



**CONTINUING PROFESSIONAL DEVELOPMENT AND
REGISTRATION RENEWAL GUIDELINES, 2021.**

The Malawi Engineering Institution through the Engineering Registration Council has, in terms of the provisions in the Malawi Engineering Institution Act No 13 of 2019 (Published 3rd May, 2019), in relation to renewal of registration as contemplated in Section 26(6) and in relation to continued professional development as contemplated in Section 46(7) of that Act, issued guidelines for Continuing Professional Development as set out in Schedule hereto.

Table of Contents

1	Interpretation:	1
2	Principles underlying CPD	2
3	Continuing Professional Development in context	4
4	Application of these guidelines to Registered Persons	4
5	Objectives and Benefits of the CPD System.....	5
6	The Role of the Council in the Administration of CPD.....	6
7	Role of Employers of Registered Persons	7
8	Exemptions from the CPD Guidelines.....	7
9	The CPD Cycle and Measurement.....	8
10	Recording of CPD Activities for Registered Persons	9
11	Auditing of recorded CPD activities	10
12	Application for Renewal and Assessment against CPD requirements	11
13	Non-Compliance with these guidelines	12
14	Refusal to renew a person's registration	13
15	Refusal by Registered Person to comply with these guidelines	13
16	Right of Appeal	13
17	Verification of CPD Providers.....	13
18	Validation of CPD Activities.....	14
19	Amendment of the guidelines	15
20	Transitional Provisions	15
	Category 1: Developmental Activities	16
	Category 2: Work-based Activities:.....	16
	Category 3: Individual Activities	17

1 Interpretation:

- (1) In these guidelines, a word or expression to which a meaning has been assigned by the Malawi Engineering Institution Act No 13 of 2019) has the same meaning unless the context indicates otherwise, and
 - (i) “**applicant**” refers to a person applying for registration, re-registration, recording or approval of CPD activities and/or credits;
 - (ii) “**approved CPD provider**” refers to a recognized “*institution*” or expert approved by the *Engineering Registration Council* for purposes of offering appropriate learning in respect of category 1 CPD activities as contemplated in Appendix A;
 - (iii) “**competence**” refers to a cluster of related abilities, commitments, knowledge, skills and experience necessary to perform engineering work effectively;
 - (iv) “**continued professional development**”, also referred to in these guidelines as “CPD”, refers to continuous education and training as contemplated in Sections 26(6)(b)(iv) and 46(7) of the Act and also refers to the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional engineering duties through a person’s engineering career. It is the learning and development that takes place after completion of the educational studies. It is used by registered persons in maintaining and developing competencies to continue to perform their roles competently.
 - (v) “**CPD validator**” refers to *the Council* which verifies CPD providers and/or validates CPD activities;
 - (vi) “**credit**” is defined in notional hours where one (1) credit is equal to ten (10) hours of learning towards the defined outcomes;
 - (vii) “**effective date**” refers to the date of the coming into effect of these guidelines;
 - (viii) “**expiry date**” as contemplated in Section 26(6) of *the Act*, refers to the date marking every cycle end date on which such a registered person has to renew his/her practicing certificates with the Engineering Registration Council;
 - (ix) “**non-engineering management role**” refers to a management role where no engineering-related decisions that are normally carried out by registered person that practice engineering, are taken;

- (x) “**Registered person**” refers to a person registered in terms of Section 26(8) of the *Act*;
- (xi) “**The Act**” refers to the Malawi Engineering Institution Act No 13 of 2019 (Published 3rd May, 2019);
- (xii) “the Council” for purposes of these guidelines refers to the Engineering Registration Council (ERC), established in terms of Section 19 (1) of the Act, the members of which are approved in terms of Section 19(2) of the Act, and which is the ultimate Engineering registration authority under the Act. For purposes of these guidelines it also refers to a generic reference to any committee established by the Engineering Registration Council, person or persons duly authorized by the Engineering Registration Council to perform specified functions in terms of these guidelines;
- (xiii) “**Conditions for Renewal of Registration**”, in the context of Section 26 (6) of the Act, refers to those conditions contained in these guidelines.

