Development of a Draft Continuous Professional Development (CPD) Framework/Guideline for AFEO member countries

1. Background

1.1   At the 2014 mid-term meeting of the AFEO Working Group in Engineering Education and Capacity Building held on 16 June at the Badi'ah Hotel Bahtera Room in Brunei, the meeting proposed to work on a ASEAN framework/guidelines for Professional and Continuous Development and Training that can be used/referenced by the AFEO members. The members of the working group then shared with all on what their countries are currently doing, and then proposed to work out a draft of this for the working committees to discuss at the meeting during CAFEO in Myanmar.

1.2   This draft was made after the initial discussion at the mid-term meeting and will be circulated for discussion at the meeting during CAFEO.

1.3   The CPD framework/guideline will include but not be limited to the following :
1.3.1   Identifying suitable training modules that are currently available
1.3.2   Sourcing of suitable industry practitioners and experts for the development of new CPD modules
1.3.3   Determination of suitable modes of delivery for the CPD modules
1.3.4   Determination of professional development units for suitable modules
1.3.5   Determination of the required number of PDUs for renewal of registration for practising engineers
1.3.6   Establishment of a system to track and promote CPD among practising engineers in the member countries.

1.4   While developing the CPD framework/guideline, the following should be considered :
1.4.1   The number of registered professionals
1.4.2   The number of relevant formal courses available
1.4.3   The amount of time professionals need to put in and cost of relevant course modules
1.4.4   The price professionals have to pay to attain the minimum CPD points

2. The Proposed Framework

2.1   The objectives of developing the CPD framework
2.1.1   To help the professionals keep abreast of the latest trends and developments in their profession and industry
2.1.2   To help professionals master new knowledge, technology, policies and skills in their profession and industry

2.2   Determination of the required number of CPD points for registration and renewal of professional registration
This draft was made after referencing the sharing of the various member countries at the last meeting.

2.3 Identification of suitable activities to be included in the CPD programme. Please refer to the list of valid activities in Appendix A.

2.4 Identification of committee that will accredit the CPD activities.
A committee has to be appointed to decide if an activity or course is relevant and can be awarded CPD points and the numbers to be awarded.

2.5 Identification of suitable training modules which are currently available.

2.6 Identification and sourcing of suitable industry practitioners and experts for the development of new CPD modules.

2.7 Determination of suitable modes of delivery for the CPD modules. Proposed modes of delivery include the following :
2.7.1 Evening talks by industry experts on relevant topics to a large group of participants
2.7.2 Relevant short courses (accredited) by training providers (approved) in classroom training
2.7.3 Hands-on sessions in a laboratory set up
2.7.4 On-line learning (with MCQ tests)
2.7.5 Attendance (gauged by %) at committee meetings

2.8 Determination of professional development units (CPD points) for suitable modules
2.8.1 For relevant modules, the normal way of assigning units is 1 unit per hour of relevant engagement. However, other than talks, courses, seminars and conferences, engagement in Professional Work or participation in committees are usually awarded points on a participation basis and not on hours of engagement. This will be reviewed by the Committee appointed to accredit the activity/module. Please refer to process of application for CPD points.

2.9 Determination of possibility of rolling over CPD points to subsequent renewal periods
2.9.1 Based on the number of hours for each module, some of the accredited modules do take up many hours of the professional's time. It is therefore proposed that for those modules exceeding the number of CPD points required for one year's renewal, that the excess points awarded be allowed to roll over to the next year for renewal. Also, if a professional takes up more than the necessary CPD activities, that the number of CPD points attained be allowed to roll over to the next year.

2.10 Process of application for activities to be included in the CPD programme. For modules that have not been approved for CPD points, the proposed process for application of CPD points is as follows :
2.10.1 Course/activity provider has to submit proposed activity/course details to the appointed accreditation committee for approval prior to conducting the activity
2.10.2 This will be forwarded to the Accreditation Committee for consideration
2.10.3 Accreditation Committee will decide on whether activity/course will be approved and CPD points to be awarded
2.10.4 Course/activity provider to be informed of Accreditation Committees's decision and will keep records of approved activities for reference

2.10.5 Course/activity provider will issue certificate of attendance to participants

2.10.6 Participants will submit copy of certificate to professional registration organisation secretariat for record purposes.

2.10.7 Course/activity provider can also keep a record of attendance and submit to Professional Registration Organisation.

2.11 Establishment of a system to track and promote CPD among professionals

The Professional Registration Organisation is to establish a system to track the CPD points attained by each of their registered professionals. The registry will also disseminate information on CPD approved modules and activities and number of CPD points that will be awarded to participants to all registered professionals on a regular basis.

2.12 Waiver of CPD points for the first year after registration

As the objectives for the CPD programme is to enable professionals to keep up to date with new technologies and policies, the committee could consider any any new registered professionals as being up to date and relevant, and so those who have just registered will not be required to fulfil any CPD requirements within the first year.

2.13 Rolling over of excess CPD points

As some of the modules offer very high CPD points and the cost to attend will be substantial to the professionals, it is proposed that excess CPD points attained in any one year be allowed to roll over to the next year. That is to say, points accumulated in calendar 2015 can be used for renewal for 2016 and if there are excess points, these can be carried over for renewal for 2017. Similarly, points attained in 2016 can be carried over for renewal for 2018.

2.14 Conditional renewal for CPD points shortfall

In the event that any registered professional did not attain enough CPD points for the current year to renew for the next year, the committee could allow conditional renewal for the first 3 months for the professional to attain the necessary points to meet the shortfall. In the event that the registered professional is unable to meet the shortfall within the 3-month period, the registration renewal will be revoked.

3. Considerations for Implementation of CPD Programme

3.1 The registry secretariat to scout for relevant activities to ensure there are sufficient relevant programmes/activities/courses for registered professionals to attain necessary points each year.

3.2 The registry secretariat will disseminate information on relevant programmes/activities/courses from all the relevant sources to all professionals who are registered with them.

3.3 For ease of implementation, it is proposed that registry will :

3.3.1 Register Professionals at any time, collection of CPD points and of fees will be on a prorated basis until the next financial year.

3.3.2   For subsequent years, all renewals will be on a one-year basis based on the financial year of the organisation.

3.3.3   Organisations could have a manual or automated system for recording of CPD points.

Appendix A

List of Proposed Activities to be Included into the CPD Programme

Structured Points – minimum of 24 points

1. Formal Study and Training Activities : attending courses, conferences, talks, seminars, workshops, product introductions relevant to the area of professional specialisation.
2. Presentations : speaking and lecturing at courses, conferences, talks, seminars, workshops, product introductions relevant to the area of professional specialisation, except at regular lectures especially if the professional is an academic.

Unstructured Points – capped at 16 points

1. Participation : participating in technical committees in professional institutions and associations set up to discuss topics relevant to the area of specialisation
2. Participation : participating in approved training programmes (setting curriculum and developing training material)
3. Contributions : publishing papers/articles on relevant topics
4. On-line learning
5. Any other area of learning including for personal learning and development