



ڤرتوبهڤن اوڪور جر وٽرا دن ارڪيٽيڪ
PUJA
PERTUBUHAN UKUR JURUTERA & ARKITEK
NEGARA BRUNEI DARUSSALAM

PUJA(B)
GUIDELINES
ON
CONTINUING PROFESSIONAL DEVELOPMENT
(CPD)
FOR
SURVEYORS, ENGINEERS AND ARCHITECTS

PERTUBUHAN UKUR JURUTERA DAN ARKITEK (BRUNEI)

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GUIDELINES ON CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR SURVEYORS, ENGINEERS AND ARCHITECTS

Preambles

The role of the Surveyor, Engineer and Architect are changing rapidly. The impact of globalisation and new technologies have exposed Surveyors, Engineers and Architects to new business culture, new solutions to new problems, fluctuating market conditions and changes in the laws. Surveyors, Engineers and Architects need to equip themselves with the latest knowledge and information enabling them to respond and to predict the impact of the changes on themselves as well as their business. Therefore, continuing professional training and development are essential for keeping in touch with rapid changes and to grow in tandem with those changes.

CPD encompasses the systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life.

Under the Surveyors, Engineers and Architects Rules, CPD is defined as 'Continuing Professional Development programmes or other activities relating to the profession for Registered Surveyor, Engineer and Architect and Temporary Registered Surveyor, Engineer and Architect made under the guidelines issued by PUJA (Brunei)'.

Through the implementation of CPD, PUJA (Brunei) hopes to promote, develop and achieve the following benefits for individual Surveyor, Engineer and Architect as well as the Surveying, Engineering and Architecture professions generally:-

For individual:-

- a. Opportunities to enhance their knowledge and skills
- b. Improve and enhance quality of services to clients
- c. Develop greater confidence in one's professional duties
- d. Reduce risk of negligence

For the profession:-

- a. Higher profile
- b. Clearer professional identity
- c. Highly skilled professional Surveyor, Engineer and Architect

1.0 INTRODUCTION

The main purpose of this booklet is to set out the guideline on the implementation and requirements of CPD for Surveyor, Engineer and Architect. This booklet will also provide guidelines on how Surveyor, Engineer and Architect can participate, record and monitor their CPD activities to meet the CPD requirements.

2.0 POWER TO IMPOSE CONTINUING PROFESSIONAL DEVELOPMENT

PUJA (Brunei) at its Mid term Annual General Meeting held on 31-Jan-2015 has passed the motion for members to compulsory to take CPD (Rev1) and is empowered to impose conditions for the annual renewal of registration. PUJA (Brunei) has decided that Surveyor, Engineer and Architect shall participate in CPD programmes and is to accumulate the required credit points, before an application for the renewal of registration is submitted to PUJA (Brunei).

3.0 DATE OF IMPLEMENTATION

With effect from 1st Feb 2015(Rev1), it is mandatory for all Surveyors, Engineers and Architects to participate and maintain records of their participation in CPD. All renewals of registration with PUJA (Brunei), for the year 2015 onwards shall include evidence that they have undertaken and accumulated the required minimum CPD credit point.

4.0 INTERPRETATION

For the purpose of this Guidelines:-

- i) 'Approved' means approved by the Institution.
- ii) 'Institution' means PUJA (Brunei).
- iii) 'PUJA (Brunei)' means the Pertubuhan Ukur Jurutera dan Arkitek (Brunei).
- iv) 'Said professionals' means the professionals of Surveyors, Engineers and Architects.
- v) 'CPD event' means approved activities/events, which qualify for CPD credit

point.

- vi) 'CPD credit point' means the number of credit points accumulated by Registered PUJA (Brunei) Members through participation in approved CPD events.

5.0 CPD REQUIREMENTS

5.1 The said professionals who are subjected to CPD

The following categories of the said professionals are subjected to CPD;-

- i) All registered said professionals and temporary registered said professionals.
- ii) All registered said professionals whose registration has been cancelled and desires reinstatement of registration.
- iii) All registered said professionals who has failed to renew his/her registration and desires reinstatement of registration.