2 Principles underlying CPD

- (1) *The Council* is responsible for regulating the practice of Engineering in Malawi. This is in terms of the Engineering Act No. 13 of 2019 (the Act). Section 46(7) of the Act empowers *the Council* to determine requirements for continued professional development and training. *The Council* is enjoined by Government in terms of the Act to serve and protect the safety and health of the public by establishing and maintaining minimum standards of practice, knowledge and skills of registered persons in the country as well as to establish and maintain standards of professional ethics amongst them.
- (2) Registered persons are required by the Code of Conduct for registered persons to practice strictly within their area of competence, to maintain and enhance their competence. They therefore have the responsibility to keep abreast of developments and knowledge in their areas of expertise in order to maintain their competence. In addition to maintaining their own competence, they should strive to contribute to the advancement of the body of knowledge in which they practice and to the engineering profession in general.
- (3) The competencies needed to function effectively as a registered person (in all engineering disciplines): whether in business, education, professional practice, the public sector or any other environment, are to continue to evolve, change and expand. Registered persons in all disciplines face increased expectations to display professional knowledge and skills in this ever-changing environment. Therefore maintaining and continuously developing professional competence is critical to meet new engineering challenges.

- (4) Whilst the foundation and basis for registration with *the Council* is the engineering competency of the registered persons, it is equally important for registered persons to develop and maintain their non-engineering competencies (general skills), such as ethical behavior, leadership and engineering allied management skills, as these competences are also regarded as relevant CPD activities.
- (5) Registered persons are expected to ensure that, in their conformance to *the ERC* CPD requirements, the CPD activities undertaken by them must be relevant and must contribute to the development and maintenance of specific professional competencies required by the registered person's current and possible future roles.
- (6) CPD compliance is linked to the renewal of registration. Section 26(6)(b)(iv) of the Act imposes a duty on a registered person to apply for the renewal of his/her practicing certificate with *the Council* "at least a month prior to the prescribed expiry date of his/her practicing certificate". Section 46(7) of the Act confers powers on *the Council* to determine conditions for renewal of registration.
- (7) The discretion provided for in Section 46(7) of the Act for *the Council* 'to prescribe, conditions relating to the nature and extent of continuing education and training", influences the *Council's* decision to use Continuing Professional Development (CPD) as a mechanism to determine renewal of registration. *The Councils* objective is to maintain a culture of CPD for the Malawi Engineering profession.
- (8) The guidelines presented in this document strive to align the Malawi CPD system with the international standards set by the International Engineering Alliance (IEA). These guidelines are a requirement for the recognition of *the Council's* assessment process, inclusive of the International Professional Attributes, continued registration of individuals, and the maintenance of competences through a system of continuing professional development.
- (9) Whilst *the Council* is to monitor and enforce compliance by registered persons with the CPD requirements, it is also intent on ensuring that CPD activities are objectively viewed and assessed, accessible and affordable to registered persons. In addition, it is *the Council's* duty to ensure that the content of the engineering activities that the registered person attends for purposes of compliance with *the Council's* CPD requirements is of an acceptable high standard. In this regard, and in line with best practice, *the Council* is to play an active and leading role in the area of CPD administration.

3 Continuing Professional Development in context

- (1) CPD is based on the following three pillars:
 - (a) Professional competence;
 - (b) Professional attitude; and
 - (c) Professional values and ethics
- (2) It is the duty of every registered person to strike a balance between the above mentioned three developmental pillars in complying with *the Council's* CPD requirements. In monitoring compliance with CPD, *the Council* shall specifically pay attention to the requisite balance in this regard.
- (3) It should be noted that CPD is not only limited to education, practical experience and training, it also extends to learning and development activities such as coaching and mentoring, networking, observation, feedback and reflection.

4 Application of these guidelines to Registered Persons

- (1) These guidelines apply in respect of all persons registered in all classes of registration as embodied in Section 26(8) of the Act. The guidelines also apply to CPD providers approved by *the Council* (to an extent that they play a role in the Council's CPD requirements).
- (2) These guidelines also apply in respect of registered persons who are practicing abroad, subject to the following conditions:
 - (a) ERC registered persons who are registered with other councils or equivalent bodies that are either signatories of the International Engineering Alliance (IEA) Agreements; or who are registered with statutory or related professional bodies with which *the Council* has concluded reciprocity agreements through Memoranda of Agreement (MoA) and Mutual Exemption Agreements (MEA's) shall upon a formal notification to ERC, be recognized for the Council's CPD purposes.
 - (b) In respect of persons registered with engineering councils or equivalent bodies that are signatories to the International Engineering Alliance (IEA) Agreements or those bodies with which *the Council* has concluded reciprocity agreements or Mutual Exemption Agreements (MEA's), such persons may choose to comply either with *Councils* CPD guidelines requirements or that of the other councils or bodies.
 - (c) Should registered persons choose to comply with the CPD guidelines of other engineering councils or equivalent bodies that are signatories to the International Engineering Alliance (IEA) Agreements, or those with which

