



GUIDELINES
ON
CONTINUING PROFESSIONAL DEVELOPMENT
FOR
QUANTITY SURVEYORS

BOARD OF QUANTITY SURVEYORS, MALAYSIA

Revised July, 2004

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GUIDELINES ON CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR QUANTITY SURVEYORS

Preambles

The role of the Quantity Surveyor is changing rapidly. The impact of globalisation and new technologies have exposed Quantity Surveyors to new business culture, new solutions to new problems, fluctuating market conditions and changes in the laws. Quantity Surveyors 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 Quantity Surveyors Rules, CPD is defined as 'Continuing Professional Development programmes or other activities relating to the profession for Registered Quantity Surveyor, Registered Graduate Quantity Surveyor and Temporary Registered Quantity Surveyor made under the guidelines issued by the Board'.

Through the implementation of CPD, the Board hopes to promote, develop and achieve the following benefits for individual Quantity Surveyor as well as the quantity surveying profession 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 Quantity Surveyor

1.0 INTRODUCTION

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

2.0 POWER TO IMPOSE CONTINUING PROFESSIONAL DEVELOPMENT

Pursuant to the amendments made to Section 13 (2) of the Quantity Surveyors Act 1967, the Board is empowered to impose conditions for the annual renewal of registration. The Board has decided that Quantity Surveyor shall participate in CPD programmes and is to accumulate the required credit points, before an application for the renewal of registration is submitted to the Board.

3.0 DATE OF IMPLEMENTATION

With effect from 1st January 2003, it is mandatory for all Quantity Surveyor to participate and maintain records of their participation in CPD.

All renewals of registration with the Board, for the year 2004 onwards must include evidence that they have undertaken and accumulated the required minimum CPD credit point.

4.0 INTERPRETATION

For the purpose of this Guidelines:-

'Approved' means approved by the Board of Quantity Surveyors, Malaysia

'BQSM/Board' means the Board of Quantity Surveyors, Malaysia

'ISM' means Institution of Surveyors, Malaysia

'CPD event' means approved activities/events, which qualify for CPD credit point

'CPD credit point' means the number of credit point/points accumulated by a Registered Quantity Surveyor, Registered Graduate Quantity Surveyor or Temporary Registered Quantity Surveyor through participation in CPD events relating to the quantity surveying profession as approved by the Board.

'Quantity Surveyor' means all categories of Quantity Surveyors/Quantity Surveyor who are subjected to CPD as described in 5.1.

5.0 CPD REQUIREMENTS

5.1 Quantity Surveyor who are subjected to CPD

The following categories of Quantity Surveyor are subjected to CPD;-

- i) Registered Quantity Surveyor, Registered Graduate Quantity Surveyor and Temporary Registered Quantity Surveyor.
- ii) Registered Quantity Surveyor whose registration has been cancelled and desires reinstatement of registration.
- iii) Registered Quantity Surveyor whose registration has been suspended and desires reinstatement of registration.
- iv) Registered Quantity Surveyor who has failed to renew his registration and desires reinstatement of registration.

5.2 CPD Requirements For Reinstatement of Registration

- i) Quantity Surveyor 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) Quantity Surveyor whose registration has been cancelled or suspended or has failed to renew the 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 Board, who wishes to organise or participate in any CPD events with the intention of obtaining 'CPD credit point' must apply in writing to the Board for accreditation at least two (2) months before the proposed date of the event. The Board will decide on the number of credit point and the Board'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 Quantity Surveying 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. Quantity Surveyor can participate and record unlimited number of event and total credit point. However, when calculating the total credit point per year, the Board 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 Quantity Surveyor in the preceding year to be eligible to submit application for renewal of registration are as follows:-

- i) A minimum of ten (10) CPD credit point for Registered Quantity Surveyor and Temporary Registered Quantity Surveyor.
- ii) A minimum of five (5) CPD credit point for Registered Graduate Quantity Surveyor.
- iii) A minimum of five (5) CPD credit point for registered Quantity Surveyor between the ages of 55 to 60 years.
- iv) A minimum of two (2) CPD credit point for all registered Quantity Surveyor who are residing or working overseas, or are unemployed.

Unless given prior approval by the Board, renewal of registration will not be considered if failure to fulfill the above requirements.

5.5 Quantity Surveyor exempted from CPD

The following categories of Quantity Surveyor are exempted from CPD:-

- i) Being above age of 60 years old
- ii) Past President of BQSM
- iii) Senior Government Officers or Elected Representatives to the State Legislative Assembly or Parliament of Malaysia
- iv) Others to be decided by the Board (Application for exemption must be made to the Board before 31st December of the year preceding the year for renewal of registration).

6.0 ADMINISTRATION OF CPD COMPLIANCE

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

6.1 Maintenance of CPD record

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

6.2 Submission of CPD record

A Quantity Surveyor must submit CPD record together with his/her application for renewal of registration with the Board.

