



CPD ACTIVITY & TRAINING PROGRAMME VALIDATION PROCESS AND GUIDELINES FOR PROVIDERS

1.0 INTRODUCTION

The rationale for CPD activity and training programme (collectively refers as “CPD events”) validation is to develop, enhance and maintain professional competency of all levels of members to ensure that their technical knowledge base is kept current and improved in an orderly and continuous basis.

The Institute considers the validation of CPD events to be an integral part of the CPD System. This assists construction management professionals, both members and non-members, to meet the requirements of life-long learning and enhancement of professionalism.

2.0 GOVERNING BODIES AND FRAMEWORK

The CPD and training functions of the Institute are delegated by the General Council to the CPD Events Committee and Training Development Committee respectively. In implementing the guidelines of the Council, the committees are empowered to determine the nature and extent of the CPD events to be delivered with focuses on:

CPD Activities

- General skills and knowledge
- Hot topics
- Advanced technologies

Training Programmes

- Independent trainings (co-operates with external training affiliates)
- Registered Construction Managers Training Scheme (co-operates with RCM Committee)
- Membership training (co-operates with Board of Membership)
- Safety training (cooperates with Safety Committee)
- Alternate Dispute Resolution training (co-operates with Dispute Resolution Committee)
- Young Members training (co-operates with Young Members Committee)

In line with the above focuses, the Institute has established a validation system to govern the standards of individual CPD events.



3.0 THE VALIDATION SYSTEM

This guideline provides guidance to individual and organizational CPD activities providers/organisers on application for approval and validation processes of CPD activities with the Institute.

3.1 Overview

- (i) CPD events may be organized by individual, organizations, accredited tertiary institutions or approved training affiliates. Any CPD events to be organized must first seek validation from CPD Events Committee and/or Training Development Committee before approval by the Institute.
- (ii) The types of CPD events include courses, workshops, symposia, conferences, meetings, panel discussions, self-study programmes with assessment within the Construction Management professions.
- (iii) Only those training affiliates in HKICM's "List of Recognized Training Affiliates" will be invited to provide CPD events to the Institute.
- (iv) The CPD events validation process shall take into consideration the standards and aims of the events, and determine the number of CPD hours to be awarded.

3.2 Events Organizing and Approval Procedure

- (i) The Event Manager (i.e. the person-in-charge of the CPD event) shall prepare and submit an "Event Proposal Form" (**CPD&T Form 1**) of a particular event for the CPD Events Committee or Training Development Committee's approval.
- (ii) The Secretariat shall register the event onto the "CPD & Training Activities List" upon approval.
- (iii) The Event Manager shall deliver and manage the event as approved including notify the Secretariat for promotion, recruitment administration and enrollment, if necessary.
- (iv) The Event Manager shall review and prepare a performance report upon event completion, if required.

3.3 Training Affiliates

- (i) The Training Development Committee shall set up and maintain a "List of Approved Training Affiliates" and an "Invitation" on the website with the supports by the Secretariat.
- (ii) The Training Development Committee shall forward the "Training Affiliate Registration Form" (**CPD&T Form 2**) submitted by a proposed Training Affiliate for the General Council's approval.



- (iii) The Event Manager shall forward the “Affiliated Training Course Proposal Form” (**CPD&T Form 3**) of a particular training course prepared by an approved Training Affiliate, with a “Revenue/Profit Sharing Scheme”, for the Training Development Committee's approval.
- (iv) The Event Manager shall manage and monitor the course as approved.
- (v) The Event manager shall review and submit a performance report to the Training Development Committee upon course completion, if required.

4.0 POTENTIAL TRAINING AFFILIATES

- Hong Kong Mediation Centre (HKMC)
- Social Resources Development Institute (SRDI)
- Other potential training institutions

5.0 POTENTIAL CPD CO-ORGANIZERS (NOT TRAINING AFFILIATES)

- Hong Kong Institute of Surveyors (HKIS)
- Hong Kong Institute of Engineers (HKIE)
- Chartered Institute of Building (CIOB)
- Australian Institute of Building (AIB)
- Chartered Association of Building Engineers (CABE)
- Royal Institution of Chartered Surveyors (RICS)
- Society of Registered Safety Officers (SRSO)
- Kwong Yuet Tong Hong Kong (香港廣悅堂)
- Others