5.2 CPD Requirements for Reinstatement of Registration

- i) The said professionals whose registration is cancelled, suspended or failed to renew his/her registration for a period of more than one (1) year is required to comply with the CPD requirements for the year prior to the reinstatement.
- ii) The said professionals whose registration has been cancelled or suspended or has failed to renew his/her registration for a period of less than one (1) year, the number of CPD credit point required shall be proportionate to the period their registration has been cancelled or suspended or lapse in the preceding year.

5.3 CPD Event and Accreditation

Any party other than the Institution, who wishes to organise or participate in any CPD events with the intention of obtaining 'CPD credit point' must apply in writing to the Institution for accreditation at least two (2) months before the proposed date of the event.

The Institution will decide on the number of credit point and the Institution's decision on this matter is final.

The qualifying events are as listed in 'Appendix A' and should focus on topics related to the core skills and knowledge of the said profession including topics that enhance knowledge development as listed in 'Appendix B'.

5.4 CPD Credit Point

Each category of CPD event carries a number of credit point and the maximum credit point allowed per annum. The said professionals can participate and record unlimited number of event and total credit point. However, when calculating the total credit point per year, the Institution will only accept the maximum credit point allowed per annum for each relevant event per category.

The number of CPD credit point and the maximum credit point allowed per annum for each relevant event per category are as listed in 'Appendix A'.

The total credit point per year that must be accumulated by the said professionals in the preceding year to be eligible to submit application for renewal of registration are as follows:-

- i) At a minimum of twenty (20) CPD credit points being mandatory points required as of 1st Feb 2015 and for all registered said professionals and temporary registered said professionals.
- ii) A minimum of two (2) CPD credit point for all registered said professionals who are residing or working overseas or are unemployed or retire.
- iii) Unless given prior approval by the Institution, renewal of registration will not be considered if failure to fulfill the above requirements.

5.5 Said professionals exempted from CPD

The following categories of the said professionals are exempted from CPD:-

- i) Being above age of 65 years old.
- ii) Past President of PUJA (Brunei).
- iii) Government Officers – Directors level and above.
- iv) Others to be decided by the Institution.

Application for exemption must be made to the Institution before 31st December of the year preceding the year for renewal of registration.

6.0 ADMINISTRATION OF CPD COMPLIANCE

Unless exempted by the Institution, an application for renewal of registration shall comply with the following requirements.

6.1 Maintenance of CPD record

The Institution from time to time, may request the said professionals to provide evidence of their participation in the CPD events. The said professionals shall maintain all relevant documents and certificates of attendance as proof of their participation.

6.2 Submission of CPD record

The said professionals must submit CPD record together with his/her application for renewal of registration with the Institution.

Applicants must complete and submit the ‘CPD Submission Form’ (Attached as Appendix C) together with all supporting documents for the Institution’s verification and approval.

6.3 Non-Compliance of CPD Requirements

An application for renewal of registration will not be approved if the applicant does not

comply with the CPD requirements, unless the Institution has approved such non-compliance.

6.4 Advance CPD Credit Point

The said professionals are eligible to request CPD credit point as ‘Advance CPD credit point’ to be added to the inadequate accumulated credit point in order to be allowed for renewal of registration. Such request must be made to the Institution before 31st December of the year preceding the year for renewal of registration. The maximum ‘Advance CPD credit point’ eligible is as follow:

- i) Registered said professionals and temporary registered said professionals are eligible for three (3) credit point.

However, Advance CPD credit point shall not be applicable to registered said professionals mentioned in 5.4 (ii).

6.5 Excess Credit Point

Only registered said professionals and temporary registered said professionals who have recorded excess CPD credit point may carry forward such excess credit point to the subsequent year subject to a maximum of five (5) CPD credit point.

The said professionals, who intend to carry forward their excess credit point, must submit to the Institution their current and previous year’s CPD records for verification.

