

## About CPD

The Board's Continuing Professional Development (CPD) programme for professional engineers is to reinforce the need for lifelong learning. It is in line with the emerging global trend towards promoting and ensuring continuous learning by engineers and other professionals so as to maintain their competency.

## CPD Activities

CPD activities are activities which a Professional Engineer (PE) chooses to participate in. As a PE may be operating under circumstances which are unique to him/her, the focus of the CPD activities is best left to each PE to decide. The principle is that the chosen CPD activities must be relevant to the scope of practice of each PE.

The Board therefore allows each PE the flexibility to select from amongst a broad range of activities. The activities listed in this CPD programme are not intended to be exhaustive but serve as a general guide. Relevant activities are those that will enable one to:

- Maintain, improve, or expand technical skills and knowledge;
- Keep abreast of changing procedures and standards;
- Understand and apply advances in technology;
- Better serve the engineering profession, community and environment;
- Develop communication and management skills;
- Develop business-related competencies; and
- Broaden into related fields, such as those covering management, financial or legal aspects.

There are two types of CPD activity:

- Structured activity refers to an activity that has been qualified for PDU.
- Unstructured activity refers to an activity that involves self-directed learning, reading, discussion or participation. The activity does not qualify for PDU.

The PEB's CPD Committee qualifies structured activities such as formal study courses, business-related courses, conferences, workshops, seminars and in-house training for the purpose of CPD programme.

## Professional Development Units

The unit of measure for effort spent in pursuing continuing professional development is termed as Professional Development Units (PDUs). PDUs are obtained from participation in CPD activities.

Contact hour refers to an attendance or involvement lasting one clock hour (at least 50 minutes). No PDU is awarded for activity/course lasting less than 50 minutes.

A PE is required to obtain a minimum of 40 PDUs over a qualifying period. The 40 PDUs shall comprise a minimum of 20 PDUs in structured activities and the remainder can be obtained from either structured or unstructured activities.

## Qualifying Courses/Activities For PDU

For a course/activity to qualify for PDU, the organizing company must register with PEB as a course organiser and submit the CPD application online. A PE may also submit CPD application online if the course/activity is by company which has not registered with PEB as course organiser, and the CPD application shall be made after the course/activity has ended.

## Determination of PDU

### Structured Activities

| CATEGORY  | CRITERIA   | PDU <sup>s</sup>  |
|---|--|---|
| <b>Category 1(a):</b><br>Accredited formal study courses  | Relevant post-graduate or diploma courses on engineering and/or construction/project management and other business-related subjects.<br>Example:<br>a) MSc (Engineering)<br>b) MSc (Project Management)<br>c) MBA or business management courses   | 1 PDU for each contact hour                                 |
| <b>Category 1(b):</b><br>Accredited lectures, short courses, conferences, workshops & seminars      | Business-related courses, lectures, short courses, conferences, workshops & seminars which are relevant for professional engineers on technical, management, professional development, legal or regulatory matters.<br>Examples:<br>a) Seminars on regulatory requirements by government agencies e.g. BCA, FSB, ENV, LTA, etc.<br>b) "Engineers and the Law" by IES<br>c) Workshops and seminars on engineering topics by NUS or NTU  | 1 PDU for each contact hour                                 |
| E-training: Online viewing of accredited lectures, short courses, conferences, workshops & seminars | 1) Viewing of qualified video recordings of Category 1(b) activities online.<br>2) Online learning with verifiable assessment meeting the following criteria: <ul style="list-style-type: none"> <li>• Must have a course organiser</li> <li>• Must have evaluation of learning outcomes leading to qualifications/certification/self-assessment</li> <li>• Must evident participation/enrolment/registration for attendance</li> </ul> <p>These include business-related courses, lectures, short courses, conferences, workshops &amp; seminars which are relevant for professional engineers on technical, management, professional development, legal or regulatory matters.</p> <p>PDU obtained from E-training will be limited to 10 PDU only.</p> | 1 PDU for each 2 hours of e-training (Maximum 10 PDUs)      |
| <b>Category 1(c):</b><br>Accredited in-house training   | Structured in-house training and business-related courses which are relevant to professional engineers on technical, management, professional development, legal or regulatory matters.<br>[CV of speakers to be similar to category 1(a) or 1(b)]   | 1 PDU for each contact hour                                 |
| <b>Category 2:</b><br>Participation in Professional Boards, Committees and Societies                | a Member of Boards of local Professional institutions or relevant government agencies.<br>Examples:<br>i) Board Member of BCA, LTA, HDB, URA, JTC, PEB and BOA<br>ii) Council Member ACES and IES  | 8 PDUs per organisation                                     |
|   | b Member of relevant technical or working committees of professional associations and government agencies.<br>Examples:<br>i) Member of Technical Committees of government departments and Statutory Boards<br>ii) Member of technical or other working committees of ACES & IES<br>iii) Member of approved technical societies  | 4 PDUs per Committee (Maximum for this category is 12 PDUs) |
| <b>Category 3:</b><br>Contribution to relevant engineering or management Knowledge                  | a Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, for the first time. (Exclude regular lectures by full-time lecturers)  | 4 PDUs for each lecture hour or part thereof                |
|   | b Conduct lectures, seminars, conferences or training courses that has been qualified for PDU by PEB, after the first time. (Exclude regular lectures by full-time lecturers)  | 2 PDUs for each lecture hour or part thereof                |
|   | c Write or edit technical articles or papers published in distinguished publications, conference proceedings, professional journals or books.  | 5 PDUs for each topic                                       |
|   | d Engineering patents registered during the year   | 15 PDUs for each patent                                     |

## Unstructured Activities

| CATEGORY  | CRITERIA  | PDU <sub>s</sub>  |
|---|---|---|
| <b>Category A:</b><br>Self study of relevant topics             | i) Reading of relevant technical, professional, financial, legal or business or business-related literature.  | 1 PDU for every 2 hours<br>(Maximum for this category is 16 PDUs) |
|   | ii) Listening/viewing audio/video tapes on relevant topics or taking correspondence courses or business-related courses.  |   |
| <b>Category B:</b><br>Informal In-house training and discussion | i) Conducting informal in-house training, business-related courses and presentations to colleagues.   | 1 PDU for every 2 hours<br>(Maximum for this category is 16 PDUs) |
|   | ii) Attending informal in-house training, business-related courses and presentations.   |   |
| <b>Category C:</b><br>Professional Membership                   | i) Membership of professional engineering or management bodies.<br><br><b>(note: PE registered with PEB Singapore is not considered as professional membership)</b> | 2 PDUs per organisation<br>(Maximum for this category is 16 PDUs) |
| <b>Category D:</b><br>Non-accredited engineering activities     | i) Attending professional and technical courses which are not accredited.   | 1 PDU for every 2 hours<br>(Maximum for this category is 16 PDUs) |
|   | ii) Attending organised group technical site visits and exhibitions.  |   |

## Audit Process

The Board may conduct random audits of PEs and those selected will be required to produce documentary evidence of their CPD participation during the specific period. The documentary evidence may take any one of the following forms:

- a. Summary of diary records or a log of the activities claimed
- b. Course enrolment record
- c. Receipts
- d. Certificate of attendance
- e. Attendance list from course organiser
- f. Employer's report or certification
- g. Statutory declaration