

Private Studies – A Practical Guide [1]

1. Reading of books, articles and other publications or through the electronic media related to the said professions subjects or other self-improvement subjects is a qualifying category of event for obtaining CPD credit points. The description of the events appeared to be over-simplified. It must be noted that ad-hoc reading of a trade or professional article, while useful in updating basic knowledge cannot be considered “private studies”. Similarly, general readings of the said professionals’ related books are not considered private study if the initial objectives are not defined and the final outcome not documented as evidence of achievements.
2. The intention of this guide is to explain the concept of structured learning and a disciplined approach to private study. Structured learning does not mean just to picking up a book, reading it and writing down a synopsis. It must involve setting objectives and appraising learning outcomes. Registered said professionals should first refer to the Personal Development Planner in Appendix E of the Guidelines booklet. The guide will help the registered said professionals to identify a certain subject that he or she feels lacking and personal development is required.
3. Appendix E of the Guideline booklet essentially asks the following questions:-
 - a) Current performance – I could be more effective if
 - b) Future professional possibilities – I would be expected to be able to
 - c) Personal Development – Which subject area would I need development
 - d) Appraisal of skills – How will I appraise what I have learned
4. After identify a subject, (for example, life cycle costing) the next steps are:-
 - a) Source out articles related to this subject and make out a reading list.
 - b) Search libraries and resource centers for materials. You may even want to invest in a book on the identified subject.
 - c) As you read, write out notes and findings as a reference document for your company or colleagues so that others may benefit from you research.
 - d) Record your experience in the Personal Development Planner. Record main findings and list the information sources. Cross reference your entries so that you can retrieve your more detailed notes at a later date.
 - e) Periodically appraise your achievements and review outcomes to determine if objectives are met and whether the next cycle of learning and development is needed.
 - f) Submit a synopsis to the Institution.
 - g) It is also suggested that the writer :
 - i) To give a talk within your company or to your juniors, or even to the public.
 - ii) To write an article as evidence of your achievement and gather more credit points in the process.
5. In order to obtain credit points for private studies, registered said professionals are required to submit evidence of personal review and setting of objectives for personal development on an identified subject. The final synopsis of the book read should include evidence of self appraisal on how personal development is achieved and how it could be applied.
6. In summary, the application of credit points under this category must be accompanied by a short one page report with the following main headings:-
 - a) Objectives
 - b) Books read
 - c) Summary
 - d) Comments / applications