession. It is the hope of this article that all IEM Corporate members would be able to obtain the required CPD Hours and in the process turbocharge IEM.

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