However, carrying forward of excess CPD credit point shall not be applicable to registered said professionals mentioned in 5.4 (ii).

6.6 False Declaration

The Institution shall revoke registration of any said professionals if the approval for renewal of registration was obtained by means of false declaration regarding CPD requirements.

7.0 CORRESPONDENCE

All correspondence relating to CPD shall be addressed to:-

The Secretary General

Pertubuhan Ukur Jurutera dan Arkitek (Brunei)

Unit 3, 2nd Floor, Block B9, Simpang 32-66

Kampong Anggerek Desa, Berakas

BB 3717, Negara Brunei Darussalam

Tel : +673 2384021

Fax: +673 2384021

Email: sec.gen@puja-brunei.org and secgenpuja@gmail.com

8.0 EXPLANATORY NOTES ON CPD CREDIT POINT TABLE

The said professionals are encouraged to participate in various CPD events organized by the Institution and accumulate the required credit point per year to be eligible to submit application for renewal of registration in the preceding year. Each category of event and for each event as listed in CPD Credit Point Table (Appendix `A`) has a maximum credit point allowed per annum. This is to encourage the said professionals to participate in various category of CPD event and opportunity to a wider range of choice to accumulate the required CPD credit point.

In carrying out the CPD event, the Institution from time to time, may accredit professional bodies where the said professionals may obtain CPD credit points by serving as committee and/or sub-committee member or attend seminar, conference, workshops, CPD talk, short courses or technical visit organized by them.

8.1 Attendance at the Meeting

The said professionals attending qualified event under this category, regular attendance at meeting, will be accorded a cumulative maximum total of eight (8) credit point per annum but subjected to the maximum credit point per event annually as listed in Appendix `A`.

The said professionals are to submit the following supporting documents (in duplicate) together with Appendix B (CPD Submission Form):

- i) Proof of appointment as the Institution member and/or committee member and/or sub-committee member serving in the Institution/ accredited professional bodies.
- ii) Proof a minimum 60% attendance annually at the meetings.

8.2 Attendance at Annual General Meeting (AGM)

Attendance at the Institution AGM, Institution Divisions' AGM or AGM of any accredited professional bodies may be accorded one (1) CPD credit point per event with a maximum total of two (2) CPD credit point annually. The said professionals are to submit supporting documents (in duplicate) together with Appendix C (CPD Submission Form) as proof of attendance.

8.3 Attendance at Seminar, Conference, Workshop, CPD Talk, Short Course and Technical Visit

The said professionals are encouraged to attend Seminar, Conference, Workshop, CPD Talk, Short Course and Technical Visits organized by the Institution, Institution Divisions or professional bodies or organizations whose events are accredited by the Institution to develop their core skills and knowledge of the said professionals and other relevant knowledge development event.

The said professionals attending qualified event under this category may be accorded a cumulative maximum total of ten (10) credit point per annum subjected to the maximum

credit point per event annually as listed in Appendix `A`.

The said professionals are to submit the following supporting documents (in duplicate) together with Appendix B (CPD Submission Form):

- i) Certificates of attendance or,
- ii) Proof of attendance.

8.4 Speaker on Professional Matters

To encourage the said professionals share knowledge and experience in a particular topic with his/her fellow said professionals, a maximum of five (5) CPD credit point annually is accorded for preparation and presentation of the paper subjected to a maximum of five (5) CPD credit point per event. However, for presentation of paper where the event is not organised by the Institution, the presenter shall provide two (2) copies of synopsis for the paper presented, at least one (1) month before the event for Institution approval.

The contents of the paper presented should be relevant to develop the said professionals' core skills and knowledge of the said professionals respectively and other relevant knowledge development event.

The said professionals are to submit the following supporting documents (in duplicate) together with Appendix B (CPD Submission Form):

- i) Proof of presentation
- ii) Summary paper on the topic presented.

