

## HKICM CPD Guidance Notes 2016

### Overview

1. Rules of Conduct Clause 1.6.13 of the Constitution & Bye-Laws stipulates that members shall discharge their duties with complete fidelity and probity, in particular they shall: *“keep themselves informed of current thinking and developments appropriate to the type and level of their responsibility. They should be able to provide evidence that they have undertaken sufficient study and personal development to fulfil their professional obligations in accordance with the current guidelines for Continuing Professional Development (CPD)”*.
2. The Institute, in such direction, organizes series of CPD activities for its members aiming to enhance professional competency, and formulates/reviews the guidelines for CPD on periodic basis.
3. Members are strongly urged to participate in full CPD activities as this will substantially contribute to the enhancement of their professional competency. In addition, members are required to maintain their own proper records as evidence of compliance with CPD requirements must be produced upon application for admission, upgrade, transfer and reinstatement of membership.

### CPD Requirements

1. The existing CPD requirements were demanded and approved by the General Council of 2001/02 in 2002 that **36 hours** of CPD activities be attended per annum of recommended and voluntary self-declared nature until September 2003 when the policy would then be reviewed and made mandatory thereafter.
2. Until now, no review has been carried out since then and thus the existing CPD requirements are not mandatory and compliance is of a voluntary self-declared nature subject to bi-annual random sampling audit only.
3. Subsequent to the recently review and discussion on the prevailing CPD policy, it was resolved by the General Council during the meeting held on 3 August 2016 that **ALL** members except the classes of Construction Supervisor, Graduate and Student should complete a minimum of **30 hours** per year on a **mandatory** basis starting from **1 April 2017**.

4. With the implementation of the new mandatory CPD requirements for Corporate and Associate Members starting on 1 April 2017, the CPD Events Committee has prepared this Guidance Notes to explain the administrative framework and implementation details of this new policy for the reference of Corporate and Associate Members.

### **Guidelines and Rules governing the Acquisition of CPD**

1. CPD is the systematic acquisition, maintenance, improvement and broadening of relevant knowledge and skills, and the development of personal qualities necessary for the effective execution of professional duties throughout the construction manager's working career.
2. The following table provides a quick reference to the variety of activities that qualify for CPD. The list is not exhaustive and serves as examples only.

<b>Types Of CPD</b>	<b>Examples</b>
Seminar and Training (attending or presenting) <i>(min. 10 hours required per year)</i>	<ul style="list-style-type: none"> <li>- Courses, seminars, conferences, forums, site visits</li> <li>- Workshops, talks and briefing sessions</li> <li>- Lecturing on careers / the profession</li> </ul>
Structured Learning and Programmes <i>(subject to a max. claim of 14 hours per year, including a max. of 10 hours for in-house training)</i>	<ul style="list-style-type: none"> <li>- Full / part-time study</li> <li>- Open / distance learning</li> <li>- In-house staff training and site visits</li> <li>- Developing skills (e.g. IT, business / financial skills)</li> <li>- Research for publications</li> </ul>
Community, Institutional and Social Services <i>(subject to a max. claim of 10 hours per year)</i>	<ul style="list-style-type: none"> <li>- Council, board, committee and task/working group attendance (professional institutions or external organizations)</li> <li>- PA assessor / interviewer and external examiner preparation and assessment</li> <li>- Mentors, tutors and supervisors of students or trainees in the construction management field</li> <li>- Voluntary works for the community</li> </ul>
Private Study / Self Learning <i>(subject to a max. claim of 8 hours per year)</i>	<ul style="list-style-type: none"> <li>- Book / journal reading</li> <li>- Use of audio, video, or multi-media resources</li> </ul>

3. CPD should be balanced between matters of direct technical relevance as well as broader study in the furtherance of construction profession such as communication, environmental matters, financial management, leadership skills, legal aspects, marketing, occupational safety and health and professional ethics.
4. All members, except the classes of Construction Supervisor, Graduate and Student where CPD requirements are optional, should complete a minimum of 30 hours per year on a mandatory basis starting from 1 April 2017. A minimum of 10 hours should fall within the type of ‘Seminar and Training’; a maximum of 14 hours for ‘Structured Learning and Programmes’, a maximum of 10 hours for ‘Community, Institutional and Social Services’ and a maximum of 8 hours per year for ‘Private Study/Self Learning’.
5. The format of CPD activities can include but not limited to participating and organizing of courses, lectures, seminars, symposia, conferences, presentations, workshops, industrial attachment and visits, e-learning and professional activities which are carried out by the Institute or other peer organizations.
6. All members (including fellows and associates) would be required to declare whether they have met the CPD requirements at the annual membership renewal with effect from 1 April 2017.
7. The Institute may carry out CPD spot-checks on a percentage of the membership throughout the year. When asked to submit CPD details, members (including fellows and associates) should keep the original and submit a copy of the CPD Log Sheet *《sample attached》* for the period specified, normally one or more of the previous two years. Supporting documents such as receipts, tickets, and certificates are normally not required to be submitted, but should be retained in case more information on a particular item is requested.
8. Members who are not able to provide adequate evidence to support the fulfillment of the required CPD hours shall be required to be reviewed in one year time. It is expected that the member will complete a minimum of 30 hours of CPD during that year, and continue to accumulate more CPD hours as other members do. Cases of continuing non-compliance of this requirement shall be dealt with individually by the Board of Membership and the Council as appropriate.

### Annex – HKICM CPD Log Sheet

CPD Log Sheet					For the Membership Year <sup>1</sup>	
Name			Class		Membership No.	
Date	Activity Type <sup>2</sup>	Title	Organizer/Speaker	Hours	Cum Hours	
<p>Remarks:</p> <p>1. Starting 1 April of each year.</p> <p>2. CPD Activity Type: (1) Seminar and Training (min. 10 hours per year);            (2) Structured Learning and Programmes (max. 14 hours per year);            (3) Community, Institutional and Social Services(max. 10 hours per year); and            (4) Private Study/Self Learning (max. 8 hours per year).</p>						