



CONTINUING PROFESSIONAL DEVELOPMENT STANDARD ACTIVITIES

Certification Bureau
2015

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1. INTRODUCTION

1.1. Indonesian Engineers

The Institution of Indonesian Engineers (PII) since 1994 has introduced the Professional Engineer Program, by offering the Certification of Professional Engineer for interested engineering graduates. This certification is provided by the Assessors Panel (*Majelis Penilai*) of PII discipline based Discipline Council and Technology Discipline Council (*Badan-Badan Kejuruan*).

This program is accredited in Indonesia by the Construction Services Development Board (*Lembaga Pengembangan Jasa Konstruksi*) based on Government Law no. 28 of the year 2002.

The general requirements for becoming PII Professional Engineers are:

1. Possess knowledge base for engineering profession.
2. Carrying out engineering duties as a daily profession
3. Independent in carrying out his / her professional responsibilities
4. Have accumulated enough experience and capabilities of engineering profession to fulfil the requirements of the competency standard determined by PII
5. Maintain his/her professional capabilities

An engineer who has submitted the application to become a Professional Engineer by filling in the PE Application / “Formulir Aplikasi Insinyur Profesional (FAIP)”, and who has been declared fulfilling the requirements to become a Professional Engineer will receive the Professional Engineer Certificate. There are two Professional Engineer Certificates that are currently available:

- “Insinyur Profesional Pratama (IPP)” or Junior PE, and
- “Insinyur Profesional Madya (IPM)” or PE, as a higher level of engineering profession.

Professional Engineer Certificate (either IPP or IPM) is valid for 5 (five) years. In order to continue the professional degree after the certificate expires, the Professional Engineer is obligated to continuously develop their professional competency during the certificate's validity period.

To facilitate the needs of this continuing competency development, PII provides a program that will guide its user in the attempt to extend the validity of the certificate which has been obtained. The program is called "Pengembangan Keprofesionalan Berkelanjutan (PKB)" or Continuing Professional Development Program.

With this program, when the certificate expires a self-assessment has to be made and submitted to the Discipline Council and Technology Discipline Council according to Professional Engineer Certificate owned. The type of form utilized for self-assessment must be chosen based on the following possibilities:

1. If the competency development activities during the 5 year period of the certificate's validity are considered sufficient for an upgrade of the IPP to an IPM title, then the certificate's renewal must be made by refilling out of the FAIP / PE application.
2. If no upgrade is expected, the certificate's renewal is made by using the PKB form.

Assessment results of the above mentioned forms by Assessors Panel can be:

1. The termination of Professional Engineer Certificate
2. The form completion must be revised, or
3. Extension of his/her Professional Engineer Certificate for another 5 years

The Assessors Panel results are obtained from an evaluation, based on scoring guide or scoring standards which is determined by PII for this purpose

1.2. Activities Recognized in PKB Program

As soon as the Professional Engineer Certificate is received, the holder of the Professional Engineer Certificate needs to carefully plan their competency development activities during the certificate's validity period, to guarantee the continuity of their Professional Engineer Certificate after it expires. Each activity that is carried out must always be in accordance with the professional field that has been chosen in the Professional Engineer Certificate.

Competency development activities recognised by PKB program are listed below:

- Formal Education and Training
 - Post-Graduate Study
 - Courses
 - Formal Job Training
- Non-Formal Education
 - Self Learning
 - Work Related Studies
- Participation in Profession Meetings
 - Participate in Profession Meetings
 - Participation in Organizing Committee
- Presentation and Papers
 - Internal Technical Report
 - Presentation at Technical Meetings
 - Profession Meeting Paper and Magazine Articles
 - Book Writing
 - Lecturing

- Supporting Activities
 - Expert or resource person
 - Professional Association Governing Board Member
 - Recipient of Honours; Awards; Etc

2. STANDARDS OF PKB PROGRAM

2.1. FORMAL EDUCATION AND TRAINING

2.1.1. Post-Graduate Study

This program is carried out by an accredited institution to acquire a specialist or master's degree with a final paper's subject that is relevant with the field of profession.