the Council has concluded reciprocity agreements or Memoranda of Understanding (MoU) or Mutual Exemption Agreements (MEA's), then such registered persons will be deemed to be compliant with the *Council's* CPD requirements for the year/s in question. There will be no need to also comply with *the Council's* CPD requirements for that year or year/s.

- (d) Registered persons who elect this option of complying with the CPD guidelines of the engineering councils or equivalent bodies that are signatories to the International Engineering Alliance (IEA) Agreements, or those with which *the Council* has concluded reciprocity agreements or Memoranda of Understanding (MoU) or Mutual Exemption Agreements (MEA's), are required to inform the *Council* on an annual basis in writing and declare compliance with the other engineering councils' or equivalent bodies' CPD guidelines.
- (e) Educational programs or courses completed under an International Engineering Alliance (IEA) Accord Signatory will be recognized for CPD purposes.
- (f) In the absence of full compliance by any registered person with guideline 4(2)(c) of these guidelines, the registered persons registered abroad shall be expected to fully comply with *the Council's* CPD guidelines.
- (g) In the absence of such proof of compliance as referred to in guideline 4(2)(f) or in the case where a formal CPD system is not in place in the country concerned, documentary proof of CPD activities undertaken abroad will have to be submitted to ERC for evaluation against the requirements defined in these guidelines.
- (h) Irrespective of living abroad or belonging to any of the other international bodies, organizations or associations recognized under any of the Agreements or Accords, the Application for Renewal of Registration at the end of the cycle remains compulsory for all registered persons.

5 Objectives and Benefits of the CPD System

- (1) *The Council's* CPD requirements are based on the continuous monitoring of conformance by registered persons with regards to the three pillars referred to in guideline 3(1), in ensuring that its duty as in Section 46(7) of the Act is carried out.
- (2) Registered persons have a duty to, in their compliance with *the Council's* CPD requirements, ensure a balance between the three CPD development pillars stated in guideline 3(1).

- (3) CPD is introduced for all registered persons in order to:
 - (a) Protect the public and the environment against unethical engineering practices;
 - (b) Generate and strengthen public trust in the engineering profession;
 - (c) Ensure through the creation of a culture of CPD, that all registered persons maintain their competence throughout their period of registration;
 - (d) Develop a commitment (positive attitude) to lifelong learning to maintain and develop professional competence;
 - (e) Link satisfactory CPD to the requirements for renewal of registration;
 - (f) Take responsibility for undertaking relevant CPD activities to remain competent in their roles;
 - (g) Take responsibility for recording their CPD activities to demonstrate that they have undertaken relevant and appropriate learning activities; and
 - (h) Provide high quality service to clients, employers and other stakeholders.

- (4) The following are the benefits of the CPD system for registered persons:
 - (a) The capacity of registered persons to develop their engineering and professional knowledge is enhanced and improved;
 - (b) Registered persons continuously fulfill their responsibilities and duties competently;
 - (c) Career prospects and career progression with current employers or future employers are enhanced; and
 - (d) Public trust in their ability to carry out their functions competently is enhanced.

6 The Role of the Council in the Administration of CPD

- (1) In compliance with Section 46(7) of *the Act*, the prescription of CPD requirements is the responsibility of *the Council*.

- (2) With effect from the effective date *the Council* shall:
 - (a) Become the sole authority accrediting/validating and monitoring all Category 1 CPD providers and activities in terms of these guidelines, and may allocate appropriate credits for such activities;

 - (b) Develop and publish on the MEI website a list of all accredited CPD providers and validated activities acceptable for Category 1: Developmental Activities; and

 - (c) Decide the CPD activities deemed to be compulsory to respective registration classes.

7 Role of Employers of Registered Persons

Employers are responsible for creating a suitable work environment, which supports and promotes the participation of registered person's in activities that maintain their competence. Employers also share a responsibility to maintain a work environment in which the continued development of registered persons is assured.