8.5 Research or Post-Graduate Studies

The said professionals undertaking full-time or part-time studies on subjects relevant to develop the said professionals core skills and knowledge of the said professionals and other relevant knowledge development event is accorded a maximum of ten (10) CPD credit point annually subjected to the maximum CPD credit point per event per annum as

listed in Appendix 'A'.

The said professionals are to submit proof of attendance/registration/certificate for attending the recognized full time or part time study/correspondence/distance learning courses as supporting documents (in duplicate) together with Appendix B (CPD Submission Form).

8.6 Authorship and Publication

The said professionals may gain CPD credit point through authorship and publication of technical articles or books on topics relevant to develop the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development. Article or book published with Institution approval may be accorded a maximum of eight (8) CPD credit point annually subjected to the maximum CPD credit point per event per annum as listed in Appendix 'A'.

The said professionals are to submit proof of authorship and publication of articles or books and Institution approval as supporting documents together with Appendix B (CPD Submission Form).

8.7 In-house Training

To encourage firms/public companies/government agencies employing the said professionals to provide in-house training especially for their junior staff to assist in their professional development and also encourage the transfer of technical skills within the organization, on application to the Institution by the firms/public companies/government agencies, CPD credit point may be accorded to the presenters and participants in the event.

The said professionals presenting or participating in firms/public companies/ government agencies in-house training on topics relevant to develop the said professionals core skills and knowledge of the said professionals and other relevant knowledge development may be accorded two (2) CPD credit points per event for the presenter and one (1) CPD credit

point per event for the participants subjected to a maximum of four (4) CPD credit point annually.

The said professionals are to submit the following supporting documents (in duplicate) together with Appendix B (CPD Submission Form):

Presenter:

- i) Appreciation letter at approved in-house training; or
- ii) Invitation letter to deliver topics on in-house training

Participant:

- i) Certificates of attendance at approved in-house training; or
- ii) Any proof of attendance at approved in-house training.

8.8 Private Studies

The said professionals (especially those residing in rural areas) may be concerned that they cannot attend the Institution or other Institution approved CPD events. Private Studies such as reading books, articles and other publications are acceptable as fulfilling the requirements.

The said professionals in remote areas can also learn from audio and video tapes rented out from members for their home viewing or at the Institution Headquarter or through e-learning.

The topics covered should be relevant to develop the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development. Each approved relevant topic covered through reading, learning from audio or video tapes or e-learning through web pages may be accorded with one (1) CPD credit point per one (1) hour of study subjected to a maximum of four (4) CPD credit point per annum.

The said professionals are to submit a summary and/or synopsis of reading or viewing of video tapes and listening to audio cassette tapes or viewing of web pages as supporting documents (in duplicate) together with Appendix B (CPD Submission Form).

8.9 Community or Committee Activities

A maximum of one (1) CPD credit point per event per annum can be attained with a maximum total of two (2) CPD credit points annually by taking part in community or committee activities arranged by the Institution.

The said professionals are to submit supporting documents (in duplicate) together with Appendix B (CPD Submission Form) as proof of attendance.

8.10 Arbitration Hearing

The said professionals appointed as member in Arbitration Process, Alternative Dispute Resolution (ADR) or Mediation and involved as expert witness or as a party representative in Arbitration may be accord a maximum of two (2) CPD credit point per event per annum. However, the total cumulative point allowed for this category is a maximum of four (4) CPD credit point for combination of any event in this category.

The said professionals are to submit the following applicable supporting documents together with Appendix B (CPD Submission Form):

- i) Summary of the case attended
- ii) Proof of attendance e.g. appointment or request letter

8.11 Industry Involvement (for academicians)

The said professionals employed in academic positions are expected to foster links with industry to the benefit of engineering education, research and practice. This requirement also ensures that they are exposed to developments in engineering practice outside their university. Industry involvement will normally be in the form of consulting services.

However, where one has close ties with industry, he can include supervision of industry-sponsored research.

Supervision of projects carried out for industry and field trips may also be counted if they have contributed to the above objectives. A maximum of two (2) CPD credit points per event per annum can be attained with a maximum total of four (4) CPD credit points of industry involvement per annum

The said professionals are to submit supporting documents (in duplicate) together with Appendix B (CPD Submission Form) as proof of attendance.