Notes:

- a. Accomplishment of Doctor title is not given a PKB score, since doctoral program is aimed at the enhancement of the scientific and academic aspect.
- b. However, the research activities to obtain the Doctor title that is relevant with the field of profession can be categorized into the evaluation of Self Learning Activities (2.2.1).
- c. Accomplishment of post-graduate diplomas on non-engineering studies will not be given a PKB score.

Type of activities: Recommended option

PKB score is in accordance with the total of Study Units in Post-Graduate Study.

Documents to be enclosed:

- Diplomas
- Academic transcript
- Abstract of final paper

2.1.2. Courses

A course is one way learning activity (from teacher to participants), with a subject matter relevant with the field of profession.

Courses material must be:

1. Specific
2. In depth to enhance knowledge and
3. Structured, shown by course schedules and syllabus

Type of activity: obligatory, a minimum of once a year.

PKB score is in accordance with duration of courses calculated in days, with a minimum of 7 (seven) hours of course activities in 1 (one) day.

Documents to be enclosed:

- Course schedules and syllabus (or summary written by applicant) that reflects the field and depth of course material
- Information on the course organizer, especially the name and address of the institution / organizer, and the name of teacher/instructor
- Diploma or letter informing the accomplishment of the courses with good results

2.1.3. Formal Job Training

Formal Job Training is a one-way learning activity (from instructor to participants) with a subject matter relevant to the field of profession.

Training material must be:

1. Specific
2. In depth for enhancing knowledge and
3. Structured, shown by training schedule and syllabus.

Type of activity: optional.

PKB score is in accordance with the duration of Formal Job Training; calculated in days, with a minimum of 7 (seven) hours of training activity in 1 (one) day.

Documents to be enclosed:

- Training schedules and syllabus (or summary written by applicant) that reflects the field and depth of training substance
- Information on training organizer, especially name and address of institution / organizer, and name of instructor / tutor
- Certificate or letter informing the accomplishment of training with good results

2.2. NON FORMAL EDUCATION

2.2.1. Self Learning

Self-learning activities are individual learning activities with or without the presence of instructor that is relevant with the field of profession. These include activities in the process of accomplishing a Doctoral Study, which is not given a score in the Post-Graduate Study item (2.1.1.).

Type of self learning activities includes:

- a. Reading articles to expand the knowledge about science and technology developments
- b. Reading articles to enhance the understanding of science.
- c. Learning information from electronic media, including Internet.
- d. Understanding working procedure (tools or equipments, standards and codes, etc.) and software.
- e. Research activities to obtain the Doctor title that is relevant with the field of profession.

Topics of self-learning activities must be consistent in order to achieve the goals of professional development and the very latest of science and technology.

Type of activity: obligatory, minimum once a year.

PKB score depends on the accordance of field of profession, depth of substance, updates of science and technology and benefit for the individual working activity.

Documents to be enclosed:

- Summarized writings in the form of extended abstract or executive summary, typed on a minimum of 2 (two) pages of A4, single space, Times New Roman # 12 or similar.

2.2.2. Work Related Studies

Work related studies is an activity in order to complete working assignments, which at the same time provide professional enhancement, including apprenticeship, assignment at other companies, etc.

Type of activity: optional.

PKB score depends on the accordance of the field of profession, depth of substance, updates of science and technology and benefits for the individual working activity.

Documents to be enclosed:

- Summarized writings in the form of extended abstract or executive summary, typed on 2 (two) pages of A4, single space, Times New Roman # 12 (or similar)
- Name of the company/corporate body and tutor / mentor

2.3. PARTICIPATION IN PROFESSION MEETINGS

2.3.1. Participation in Profession Meetings

Participate in profession meeting is described as participation in profession meetings with a topic relevant to the field of profession. The meetings are attended by a minimum of 20 (twenty) participants.

Type of activity: obligatory, minimum twice in 5 (five) years and on different years.

PKB score is in accordance with the total hours of activities at the profession meetings.

Documents to be enclosed:

- Certificate and / or other printed information (brochure or invitation) describing topic; substance and schedule; also name and address of organizer.

2.3.2. Participation in Organizing Committee

Participation in Organizing Committee is described as an involvement in organizing committee, that drives the implementation of professional development.

Type of activity: optional.

PKB score is in accordance with the function / duties in an organizing committee and type of activity.

