

## Continuing Professional Development (CPD) Plan

**There is a great opportunity for your substantial growth of future professional development through the concrete CPD plan. It is highly recommended as a diary or self-assessment of your CPD achievements.**

CPD programme is one of the effective means to encourage members to strive for continuous improvement of their competence not only in their respective area but also in wider areas of logistics and transport industry. CILT members are obliged to attend CPD activity in achieving at least 200 CPD points in every two calendar years. CPD activities can be taken place in many different situations and are varied, such as post-graduate study, short courses, workshops, seminars, conferences, technical visits, etc.; and there is not restricted to activities provided by CILTHK.

For applicants of FCILT/CMILT, please complete the following two-year CPD plan in demonstrating how you maintain a good professional practice and submit together with the membership application form.

As stipulated in clause 5.2.2.4 of Membership Handbook of CILTHK, structured CPD activities which require more time to achieve the goal as stipulated below from (a) to (j), the candidate will be awarded 10-200 CPD points for each of these activities.

<b>Structured CPD Activities</b> <i>(Formal Learning Activities)</i>			
	<b>CPD Points System</b>	<b>Learning Hour</b>	<b>Points to be attained</b>
a) Attendance at conferences, seminars of professional bodies;	10 CPD/ 2 hours, max. 80 points in each activity		
b) Distance learning with feedback or some form of assessment;	10 CPD/ 2 hours, max. 200 points		
c) Studying for a professional qualification;	10 CPD/ 2 hours, max. 200 points		
d) Undertaking research;	10 CPD/ 2 hours, max. 200 points		
e) Attendance at job related short courses;	10 CPD/ 2 hours, max. 200 points		
f) Teaching and making presentations (repeated presentations of the course or as part of the daily job routine should not be considered for this purpose);	20 CPD/ hour		
g) Writing of technical or professional articles, papers or books;	100 CPD/ article or paper		
	200 CPD/ book		
h) Undertaking technical research for a new piece of work;	10 CPD/ 2 hours		
i) Participating in seminar organised by CILTHK with similar nature in logistics and transport industry;	40 CPD/ activity		
j) Participating in other activities (including site visit) recognised by E&T for CPD purposes.	40 CPD/ half day		
	80 CPD/ full day		
<b>Sub-total points:</b>			

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As stipulated in clause 5.2.2.10, unstructured CPD activities stipulated as below from (a) to (d) will be awarded 10-40 CPD points for each of these activities.

<b>Unstructured CPD Activities</b> <i>(Informal Learning Activities- unstructured CPD is normally achieved through private reading and study. It will usually be undertaken as part of a regular and gradual development programme.)</i>			
	CPD Points System	Learning Hour	Points to be attained
a) <u>Reading of the technical and professional literature</u> Reading of recognised professional journals and magazines may be considered as part of CPD. Individuals may have to decide to what extent reading particular items constitutes CPD, and to record these specific items on their CPD form and it is up to E&T Committee to consider whether the activities constitute CPD. Mere subscription to a publication does not constitute CPD.	10 CPD/ hour, max. 40 points		
b) <u>Individual home study</u> Viewing of videos, television programmes, the use of audiotapes, participation in computer based learning programmes, distance learning or any alternative form of learning where there is no interaction with other individuals, and no assessment (in the form of a further qualification) may also constitute CPD. Individuals are required to record these specific items on their CPD forms and it is up to E&T Committee to consider whether the activities constitute CPD.	10 CPD/ 2 hours, max. 40 points		
c) Serving as a member of committees and working groups of a professional body excluding for CILTHK.	10 CPD/ 2 hours, max. 80 points in each activity		
d) Coaching and mentoring	10 CPD/ hour, max. 80 points in each activity		
<b>Sub-total points:</b>			
<b>Total points:</b>			

**Notes**

- i) A soft copy of this form can be downloaded from CILTHK website ([www.cilt.org.hk/](http://www.cilt.org.hk/) Download Area)
- ii) Please refer to the CPD requirements stated on the CILTHK website ([www.cilt.org.hk/](http://www.cilt.org.hk/) CPD).
- iii) Members are required to maintain records and documentary evidence sufficient to support his/her attendance or completion of the proposed CPD activities for a minimum of 200 CPD points in 2 calendar years, and to provide such records and documentary evidence when they are selected for a random audit to be conducted by the Institute.
- iv) Credit given for unstructured CPD activities should be no more than 100 CPD points.

**Full Name of Applicant:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_