8.12 Others

Participation/presentation or attendance as speaker or participant at seminar, conference, workshop or talk conducted by professional bodies/government agencies/institutions of higher learning/NGO/ societies which are not covered under Category 3 in Appendix `A` but topics covered are relevant to the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development.

Said professionals who contributed in promoting the said professionals' profession by involvement in professional bodies/government agencies/ institutions of higher learning/NGO/societies may also be accorded CPD credit point subjected to Institution approval.

The Institution may accord two (2) CPD credit point for each event attended subjected to a maximum of four (4) CPD credit point per annum. Said professionals are to submit proof of attendance acceptable to the Institution as supporting documents together with Appendix B (CPD Submission Form).

FREQUENTLY ASKED QUESTIONS

A. PUJA (Brunei) Committee Responsible for Continuing Professional Development (CPD):

AQ1. Which Committee in PUJA (Brunei) is responsible for this policy and implementation:

AA1. The committee in PUJA (Brunei) which is responsible for CPD is Professional Practice and CPD Committee.

You can contact this committee by email at sec.gen@puja-brunei.org

B. Policy Statement: Avenue for appeal and partial / total waiver for CPD:

BQ1. How can the professionals above 60 years of age who have retired and or / not fully employed, satisfy this requirement while still retaining their registration as Professional Engineers?

BA1. Senior Professionals age 60 and above and who are semi-retired with current registration may apply for partial or full exemption.

BQ2. How does this affect the professionals who have retired and no longer work as the said professionals?

BA2. Professionals in this category can write to PUJA (Brunei) for exemption.

BQ3. Can professionals who become unemployed due to economic downturn apply for exemption?

BA3. Professionals who fall into this category can ask for partial exemption. Professionals in this category are reminded that self learning, further studies are all considered part of CPD. Time spent on committee or community activities also count toward CPD.

BQ4. What are the implications of professionals who go overseas and decide to stop clocking the CPD hours. Would his registration be revoked when the CPD requirement is made mandatory?

BA4. Professionals practicing overseas and still desirous of maintaining his/her professional registration in Brunei would still have to comply with the CPD requirements. However, if he/she is not practicing the said professionals at all, then there is no reason he/she needs to renew his/her professional registration and therefore his/her CPD credit points in not moot.

BQ5. What is the standard number of hours that can be recorded as CPD credit points for the professionals who participate in courses/seminars/conferences on a half or full day basis?

BA5. Generally a day course, seminar or conference organized by PUJA (Brunei) should be considered as four (4) CPD credit points per event. If it is organized by professional bodies and other accredited by PUJA (Brunei) should be considered as three (3) CPD credit points.

For a half day course, seminar or conference organized by PUJA (Brunei) or by professional bodies and others accredited by PUJA (Brunei) should be considered as two (2) CPD credit points.

BQ6. If in a particular year you don't accumulate enough CPD credit points, what will happen?

BA6. Renewal of registration will not be approved if you do not comply with the CPD credit point's requirement unless the Institution has approved such non-compliance.

BQ7. Is there a platform for a professional to appeal if he/she fails to accumulate the required number of CPD credit points?

BA7. The registered professional are eligible to request CPD credit points as 'Advance CPD Credit points' to be added to the inadequate accumulated credit point in order to be allowed for a renewal of professional registration. Registered professionals and temporary registered professionals are eligible for advance three (3) CPD credit points.

Registered professional who is above 60 years old, past president of PUJA (Brunei) or government officer with director level and above is eligible to apply for exemption for renewal of registration.

BQ8. How has the division of CPD Credit points in different categories been drawn up. Will they be changed in future?

BA8. The present division had been carefully drawn by the committee. Yes, the format may be reviewed if there are valid reasons.

- BQ9. What would be the penalty for non-compliance with the CPD requirement when it is made compulsory?
- BA9. De-registration of a Registered Professional is a consequence when there is persistent non-compliance with CPD requirement.

