



# **BOARD OF ENGINEERS MALAYSIA**

**CPD 2/2003**

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## **BOARD OF ENGINEERS MALAYSIA**

### **Continuing Professional Development Policy for Professional Engineers**

# CPD Policy for Professional Engineers

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## 1.0 INTRODUCTION

Engineering provides an ever changing spectrum of challenges and opportunities. It is extremely vital that all engineers be committed to their own Continuing Professional Development (CPD) so that they could face these challenges and at the same time take advantage of opportunities that may arise.

Broadly speaking CPD includes activities that extends and/or updates the knowledge, skill or judgement and enables to:-

- Understand and apply advances in the arts and sciences of engineering,
- Face changes in career direction,
- Be more productive,
- Better serve the public

## 2.0 DEFINITION

Continuing Professional Development is defined as systematic maintenance, improvement and broadening of knowledge and skill and development of personal qualities for execution of professional and technical duties throughout the engineers' working life.

## 3.0 OBJECTIVES

The objective of CPD for Professional Engineer is the maintenance of technical knowledge and skill (i.e. competency) to do a job. At the same time to require all engineers to stay abreast of new engineering development in their field and changes in codes and regulations.

## 4.0 POLICY STATEMENT

In order to achieve the above objectives, the Board of Engineers Malaysia (BEM) has developed a policy on CPD as follows:

- The CPD requirement will apply to all Professional Engineers.
- The CPD shall be an average of 50 hours per year over a three year period

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- The Professional Engineer may apply to BEM for (partial/total) exemption of CPD requirement.
- Formal recognition of CPD will be provided by BEM. CPD activities will be carried out by BEM or other reputable organizations authorised by BEM
- The BEM will promote continuing education opportunities.
- The BEM will promote and endorse CPD courses offered by professional institutions, educational institutions, employers and industry.
- The BEM will encourage employers and industry in the promotion and support of CPD for their employees.
- The BEM will administer a CPD audit system – up to 10% of practising Professional Engineers will be randomly audited each year.

### 5.0 TYPES OF CPD ACTIVITIES

The activity to qualify as CPD must be related to the career as a professional engineer. For many engineers CPD will include management, finance, law, economics, foreign languages and others in which the professional engineer carry out his business.

Functions that are routinely performed as part of the employment are not normally claimable – for instance university lecturers/consultants cannot claim under “Presentation and Papers” the lectures/reports they present as part of their employment.

The CPD programme for Professional Engineers will comprise six major groups of activities:

- a) Formal Education and Training Activities
- b) Informal Learning Activities
- c) Conference and Meeting
- d) Presentation and Papers
- e) Service activities
- f) Industry Involvement (for academicians)

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If a Professional Engineer believes that he is undertaking other types of CPD that comply with the general definition in Section 2.0; he should make a submission for that to be recognized.

### **a) Formal Education and Training Activities (time weighted factor = 2)**

These include formal face-to-face education, distance education, short courses, and formal on-the-job training. They will almost always include time spent in preparation and/or follow-up and most will involve assessment.

A special case relates to the undertaking of the entire course work for a higher degree or post graduate diploma, either by the face-to-face or distance mode. Such completion will cover the CPD requirements for the rolling three-year period containing the course.

For formal face-to-face education the time claimed can include the actual hours of lectures attended and/or research undertaken. For distance learning, the simplest approach is to estimate the equivalent number of hours of formal face-to-face education that would have been involved if this mode had been utilised instead of the distance mode.

Short courses are defined as involving presenters who are external to the workplace. They include courses at tertiary institutions that are not taken for award purposes.

### **b) Informal Learning Activities (various time weighted factors)**

Informal learning activities include on-the-job learning, that takes place because of workplace requirements, and private study where you can exercise complete discretion. On-the-job learning requirements usually arise when you undertake a new project and identify areas where you need to extend your competency base. Private study is an opportunity for you to direct the way in which your professional career develops.

Typical of these activities are the reading of books, journals, manuals, etc and familiarisation with the operation of technological aids, computer programs, equipment, etc.

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In both cases any activity claimed must be substantiated that it contributes to the development of your career as a professional engineer. A time weighted factor of 1 applies to the on-the-job learning while a factor of 0.5 applies to private study. In both cases, the maximum number of weighted" hours that one can claim is 20 hours for each year.

**c) Conference and Meeting  
(time weighted factor = 1)**

These include all conferences, symposiums, visits and meetings conducted by Board of Engineers Malaysia and professional institutions to provide information. Those conducted by other acknowledged experts and organizations can also be claimed provided that the content relates to the development of your professional career.

The hours claimed should be for the interactive time spent when one attended such conferences, symposiums, seminars, inspections and meetings.

**d) Presentation and Papers  
(various time weighted factors)**

The preparation of material for courses, conferences, seminars and symposiums can be claimed if these activities contribute to the advancement of the engineering related competencies of others. A time weighting factor of 10 should be applied to the actual duration of the presentation, subject to a maximum of 30 hours per year.

**e) Service activities  
(time weighted factor = 1)**

Service to the profession may be considered particularly where it contributes to the continuing professional development of others. This includes contributions as a member of a course accreditation team, participation in CPD audits, review of technical papers prior to publication, and the technical aspects of work undertaken for the Boards and Committees of other professional institutions, including national committees and technical societies. CPD allowable under this heading is limited to 30 hours in any one year.

**f) Industry Involvement (for academician)  
(time weighted factor = 1)**

Engineers employed in academic positions are expected to foster links with industry for the benefit of engineering education, research and practice. This requirement also ensures that they are exposed to developments in engineering practice outside their university. Industry involvement will normally be in the form of consulting services. However, where one has close ties with industry, he can include supervision of industry-sponsored research.

Supervision of design projects carried out for industry and field trips may also be counted if they have contributed to the above objectives.

### **6.0 ADDITIONAL NOTES**

Continuing Professional Development is for all Professional Engineers and is to be on a voluntary basis for the first two(2) years and mandatory thereafter, in which, every practicing Professional Engineer must submit his CPD records together with his application for renewal of registration with the Board of Engineers Malaysia.

Continuing Professional Development records will be checked and verified against the requirements of this Continuing Professional Development policy and the supporting documentation provided. If further clarification is needed, this information will be asked either to be forwarded to BEM, or an interview may be arranged at a mutually convenient place and time.

This verification may take the form of a certificate, list of result, record of attendance, receipt of course payment, or a written verification from the Provider responsible for the Continuing Professional Development activity.

For those whose Continuing Professional Development records are found to fail the audit, recommendations will be made as to the corrective action necessary to prevent a recurrence. Should it appear that false claims have been submitted, action will be taken under the Board's Disciplinary Regulations as a serious breach of ethics could be involved. In cases of non-compliance the following actions may result in:

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- A Professional Engineer to agree to a specified course of Continuing Professional Development before renewal of registration as Professional Engineer .
- Suspension of registration as Professional Engineer until specified action have been completed.
- Eventual withdrawal of registration as Professional Engineer.
- BEM imposing any other conditions which BEM deems fit before renewal of registration is allowed.