8 Exemptions from the CPD Guidelines

(1) Trainee Classes:

These guidelines do not apply in respect of persons registered in a Trainee Class contemplated in Section 26(8)(a) of the Act.

(2) Registered Persons

The following registered persons are exempted from obtaining CPD credits but not from applying for the renewal of registration in terms of these guidelines:

- (a) Registered persons who have retired completely and no longer carry out any engineering work either in a consulting capacity or in a salaried position and who are listed on *The Council's* registers as "retired";
 - (b) Retired registered persons who are listed on *the Council's* register of retired persons, and who carry out part-time engineering work **within** the limits defined by *the Council* for purposes of listing as a retired person (less than 300 hours per year), are exempted from the requirement to accumulate five (5) credits in Category 1 specified in **Table A: Category Activities**, but must accumulate at least one (1) credit per year in any of the categories; and
 - (c) Registered persons who are seventy (70) years of age or more, who remain active in engineering and carry out more than the 300 hours per year of engineering work are exempted from the requirement to accumulate five (5) credits in Category 1 specified in **Table A: Category Activities**, but must accumulate at least three (3) credits per year in any of the categories; and
 - (d) Registered persons who take extended leave from engineering work for whatever reason (including but not limited to unemployment, illness or incapacitation).
- (3) Should an exempted registered person, listed in guideline 8(2)(a) above resume engineering work or related activities without *the Council* being formally notified, then such activities could amount to misconduct and such person shall be referred to the Disciplinary Committee of the Institution for appropriate action.

- (4) Exemption from the CPD guidelines in terms of these guidelines does not affect the registration status of a registered person. Every registered person's duties and responsibilities shall persist notwithstanding the exemption. Registered persons to whom exemption is granted are required to re-apply for exemption of their registration status on an annual basis with *the Council*.
- (5) The following grounds shall not be deemed adequate by *the Council* for partial or full exemption of the application of the CPD guidelines:
 - (a) Partial retirement by any registered person;
 - (b) Registered persons undertaking engineering work on a part-time basis exceeding three hundred (300) hours per year; and
 - (c) Practicing engineering abroad/outside Malawi.
- (6) Should an exempted registered person resume engineering work or related activities after a significant period during which such activities were not performed, *the Council* may require such a person to undertake additional relevant CPD activities or to provide a plan which sets out in detail how the registered person will update their knowledge and ensure that they can perform their responsibilities competently and with due care.
- (7) The above exemptions are not automatic. A formal application by a registered person to the *Council*, accompanied by supporting documentation as well as a sworn statement/affidavit outlining the circumstances and reasons for their application, is required. *The Council* shall then communicate its decision to the registered person concerned.

9 The CPD Cycle and Measurement

- (1) The CPD system shall function in a cycle of one (1) year.
- (2) The year cycle of each registered person commences on the commencement of the financial cycle of the Malawi Engineering Institution. This is the date that constitutes the *expiry date*, as defined in these guidelines, when such person is required to apply for renewal of his or her practicing certificate.
- (3) During each annual cycle every registered person must accumulate a minimum of five (5) credits in order to qualify for renewal of his/her practicing certificate.
- (4) CPD credits must be obtained in at least two of the three categories as listed, in Table A: Category Activities. Category Activities of CPD are fully described in Appendix A. Registered persons require at least one (1) credit per annual cycle from Category 1. The minimum permissible credits which may be accumulated over the annual cycle are as depicted in Table A: Category Activities below. These credits may not be

carried over into the next cycle. A limit which may be achieved annually is indicated under credits of the same table.

- (5) Every registered person must ensure that the CPD activities that they embark upon are approved and validated. Non approved and non-validated CPD activities will result in these activities not being recorded by the Council.
- (6) Registered members applying for re-registration with *the Council* need to provide proof that he/she complied with the CPD requirements and has obtained at least one (1) CPD credit in Category 1: Developmental Activities prior to becoming reregistered. Such CPD credits must have been obtained during the twelve (12) months preceding the application.

