

## **The Guidance Notes of the Continuing Professional Development (CPD) Programmes**

The purpose of these Notes is to provide guidance for members to pursue CPD programmes whereas their professional competence is maintained and enhanced. Also these guidance notes serve as supplementary explanation to Section 5.2, Continuing Professional Development (CPD), in the Membership Handbook of CILTHK. Please contact the CILTHK staff on 2866-6336 if you have any questions after reading this guidance notes.

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### **1. CPD Records**

As stipulated in clause 5.2.3.1 of the Membership Handbook of CILTHK, members are required to maintain records and documentary evidence sufficient to support their attendance or completion of structured CPD activities for a minimum of two years, and to provide such records and documentary evidence when they are selected for a random audit to be conducted biennially by the Institute. A CPD activity shall be claimed only ONCE and only in ONE category (i.e. either Structured or Unstructured). There shall be no double counting of CPD points related to activities specified under these Guidance Notes.

### **2. Panel of the CPD Audit**

The CPD sub-committee has been established under the CILTHK Education & Training Committee to deal with the CPD programme. The panel of the CPD audit consists at least 50% members of CPD sub-committee.

### **3. CPD Points**

All CPD activities for which CPD points are claimed must have been undertaken within the CPD cycle (two calendar years). CPD points in excess of the requirement cannot be carried forward to the succeeding CPD cycle. The minimum CPD points required for a Chartered Fellow/Chartered Member are at least 200 CPD points in every two calendar years (one CPD cycle). This standard will be reviewed by the Council in every six years.

### **4. The Rating of CPD Points**

The tables below show the rating of CPD points for the Structured and Unstructured CPD activities respectively.

#### **4.1 The Structured CPD Activities:**

<b>Items</b>	<b>Activities</b>	<b>Hours</b>	<b>Points</b>
a	Attendance at conferences, seminars of professional bodies;	Every 2 hrs	10, maximum 80 points in each activity
b	Distance learning with feedback or some form of assessment;	Every 2 hrs	10, maximum 200 points
c	Studying for a professional qualification;	Every 2 hrs	10, maximum 200 points
d	Undertaking research;	Every 2 hrs	10, maximum 200 points
e	Attendance at job related short courses;	Every 2 hrs	10, maximum 100 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);	Every 1 hr	20
g	Writing of technical or professional articles, papers or books;	Each article or paper; Each book	100; 200
h	Undertaking technical research for a new piece of work;	Every 2 hrs	10
i	Participating in seminar organised by CILTHK with similar nature in logistics and transport industry;	Whole session	40
j	Participating in other activities (including site visit) recognised by E&T for CPD purposes.	Half day; Whole day	40; 80

4.2 Credit given for Unstructured CPD activities should be no more than 100 CPD points.

The Unstructured CPD Activities:

Items	Activities	Hours	Points
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.	Every 1 hr	10, maximum 40 points in each activity
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.	Every 2 hrs	10, maximum 40 points in this category
c	Serving as a member of committees and working groups of a professional body excluding for CILTHK.	Every 2 hrs	10, maximum 80 points in each activity
d	Coaching and mentoring	Every 1 hr	10, maximum 80 points in each activity

## 5. To complete the CPD Record Sheet

### **Members randomly chosen for Audit must:**

- Send the CPD record sheet stated the CPD points in meeting the CPD requirement of the Institute.
- Provide documentary evidence to show that they have undertaken the activities described in the CPD record sheet when it is requested by the CPD panel.

#### **5.1 Date of Activity**

#### **5.2 Title of Activity**

#### **5.3 Organiser**

#### **5.4 Hours**

Members should state number(s) of hour he/she has been spent on the corresponding activity if no CPD points were awarded by CILTHK.

#### **5.5 Supporting Document**

Members may be required to provide copies of the following supporting records and/or documentary evidences as requested by the panel throughout the CPD audit period, including but not limited to:

- Certification of attendance
- Published programme rundown with full details of each session
- Copies of the first page of an article or book chapter or the publication/journal, identifying the selected member as an author
- Copies of appointment letter or acknowledgement for teaching activities, such as lecturing, supervisor of trainees, examiner, etc.

#### **5.6 CPD Points**

Members are required to fill in the CPD points granted by the Institute. Relevant information is available on the CILTHK official website [www.cilt.org.hk/](http://www.cilt.org.hk/) Download Area or [www.cilt.org.hk/](http://www.cilt.org.hk/) CPD/ Points Award.

#### **5.7 Application for deferral**

Members are allowed to apply for deferring his/her audit due to unavoidable circumstances. To defer the audit, members are required to state the reason(s) for the deferral on the CPD record sheet. The panel may request the members for evidence of the reason to justify if it merits deferral. If members' audit is deferred, he/she will automatically be chosen for succeeding audit.

#### **5.8 Declaration**

Members are required to sign at the end of the CPD record sheet to declare those information provided on the record sheet is correct and complete.

## 6. Auditing Procedure

Period	Action
Jan	Notice to be sent to the members who have been drawn by random for CPD Audit.
Jan-Feb	<p>Submission of CPD records.</p> <ul style="list-style-type: none"> <li>• Members will be contacted if:           <ul style="list-style-type: none"> <li>a) Incomplete CPD record sheet is received. The CPD record sheet will be returned to the members and he/she would be advised where is the incompleteness. The record sheet is required to be returned to the Institute within <b>14 days</b> from the date of the notice.</li> <li>b) Insufficient CPD points in meeting the Institute's standard.               <ul style="list-style-type: none"> <li>• Members will be notified in writing with an option to furnish the required information to fulfill the Institute standard. The form is required to be returned to the institute with <b>14 days</b> from the date of the notice.</li> </ul> </li> <li>c) No CPD Audit record sheet is received.               <ul style="list-style-type: none"> <li>• Reminder will be sent if no response is received from the selected members after <b>one month</b>.</li> <li>• The 2<sup>nd</sup> reminder will be sent if continuously no response is received by the end of the CPD audit period.</li> <li>• A final written warning will be given to the member of his/her non-compliance with CPD requirements.</li> </ul> </li> </ul> </li> </ul>
Apr	<ul style="list-style-type: none"> <li>• Panel checks the CPD record sheet for completeness and compliance against the Institute's CPD requirements.</li> </ul>
Jun	<ul style="list-style-type: none"> <li>• Announcement of Audit Result           <ul style="list-style-type: none"> <li>a) Full Compliance A written notice will be sent to members who have met with the requirement of the Institute.</li> <li>b) Partially Compliance               <ul style="list-style-type: none"> <li>• Members who fail to meet the minimum CPD requirements will be advised on the appropriate CPD activities and an action plan for completing the shortfall within a maximum of 3 months. A written request is required to submit to the Institute within 14 days from the date of the advice if further extension of time is needed.</li> <li>• Members who fail to meet the minimum CPD requirement will automatically be chosen for the succeeding CPD audit.</li> </ul> </li> <li>c) Non Compliance               <ul style="list-style-type: none"> <li>• A written warning will be given to the member of non-compliance with the CPD requirements.</li> <li>• Members who fail to meet the minimum CPD requirement will automatically be chosen for the succeeding CPD audit.</li> <li>• Persistent non-compliance with CPD requirements may refer to the Council.</li> </ul> </li> <li>d) CPD Award CPD Award will be offered to the member who has accumulated the highest CPD points in the audit.</li> </ul> </li> </ul>