



# CPD

G U I D E

GUIDELINES ON  
CONTINUOUS PROFESSIONAL DEVELOPMENT  
FOR  
PROFESSIONAL QUANTITY SURVEYORS

DECEMBER 2017

# PROFESSIONAL QUANTITY SURVEYORS' COUNCIL

## GUIDELINES ON CONTINUOUS PROFESSIONAL DEVELOPMENT FOR PROFESSIONAL QUANTITY SURVEYORS

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*Note : The “Professional Quantity Surveyors’ Council” is referred to as “Council” throughout this document.*

## 1. INTRODUCTION

Every profession is being faced with dynamic evolution of its knowledge base, accelerated by the impact of globalisation and rapidly changing technologies pertinent to the present era. The Quantity Surveying profession is no exception to the above influence, hence the need for Professional Quantity Surveyors to undergo on-going professional training and development throughout their working life so as to keep pace with the changes and meet Clients' expectations.

Provision with respect to on-going professional training and development is already contained in the PQSC Act, particularly in the Code of Practice (itself prescribed under Section 44(3) of the PQSC Act) which requires under Clause 2(o) that every Professional Quantity Surveyor shall "*endeavour to stay abreast of technical and professional developments by means of continuing professional development*".

This document sets out the parameters for the record, examination and approval of training and development programme undertaken by a Professional Quantity Surveyor so as to meet Council's requirements for Continuous Professional Development (CPD) for Professional Quantity Surveyors.

## 2. CPD REQUIREMENTS & ADMINISTRATION

### 2.1 Minimum hours

Professional Quantity Surveyors shall generally record a minimum of 18 hours of CPD, comprising at least 10 hours of **formal** events/activities and at least 8 hours of **informal** events/activities, in each CPD Accounting Year

These requirements shall be applicable pro-rata for Professional Quantity Surveyors who have been registered during the course of a CPD Accounting Year and shall be halved for Professional Quantity Surveyors who are aged 60 years and above. A Professional Quantity Surveyor who attains 60 years during the course of a CPD Accounting Year shall be eligible for reduced CPD hours only as from the forthcoming CPD Accounting Year.

Any shortcoming in the hours on informal events/activities may be compensated by equivalent hours on formal events/activities but not vice-versa.

### 2.2 CPD Accounting Year

A CPD Accounting Year starts on 01 October of a particular year and ends on 30 September of the following year e.g. records for CPD Accounting Year 2017/2018 shall cover the period 01 October 2017 to 30 September 2018.

### 2.3 Qualifying activities/events

The qualifying activities and events for CPD are listed in Appendix A.

Any activity or event which is not listed shall be subject to Council's discretionary approval. Professional Quantity Surveyors are advised to seek Council's clearance prior to undertaking (or engaging in) any such activity/event.

#### 2.4 Period for submission of record

An annual record of CPD should be submitted within 30 calendar days of expiry of a CPD Accounting Year e.g. record for CPD Accounting Year 2017/2018 should be submitted between 01 October 2018 and 30 October 2018.

#### 2.5 Format for CPD record and mode of submission

CPD records shall be submitted according to the format set out in Appendix B.

Submission of documentary evidences of formal CPD activities or events undertaken or attended is **mandatory** at the time of submission of CPD records. The CPD records and evidences shall both be scanned and submitted via email to the Registrar during the period for submission of record highlighted in Section 2.4 above.

#### 2.6 Approval (or non-approval) of CPD record

CPD records shall be checked by a CPD Evaluation Committee especially set up by Council for the purpose and which reports to Council.

Approval (or non-approval) of any CPD record shall be communicated to a PQS within 30 calendar days of expiry of the deadline for submission of a CPD record viz. by 29 November in any CPD Accounting Year. Such approval (or non-approval) shall be strictly based on the documents/records submitted which shall be deemed to be *bona-fide*.

Participation or attendance in activities or events which are not supported by evidence as required under section 3.6 above will not be accounted in the computation of CPD hours.

A Professional Quantity Surveyor whose CPD record for a particular CPD Accounting Year has not been approved shall be notified of shortcomings in the CPD record and he/she shall take corrective measures with respect to such shortcomings and re-submit his/her CPD record for that particular CPD Accounting Year within 42 calendar days of such non-approval. Council shall revert with respect to such re-submission within a month.

2.7 Moratory period for submission of CPD record

The deadline for submission of CPD Record for a particular CPD Accounting Year may exceptionally be extended by a period of 30 calendar days whenever a Professional Quantity Surveyor is unable to meet the set deadline due to reasons such as illness, prolonged stay abroad etc. However notification in respect thereof should be received by the Registrar prior to expiry of the set deadline. Council shall revert with respect to such submissions within 30 calendar days.

2.8 Non-submission of CPD record

Cases of non-submission of CPD Records shall be referred to Council which may administer a reprimand to the non-compliant Professional Quantity Surveyor.

## 2.9 In-depth random check on CPD record

Council, through the CPD Evaluation Committee, shall conduct random in-depth examination of CPD records submitted by a minimum of 10% of the roll of Professional Quantity Surveyors during each CPD Accounting Year.

Such in-depth examination may involve any query including request for submission of first hand evidence of activities/events undertaken/attended by a Professional Quantity Surveyor. Any fraud detected in a CPD record shall invalidate any previous approval of the record and shall expose the Professional Quantity Surveyor to a reprimand by Council.

## 2.10 Correspondence

All correspondence relating to CPD shall be addressed to:-

The Registrar  
c/o Ministry of Public Infrastructure & Land Transport  
QS Section  
Phoenix  
Tel: 5828-5585  
Email: registrar@pqsc.mu

**Guidelines on CPD for PQS****LIST OF QUALIFYING ACTIVITIES/EVENTS****Formal Activities/Events**

<b><u>Category</u></b>	<b><u>Qualifying Activities/Events</u></b>	<b><u>Description</u></b>	<b><u>Type of Evidence to be attached to Log Sheet</u></b>
1	Attendance at Seminar, Conference, Workshop, CPD Talk, Short Course and Technical Visit	All the activities/events should be relevant to the Construction Industry.	Attestation/Certificate of attendance from organisers
2	Speaker on professional matters*	Preparation and delivery as a speaker at talks, seminars, workshops, symposiums, etc on matters relevant to the Construction Industry.	Certificate/Memo from organisers
3	Research or Post-graduate Studies*	Full time study/part-time Study/Correspondence/Distance Learning Course for a duration of not less than two (2) years leading to a Post-Diploma or Master degree related to the Construction Industry	Attestation from tertiary institution concerned or certificate if course is completed
4	Authorship and Publication*	(a) Article published in professional journals as approved by the (i) Original/Research Paper (ii) Non-original/Review Paper  (b) Published books approved by PQSC (i) Original (ii) Translation	Relevant extract from article or publication showing name of PQS

Note: \*One (1) copy of summary of Thesis/Research/Seminar Paper/Publication shall be presented to PQSC for record.







CPD FOR PROFESSIONAL QUANTITY SURVEYORS

**FLOW CHART**

*(based on CPD Accounting Year 2017/2018 for illustration purposes)*