TABLE A: CATEGORY ACTIVITIES

Categories	Activities	Credits
Category 1	Developmental Activities	Minimum of one (1) credit per annual cycle
Category 2	Work-based Activities Engineering work	Maximum two (2) credits per year (300 notional hours equals 1 credit)
	Mentoring of candidate engineering practitioners	Maximum one (1) credit per year (50 notional hours equals 1 credit)
Category 3	Individual Activities Membership of a recognized ERC Committee	Maximum one (1) credit per year
	Other Activities	Credits as listed on Appendix A

10 Recording of CPD Activities for Registered Persons

- (1) Unless exempted by the Council in terms of these guidelines, registered persons are responsible for documenting the relevant professional development activities which they have undertaken. This is in addition to each registered person's responsibility for planning and undertaking activities that maintain and develop their professional competence.
- (2) Registered persons are required to demonstrate participation in a relevant CPD activity by keeping record of their CPD activities in the following manner:
 - (a) Either manually on form ERC/CPD1 by emailing it to the Council; or
 - (b) Electronically, via the MEI website.
- (3) Registered persons may record individual CPD activities on a continuous basis

as they occur during each year, provided that all CPD activities undertaken during each year must be recorded no later than thirty (30) days after the completion of that year.

- (4) Every registered person must retain documentary evidence of all CPD activities undertaken during each cycle and be able to present such evidence when requested by *the Council*. Examples of such supporting documentation are:
 - (a) Certificates of attendance/Attendance registers;
 - (b) Short synopsis written by the applicant him/herself;
 - (c) Minutes of meetings;
 - (d) Examination results;
 - (e) Published papers;
 - (f) Independent assessments of a learning activity performed; and
 - (g) Confirmation letter from the institution in regard to the level of the activity attended.

11 Auditing of recorded CPD activities

- (1) *The Council* shall undertake a monitoring process to ensure —
 - (a) that a CPD undertaken is relevant and appropriate to the current and future role of the registered person;
 - (b) that records and supporting documentation such as certificates, a list of results and records of attendance are verified;
 - (c) that all international activities have gone through an evaluation process.
- (2) In order to assess whether registered persons meet the requirements of these guidelines, the Council will conduct random audits. Such audits will be in the form of a cycle of all CPD records belonging to registered persons in the different classes at the Council's own discretion.
- (3) The onus rests on the registered persons to provide evidence to demonstrate that competence was developed and/or maintained.
- (4) In the event that a registered person is selected to be audited, such registered person must send, within four (4) weeks of receiving notification, all relevant information that ERC may seek for purposes of the audit.
- (5) If a Recognized Educational Institution provided a CPD activity, written verification from such recognized educational institution will be recognized as sufficient evidence of attendance.
- (6) Where a CPD activity is being provided by any other person or organization who is not an approved CPD provider, approval of such CPD activity must be obtained from *the Council* by the provider.

- (7) *The Council* must advise a registered person of the outcome of such audit within thirty (30) days after completion of an audit.
- (8) If a registered person is assessed as having failed to meet the requirements (during an audit), the Council shall take the necessary steps as may be deemed necessary and appropriate to deal with the matter.

12 Application for Renewal and Assessment against CPD requirements

- (1) *The Council* shall notify a registered person at least two (2) months prior to the relevant expire date that his/her registration is due for renewal. The registered person is required in terms of these guidelines to apply for his/her registration at least one month prior to the expiry date.
- (2) The application for renewal must be submitted in the format as prescribed by *the Council* copies of which are published on the MEI website.
- (3) Upon receipt of an application, *the Council* shall consider the application and decide whether or not the requirements of these guidelines have been complied with.
- (4) *The Council* may call for such documentary evidence from the applicant as it may deem it necessary in order to validate the credits claimed by the applicant.
- (5) If *the Council* is satisfied that the applicant has met the requirements of these guidelines, *the Council* shall record this decision in the applicable register maintained by *the Council* and, within thirty (30) days of making the decision, advise the applicant of the outcome, and that his/her registration will, subject to these guidelines remain valid for a further period of one year until the next *expiry date*, subject to continued compliance by the registered person.
- (6) If *the Council* is convinced that the applicant has failed to comply with the requirements of these guidelines, the relevant provisions pertaining to non-compliance contained in guideline 12 shall apply, and the applicant will be advised of the decision as well as of the implications resulting therefrom, within thirty (30) days from the date on which that decision was made.

