Hong Kong Institute of Project Management

Guide to Continuing Professional Development

The Principle

Continuing professional development (CPD) is the systematic maintenance, improvement and broadening of knowledge and skills, together with the development of personal qualities, necessary for the execution of professional and technical duties throughout a practitioner's working life.

The objectives of CPD are related to improving work performance, enhancing career prospects, increasing the capacity for learning, encouraging participation in, and commitment to, lifelong learning and being adaptable to, and prepared for, changes in industry.

CPD is an essential element of any profession. The benefits of CPD are not easily quantifiable but none-the-less real. Failure to keep up to-date with the advances in discipline, technology and changes in legislation could have significant repercussions for an individual practitioner, a company and a professional organization. It is therefore important that a profession is seen to be taking the lead in ensuring that all its practitioners are constantly updating their skills and knowledge in line with industry requirements. Meticulous attention to the CPD requirements of all members of HKIPM ensures that industry standards are maintained and individuals grow professionally.

CPD Policy

The HKIPM CPD Policy is based on the conviction that CPD is of value to its members, to the profession and to society. Members of HKIPM have a professional duty to develop the skills and knowledge base of themselves and other practitioners within the profession. The HKIPM definition of CPD is widely drawn and not prescriptive, so as to remain flexible enough to be relevant to all members at all career stages. It is, therefore, for individual members to choose an approach to CPD that will satisfy their own personal and professional needs and aspirations.

CPD Activities

It is not practical for HKIPM to approve CPD activities. In order to help you understand the full breadth of the CPD activities that you may be involved with, we have produced the following checklist:

1. Formal study leading to a qualification or Short training courses and workshops

Any course of assessed study leading to a qualification that is relevant to your specialism and

professional interest. Courses and workshops that are aimed at raising the levels of your skills and competencies.

2. Mentoring
Mentoring and coaching others/receiving help from a mentor or coach. Part-time teaching or act as External Examiner (if your main job is not academic).

3. In-company development
Training undertaken as part of an in-company development scheme. Leading in-house training courses and seminars. Promotion and appraisal. (Recognition will be given for career development within your organization.)

4. Development events
CPD events run or supported by the HKIPM. Similar events run by other professional associations or voluntary organizations.

5. Authorship
Authorship of articles, periodicals and books on subjects related to the project management.

6. Conferences and exhibitions
Attendance or Speaker at conferences, seminars and exhibitions related to project management.

7. Contribution to the community
Involvement in HKIPM committees or as a volunteer for specific tasks (such as acting as an examiner). Work related involvement in other organizations (e.g. trade bodies). Society contributions, such as attending public consultation forum; acting as a school governor, magistrate or charity work.

These CPD categories are not weighted in importance and not ranked in order. HKIPM does not allot specific numbers of points to particular activities.

CPD Requirements
One CPD day may be specified as 6 hours. A minimum of 20 hours per year on a **self-regulatory basis and voluntary basis** starting 1 January 2013 is expected.

Members will be asked to self-certify or declare that they have completed sufficient and appropriate CPD activities to meet their learning needs each year.

CPD records will be examined for an application or upgrade to Member or Fellow.
As a guidance, a sample of CPD records is appended.

HONG KONG INSTITUTE OF PROJECT MANAGEMENT				
Continuing Professional Development Record				
Name	**Membership Number**		**Grade**	
Chan Tai Man	123456		Member	

CPD Plan

Learning	Classification/Type	Objective	Start Date	Period
Efficient project Management	Company in-house training (3 x one-day training courses)	To understand the principles of setting up and running a successful project using the company's approve project management systems	Jan-12	3 months
BIM - what it is and the effect it will have on the industry	External Workshop, self reading, and web forums	To understand the current initiatives with regard to BIM and what it is. To be able to translate this into what it means for our company and how the survey department can develop enhanced BIM services for clients	Mar-12	9 months
Macros & Visual Basic programming	Self Learning	To learn and understand enough visual basic programming to be able to develop Excel Macros for survey computations.	Jan-12	Ongoing

CPD Log

Date	CPD Hours	Type of Activity	Objective	Remarks
10/1/2012	1 day (6)	In-house training course	Part 1 of 3 day Project Management training course	Basics of Project Management, Project Start-up Where to find all PM templates
11/2/2012	1 day (6)	In-house training course	Part 2 of 3 day Project Management training course	The management and control of time, cost, quality, scope, benefits & risk
12/3/2012	1 hour (1)	Professional Journals – Reading	Understanding of BIM and its application to project management	How BIM is important to the construction industry and how the government is promoting this initiative.
20/3/2012	evening (2)	Presentation on BIM	How BIM affects civil engineering industry	The use of BIM, how it will be specified on future government projects. BIM technologies
14/5/2012	1 day (6)	In-house training course	Part 3 of 3 day Project Management training course	Use of Project controls, earned value management, lessons learnt, project reporting

15/6/2012	3 hours (3)	Self learning - on-line web tutorial and practical session	1 hour tutorial followed by 2 hours development of a visual basic programme	Improved VB programming skills and developed a Macro to calculate the reduction and adjustment of a traverse using the Bowditch method and format the outputs. Can now use this on site work.
26/7/2012	2.5 hours (2)	Mentoring junior staff	1.5 hour preparation and 1 hour lunch-box presentation on CPD activities and records	3 junior staff now have clear understanding of the importance of CPD Records. Also improved my presentation skills and knowledge of PowerPoint.

Professional Development (Evaluation of progress/development in 2012)

Planning for 2013 (Brief notes about plans for 2013)