C. Accreditation of courses and course provided:

- CQ1. Can all courses and seminars be considered for CPD Credit Point?
- CA1. When the courses and seminars are organized by PUJA (Brunei), PUJA (Brunei) Divisions or Professional Bodies/Organizations whose events are accredited by PUJA (Brunei).

D. What can be counted for CPD:

- DQ1. What about Professionals who are no longer practicing per se but maybe appointed to sit in Board of Directors of Companies? Can a program attended by a Company Director under CPD requirement be accepted for CPD Credit Point?
- DA1. Yes. It can be classified under Management i.e. Corporate Governance.
- DQ2. There are professionals who appear not to be involved in Surveying, Engineering and/or Architecture but managing Surveyors, Engineers and/or Architects? Can they clock sufficient hours/CPD credit points?
- DA2. Yes, the said professionals' management is part of the professions work.
- DQ3. After listening to your intention to allow non-surveying, non-engineering or/and non-architecture subjects, how does it upgrade the skills in profession?
- DA3. Non-surveying, non-engineering or/and non-architecture can be for the job related purpose, like accountancy principles, contract laws etc.
- DQ4. Is it possible to accumulate CPD Credit Points for service in PUJA (Brunei) Committees and preparing papers on specific matters undertaken by committees?
- DA4. Yes, it is categorized under Community and Committee Activities. Supporting documents are required as a proof to be submitted together with CPD Submission Form.
- DQ5. Would service as arbitrators or expert witness it be considered for CPD Credit Points?
- DA5. Yes, it is under Arbitration Hearing Category. However if your job is that of an arbitrator or an expert witness, then no.

DQ6. Would Surveyors, Engineers and/or Architects teaching part time courses in Universities / Higher Institutions of Learning be considered for the CPD Credit Points?

DA6. No, if it is a salaried job. If it is voluntary job or for the promotion of the professions, then perhaps the hour spent can be counted. This can be repeated the following year and still will be awarded CPD.

DQ7. In the civil service, the Professionals are sometimes involved in setting questions and correcting papers for in-house tests. Can they be considered for CPD Credit Points? What if the activity is a paid full/part-time affair?

DA7. If it is for the promotion of Engineering on a voluntary basis, then perhaps the hour spent can be counted. If the course is repeated, it can still be counted if it is on a voluntary basis – in a way it is dissemination of information or training the junior professionals.

Not counted if it is a salaried job, or part of the normal job function.

DQ8. Very often Surveyors, Engineers and/or Architects in big firms will be made responsible to train students in attachment. Is the time spent in these extra duties counted towards CPD?

DA8. Not to be considered for CPD Credit Points if it is part of your normal duty. If it is for the promotion of the professions, then perhaps the hours spent can be counted, but if the induction course is repeated, then the second time round cannot be counted.

DQ9. Is the hours spent on providing in house training counted toward CPD Credit Point?

DA9. Yes, if you are doing it on a voluntary basis. However, if your job function is half of a training officer, then no.

DQ10. For Public Sectors, it is common that the government servants would be sent to attend courses, which are not Surveying, Engineering and/or Architecture related. Can these be considered for CPD Credit Points?

DA10. Yes, there are lots of cross boundary requirement in a practicing the said professions' job function. Some are considered as soft skills. Attendance of the same courses every year will not count toward CPD. However this only applied to courses that are organized by PUJA (Brunei), PUJA (Brunei) Division, jointly organized with PUJA (Brunei) as well as professional bodies and others accredited by PUJA (Brunei).

DQ11. Can Surveyors who attend Engineering Conferences or vice-versa be allowed to credit such time as CPD Credit Points?

DA11. Yes, there are a lot of cross boundary requirement in practicing the said professions.

DQ12. If an Architect attends a training course on Engineering or vice-versa, is that counted toward CPD?

DA12. Yes for similar reason as above.

DQ12. How about soft skills training for the Surveyor, Engineers and Architects? For example, Communication Skills Workshop. Are they counted toward CPD?