13 Non-Compliance with these guidelines

(1) At Audit Stage:

- (a) If the Council is of the opinion that a registered person has failed to comply with the requirements of guideline 10 of these guidelines, the Council may decide if any remedial steps are necessary at that stage and inform such registered person of the deficiency and the remedial steps to be taken in order to comply with the requirements of these guidelines to remedy the deficiency.
- (b) Unless a shorter period has been prescribed by the Council, any registered person who failed to comply with the requirements is automatically subject to a re-audit during the following year.
- (c) If an applicant is still not compliant with the requirements, then:
 - i. the Council shall decide to refuse renewal of such person's registration application, or alternatively,
 - ii. in extenuating circumstances as may be deemed as such by the Council, the applicant may be granted extension of time to provide the necessary documents for assessment.

(2) At Renewal Stage:

- (a) If after consideration of an application for renewal of a person's registration the Council is convinced that the applicant has failed to comply with the requirements of these guidelines, the Council shall
 - i. record this fact in the applicable register, and
 - ii. inform the non-compliant applicant of this fact and afford such applicant an opportunity to submit a written explanation why the requirements have not been met and to indicate how the applicant plans to remedy the deficiency.
- (b) If, after consideration of the applicant's response in terms of guideline 13(2)(a), the Council accepts the explanation and remedial measures proposed by the applicant the Council may grant an extension of time to enable the applicant to comply with the requirements. During this time, the applicant's registration shall be pended until remedial measures have been satisfied;
- (c) If the Council does not accept the explanation or the remedial measures proposed by the applicant, the Council shall determine which other remedial measures must be taken to comply with the requirements and also determine the period of extension to be granted in order for the applicant to meet the requirements. During this time, the applicant's registration shall be pended

until the new remedial measures have been satisfied;

- (d) The applicant shall, within two weeks before the end of the period determined by the Council in terms of guideline 13(2)(c), submit documentary evidence of compliance; and
- (e) If the Council is convinced that the applicant is still not compliant with the requirements, then the Council may decide to refuse the renewal of the registration after ensuring that due processes has been followed prior to a decision being made.

14 Refusal to renew a person's registration

Once *the Council* is convinced that the registered person's application for renewal must be refused, *the Council* shall confirm its refusal to renew such registration/s and within thirty (30) days from the date on which such refusal is made, formally inform the registered person of the decision, and at the same time instruct the registered person to return the certificate/s of registration, originally issued to such person, to *the Council* within thirty (30) days from the date of such instruction.

15 Refusal by Registered Person to comply with these guidelines

Any registered person who willfully refuses to undertake CPD activities or to comply with these guidelines is guilty of improper conduct, and the provisions of Sections 25, 46(8), 46(11) of *the Act* shall apply *mutatis mutandis* in respect of such a person.

16 Right of Appeal

Any registered person or a non-approved CPD provider may make representations to the Council should they feel aggrieved by an assessment/validation by any CPD Validator of a CPD activity, either in terms of content or credit allocated, and such representation must be made no later than thirty (30) days after an assessment has been made by *the Council*.

17 Verification of CPD Providers

- (1) All CPD providers will have to make application to the Council and go through a formal verification process to obtain approval for the purpose of offering Category 1 CPD activities.
- (2) In verifying a CPD provider, the CPD validator must ensure that the following criteria have been met:
 - (a) The CPD provider submits a company profile.
 - (b) The CPD provider submits a valid company registration certificate or equivalent.

- (c) The CPD provider submits a valid MRA tax clearance certificate.
- (3) The Council shall publish on the MEI website the list of approved CPD providers.

18 Validation of CPD Activities

- (1) Any provider who desires validation of a Category 1 CPD activity must apply to the Council using Form ERC/CPD 2 as published on the MEI website.
- (2) In validating a Category 1 CPD activity, the Council shall ensure that the following aspects are covered:
 - (a) The accessibility of the activity to registered people (the location of its offering),
 - (b) The costing of the activity;
 - (c) The relevance of the activity;
 - (d) The extent to which the activity is to maintain or enhance the knowledge, skills and competence of all those who participate in it;
 - (e) The extent to which the activity meets an educational and developmental need to provide an effective learning experience for the participants;
 - (f) The participant or group of participants must be specified (e.g. professional engineers, technologists, technicians, etc.) and where appropriate, the discipline should also be specified;
 - (g) The depth and breadth of the subject matter covered must be appropriate allowing sufficient time for discussion;
 - (h) The subject covered should provide a balanced view and should not be unduly promotional;
 - (i) The presenters should have proven practical and/or academic experience and be good communicators; and
 - (j) Post-activity evaluation forms (for obtaining feedback from participants on the activity) must be provided for rating of the relevance, quality and effectiveness of the activity.
- (3) The provider of these courses, conferences or seminars would therefore have to approach the Council for such validation or approval of the activity that they wish to present and will be charged a fee for such validation or approval.
- (4) An approved CPD activity, which must be identified by a unique identification number, is valid for such period as specified by the Council on its website.

