

## **CPD Activities**

CPD activities are activities which a 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 that applies is that the CPD activities chosen 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 range of activities in this CPD programme is not intended to be inclusive but to act as a general guide. The activities that would be relevant 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; 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, conferences, workshops, seminars and in-house training for the purpose of CPD programme.

## **Professional Development Units (PDU)**

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 of not less than 50 minutes; no PDU is awarded for activity/course 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 For PDU**

Course Organisers and training providers etc. will apply to PEB to qualify their courses/activities for PDU. In addition, a PE may also apply to qualify courses/activities for PDU if it is conducted by an overseas course organizer or if he is a trainer and wishes to obtain PDU under category 3 (if course organizer has not already applied for qualification). In the same way, a company which conducts in-house training may apply to PEB for its training to be qualified for PDU.

**Determination Of PDU**

**Structured Activities**

| CATEGORY   | CRITERIA  | PDUs   |
|--|---|--|
| <b>Category 1(a):</b><br>Qualified formal study courses  | Relevant post-graduate or diploma courses on engineering and/or construction/project management.<br>Example:<br>a. MSc (Engineering)<br>b. MSc (Project Management)   | 1 PDU for each contact hour                                |
| <b>Category 1(b):</b><br>Qualified lectures, short courses, conferences, workshops & seminars                | 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 eg. 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                                |
| <b>E-training:</b><br>Online viewing of qualified 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 organizer</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> These include lectures, short courses, conferences, workshops & seminars which are relevant for professional engineers on technical, management, professional development, legal or regulatory matters.<br>PDU obtained from E-training will be limited to 10 PDU only. | 1 PDU for each 2 hours of e- training (Maximum 10 PDUs)    |
| <b>Category 1(c):</b><br>Qualified in-house training   | Structured in-house training which are relevant to professional engineers on technical, management, professional development, legal or regulatory matters. [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 of 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 8 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                                    |

Determination of PDUs

Unstructured Activities

| CATEGORY  | CRITERIA   | PDUs  |
|---|--|---|
| <b>Category A:</b><br>Self study of relevant topics             | i. Reading of relevant technical, professional, financial, legal or business literature.<br>ii. Listening/viewing audio/video tapes on relevant topics or taking correspondence courses. | 1 PDU for every 2 hours<br>(Maximum for this category is 16 PDUs) |
| <b>Category B:</b><br>Informal in-house training and discussion | i. Conducting informal in-house training and presentations to colleagues.<br>ii. Attending informal in-house training and presentations.   | 1 PDU for every 2 hours<br>(Maximum for this category is 16 PDUs) |
| <b>Category C:</b><br>Professional membership                   | i. Membership of professional engineering or management bodies.  | 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.<br>ii. Attending organised group technical site visits and exhibitions.  | 1 PDU for every 2 hours<br>(Maximum for this category is 16 PDUs) |

Audit Process

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

- a. Summary of diary records or a log showing 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