Documents to be enclosed:

- Topics of profession meetings and names of speakers (list of ceremony)

- Letter of assignment, brochure showing organizing committee formation, or other verifying documents
- Official certificate, expression of gratitude or other documents that show the activity has been accomplished.

2.4. PRESENTATION AND PAPERS

If presentation or paper is written by two persons or more, the name of each member must be stated along with the name of the main writer.

4.1. Internal Technical Report

Internal technical report activity is described as writing and presentation activities of technical report related with work duties.

These activities include:

- a. Problem solving or improvement of performance at the workplace
- b. Profession consultancy
- c. Field Inspection

Type of activity: optional.

PKB score is in accordance with the position in the report writing and presentation group and depth of substance.

Documents to be enclosed

- Letter of assignment
- Executive summary typed in minimum 2 (two) pages of A4, single space, Times New Roman # 12 (or similar)
or
- photocopy of technical report

2.4.2. Presentation at Technical Meetings

This activity is the participation as presenters at technical meetings (such as at Seminars, Symposiums or Workshop) relevant with field of profession.

The meeting is attended by a minimum of 20 (twenty) participants whose profession is relevant with the topics of the meetings.

Type of activity: obligatory, minimum twice in 5 (five) years and not on the same year.

PKB score is in accordance with the position in the group of presentation / writers, depth of subject matter, and relevance with the field of profession.

Documents to be enclosed:

- Brochure / list of ceremony showing the names of presenters, or other documents which verify the mentioned activities
- Official certificate /expression of gratitude, or other documents that show the activity has been accomplished

2.4.3. Profession Meeting Paper and Magazine Articles

Profession meeting paper is described as conveying a paper in professional meetings or public media (magazine). The meetings are attended by a minimum of 20 (twenty) participants.

Type of activity: obligatory, minimum once in 5 (five) years

PKB score is in accordance with the level of publication (local journal, national journal without accreditation; accredited national journal; or international journal), depth of substance, and the relevance with the field of profession.

Paper writing can be substituted by writing an article for a magazine, which is a paper published in a periodic publication.

Documents to be enclosed:

- Page of seminar title or journal and table of content, or
- Photocopy of paper or writings

2.4.4. Book Writing

Book writing includes writing of monograph, Standards and Codes, Patent, and the editing of Seminar Proceedings, with ± 100 (one hundred) pages for a book and ± 20 (twenty) pages for a monograph.

Type of activity: optional.

PKB score is in accordance with the book's:

- Relevance with the field of profession
- Depth of substance
- Most recent of science and technology
- Innovation and creativity
- Systematic and appearance

Documents to be enclosed:

- Sample copy or photocopy of book

2.4.5. Lecturing

Lecturing described as teacher; guest lecturer (not as profession); trainer / instructor; also mentor / tutor during teaching / training activities which are attended by a minimum of 10 (ten) participant (excluding mentor and tutor).

Teaching substance must be relevant with the field of profession.

Type of activity: optional.

PKB score is in accordance with the total of lecturing activities, and also with the duration of activities.

Minimum 4 (four) hours / activities, includes preparation and the depth of substance.

Documents to be enclosed:

- Letter of Assignment
- Lecturing Schedule and syllabus

2.5. SUPPORTING ACTIVITIES

This activity includes community / profession service

2.5.1. Expert or Resource Person

Included in these activities are duties as an expert or resource person in topics related to the field of profession.

These duties are as:

- a. An expert witness in court.
- b. Speaker in talk show.
- c. Member of an expert council in a professional organization.
- d. Member of a specialist team in technical activities.

Type of activity: optional.

PKB score is in accordance with the total of activities as expert or resource person.

Documents to be enclosed:

- Certificate or
- Letter of assignment, invitation, or other administrative evidence
- Letter of appreciation which indicates the participation in the mentioned activities or other administrative evidence

2.5.2. Professional Association Governing Board Member

Type of activity: optional.

PKB score is in accordance with types of professional association or institution, which is in accordance with the field of profession, and the position in the governing board.

Documents to be enclosed:

- Certificate or letter of assignment

2.5.3. Recipient of Honours; Award; Etc

Type of activity: optional.

PKB score is in accordance to the total of honours; awards received, etc. Score of this activity does not include achievements in arts, sports, or similar kind of activities

Documents to be enclosed:

- Certificate as recipient of honours; award; etc