19 Amendment of the guidelines

If *the Council* at any stage decides to amend these guidelines, the *Council* shall

- (1) Inform all approved institutions and registered persons of its decision, and provide them with the proposed amendments;
- (2) Call for comments on the amendments from the approved institutions and registered persons.

20 Transitional Provisions

- (1) These guidelines shall come into effect on the “effective date”.
- (2) It is not anticipated that the amendment of these guidelines shall have any effect on the current renewal periods in respect of registered persons.
- (3) Educational Institutions and CPD providers shall have a period as stated in signed agreements between the Council and themselves to be compliant with guideline 6.
- (4) *The Council* may at its discretion and on application by the affected CPD provider referred to in guideline 20(3), extend the period stated in the signed agreement by an additional period not exceeding six (6) months, if *the Council* is satisfied that the Educational Institution or CPD provider has taken appropriate steps to comply with the signed agreement and these guidelines, but has nevertheless not succeeded to comply with the allocated timeframes.
- (5) If an Educational Institution or CPD provider fails or refuses to comply with the signed agreement and these guidelines within the allocated timeframe allowed, then the Council shall take steps it deems appropriate from the date when the Council resolves that an Educational Institution or CPD provider ceased to comply with the requirements.

APPENDIX A

CATEGORIES OF CPD ACTIVITIES

Category 1: Developmental Activities

Attendance of structured educational/developmental meetings will be credited with one (1) credit per ten (10) notional hours. A full day activity is regarded as being ten (10) notional hours and a half-day activity is regarded as five (5) notional hours, hence half a credit. A minimum of one (1) credit (10 notional hours) must be accumulated over a one year cycle and may be undertaken in any period within the one year cycle. Additional credits earned in a cycle are not transferrable to the following cycle.

Activities that fall under Category 1 include the following;

- Conferences
- Congresses
- Large group workshops
- Lectures
- Seminars
- Refresher courses
- Colloquiums
- E-learning
- Relevant additional completed accredited qualifications at benchmark level or above = (five (5) credits).
- Relevant additional qualification (these are exceptional qualifications). A completed post graduate qualification = (five (5) credits).

Category 2: Work-based Activities:

Since registered persons also improve their knowledge and competence by performing their day-to-day engineering responsibilities, a weighting of one (1) credit for every 300 notional hours per year for engineering related work (including management) is awarded in this category. A maximum of two (2) credits for 600 notional hours per year may be earned in respect of this activity.

In addition, the mentoring of candidate persons in the workplace will be recognized as a CPD activity with a maximum of one (1) credit for 50 notional hours of mentoring per year. In-house skills training sessions organized by employer/engineering company as well as career guidance for candidates may also be presented under this sub-category.

Category 3: Individual Activities

Membership of an ERC committee will result in a maximum of one (1) credit per year.

Other activities include and will be credited as follows:

- Part-time lecturing to undergraduate and postgraduate students: one (1) credit for every 10 notional hours of lecturing.
- Supervision of students undertaking postgraduate studies: two (2) credits per year.
- Supervision of oral examinations of final year and postgraduate students: one (1) credit for every 10 notional hours of active involvement.
- Evaluation of Masters Dissertations and PhD theses by external examiners: two (2) credits per year.
- Evaluation of final year engineering student's by external examiners: one (1) credit per year.
- Publication of research papers in peer reviewed journals: a single author: two (2) credits per publication. Where paper has a number of authors: one (1) credit per publication per author.
- Publication of technical articles: one (1) credit per article published.
- Papers presented at conferences or congresses/poster presentations: one (1) credit each.
- Participation in statutory, professional, institutional, engineering or non-engineering committees or task groups: one credit for every 10 notional hours of active participation.
- Evaluation of educational programmes at universities for accreditation purposes: one (1) credit for every 10 notional hours of active involvement.
- Evaluation of competence and applications for registration by ERC: one (1) credit for every 10 notional hours of active involvement.