DA12. Yes.

DQ13. Sometimes we attend product briefings, can these talks be counted in CPD?

DA13. Yes, product briefings and talks usually touch on technical innovations and R&D.

DQ14. Can Surveyors, Engineers and/or Architects clock in hours which he/she uses to study some topics regarding his/her hobby and not related to the professions? Like fishes, Formula 1 cars development etc?

DA14. It is totally up to your judgment. If it is professions related and enhances your professional development then it can be counted.

DQ15. For a professional involved in the organizing courses/seminars that are not related to the professional's profession, can they consider these services for CPD Credit Points?

DA15. If this benefits the professional, then it can be counted especially if you are serving a non-profit organization.

DQ16. If we act as mentor would it be counted as CPD and how many CPD Credit Points can give?

DA16. Yes, if you act as mentor, it can be classified as others category.

DQ17. If a lecturer's jobs include organizing national conferences, acting as internal and external examiner, winning prizes for inventions and organizing field trips, would these be considered?

DA17. Such activities when done on voluntary basis and not part of salaried position, all earn CPD Credit Points.

DQ18. Under formal training can course not related to the professionals' professions like computer programming, accountancy etc be counted?

DA18. Yes.

DQ19. If you act a Professional Interviewer, can that be considered for CPD?

DA19. Yes, generally an Interviewer is expected to spend time reading the reports and drawings, spend another time for the interview and reading essays.

DQ20. If a Principal of a company sponsors a staff who is a registered Surveyor, Engineer or Architect to attend the course, will he get CPD Credit Point?

DA20. No, not for the Principal but for the staff who is a Professional gets his/her CPD Credit Points.

E. Filling up of the forms for CPD record:

EQ1. Besides filling up the CPD records, do we need to substantiate it with any other documents? Perhaps receipts or certificates of attendance? Is it sufficient to only submit the record sheet upon renewal of registration?

EA1. When filling up CPD records, it is prudent to be able to have some form of documentation and proof. Upon submission for renewal, you need to submit together with CPD submission form.

EQ2. It appears that it is very time consuming to fill in the records.

EA2. When you fill in the form as you attend seminars etc. it is like logging in the job sheets, it becomes routine. It becomes difficult when it is left to be done last minute at the end of the year when renewal of registration is due.

F. Other matters:

FQ1. What happens if a professional chooses to concentrate and collect CPD hours in one category only?

FA1. This is permitted but there is a maximum Credit Point per Category per Annum to consider.

FQ2. Will PUJA (Brunei) help to promote (and educate) the public and the Surveyors, Engineers and/or Architects of the requirements for CPD?

FA2. Yes. For example this session is meant not only for the professionals but also the employers.

FQ3. Do we have the employer's support, in terms of getting time off or payment for courses attended?

FA3. Yes. PUJA (Brunei) want to get employers aware of our CPD requirement and also to get the employers to support by having more in-house courses/trainings or to allow the professionals to attend courses beneficial to the company.

FQ4. CPD seems to be focused on two (2) aspects of professional development: technical competence and personal quality. While the requirement of technical competence is quite clear, how does the emphasis on personal quality come into the picture?

FA4. Examples were given such as managing projects; managing services firms; promoting profession within the company and outside the company.

Personal qualities such as integrity will ensure sustainability of projects, providing leadership and fighting corruption.

FQ5. When there are very limited opportunities for Professionals to attend training courses, is there any suggestion to improve this situation?

FA5. It is the responsibility of the professionals to persuade their employers to provide training opportunities.

Suggestions were given in order to score CPD Credit Points. For example, there may be a new regulation to impose energy efficiency; the professional could carry suitable in house research activities to find ways to best ensure energy efficiency.

Another example was given in the training of para-professional in the organization.

FQ6. Will PUJA (Brunei) be able to encourage employers to provide opportunities for CPD?

FA6. Yes. PUJA (Brunei) is hoping the employers and the employees are equally encouraged and committed to CPD requirements.