Applicants must complete and submit the 'CPD Submission Form' (Attached as Appendix C) together with all supporting documents for the Board'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 Board has approved such non-compliance.

6.4 Advance CPD Credit Point

Quantity Surveyor 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 Board before 31st December of the year preceding the year for renewal of registration. The maximum Advance CPD credit point eligible are as follows:

- i Registered Quantity Surveyor and Temporary Registered Quantity Surveyor are eligible for three (3) credit point.
- ii Registered Graduate Quantity Surveyor is eligible for two (2) credit point.

However, Advance CPD credit point shall not be applicable to registered Quantity Surveyor mentioned in 5.4 (iii) and (iv).

6.5 Excess Credit Point

Only Registered Quantity Surveyor and Temporary Registered Quantity Surveyor 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.

Quantity Surveyor, who intends to carry forward their excess credit point, must submit to the Board their current and previous year's CPD records for verification.

However, carrying forward of excess CPD credit point shall not be applicable to registered Quantity Surveyor mentioned in 5.4 (ii), (iii) and (iv).

6.6 False Declaration

The Board shall revoke registration of any Quantity Surveyor 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 Registrar
The Board of Quantity Surveyors, Malaysia
Tingkat 17, Ibu Pejabat JKR
Jalan Sultan Salahuddin
50582 Kuala Lumpur

Tel : 03-2696 7999/ 7803/ 8140/ 8142/ 7987/ 7809

Fax : 03-2692 5680

E-mail: ljbm@tm.net.my

8.0 EXPLANATORY NOTES ON CPD CREDIT POINT TABLE

Quantity Surveyor is encouraged to participate in CPD events organized by the Board 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 encouraged Quantity Surveyor to participate in varies 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 Board from time to time, may accredit professional bodies where Quantity Surveyor may obtained 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

Quantity Surveyor 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'.

Quantity Surveyor is to submit the following supporting documents (in duplicate) together with Appendix C (CPD Submission Form):

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

8.2 Attendance at AGM

Attendance at ISM QS Division 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. Quantity Surveyor is 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

Quantity Surveyor are encouraged to attend Seminar, Conference, Workshop, CPD Talk, Short Course and Technical Visits organized by the Board, ISM QS Division or professional bodies or organizations whose events are accredited by the Board to develop their core skills and knowledge of Quantity Surveying and other relevant knowledge development event as listed in Appendix `B`.

Quantity Surveyor 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`.

Quantity Surveyor is to submit the following supporting documents (in duplicate) together with Appendix C (CPD Submission Form):

- i certificates of attendance or,
- ii proof of attendance.

8.4 Speaker on Professional Matters

To encourage Quantity Surveyor share knowledge and experience in a particular topic with his/her fellow Quantity Surveyor, a maximum of eight (8) 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 Board, the presenter shall provide two (2) copies of synopsis for the paper presented, at least one (1) month before the event for Board approval.

The contents of the paper presented should be relevant to developed Quantity Surveyor core skills and knowledge of Quantity Surveying and other relevant knowledge development event as listed in Appendix `B`.

Quantity Surveyor is to submit the following supporting documents (in duplicate) together with Appendix C (CPD Submission Form):

- i proof of presentation
- ii summary paper on the topic presented

8.5 Research or Post-Graduate Studies

Quantity Surveyor undertaking full-time or part-time studies on subjects relevant to develop Quantity Surveyor core skills and knowledge of Quantity Surveying and other relevant knowledge development event as listed in Appendix `B` 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`.

Quantity Surveyor is to submit proof of attendance/registration/certificate for attending the recognised full time or part time study/correspondence/distance learning courses as supporting documents (in duplicate) together with Appendix C (CPD Submission Form).

8.6 Authorship and Publication

Quantity Surveyor may gain CPD credit point through authorship and publication of technical articles or books on topics relevant to develop Quantity Surveyor core skills and knowledge of Quantity Surveying and other relevant knowledge development as listed in Appendix `B'. Article or book published with Board 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'.

Quantity Surveyor is to submit proof of authorship and publication of articles or books and Board approval as supporting documents together with Appendix C (CPD Submission Form).

8.7 In-house Training

To encourage firms/public companies/government agencies employing Quantity Surveyor 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 Board by the firms/public companies/government agencies, CPD credit point may be accorded to the presenters and participants in the event.

Quantity Surveyor presenting or participating in firms/public companies/government agencies in-house training on topics relevant to developed Quantity Surveyor core skills and knowledge of Quantity Surveying and other relevant knowledge development as listed in Appendix `B' may be accorded one (1) CPD credit point per event subjected to a maximum of four (4) CPD credit point annually.

Quantity Surveyor is to submit the following supporting documents (in duplicate) together with Appendix C (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

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

Quantity Surveyor in remote areas can also learn from audio and video tapes rented out from members for their home viewing or at the local ISM branches or through e-learning from BQSM web page.

The topics covered should be relevant to develop Quantity Surveyor core skills and knowledge of Quantity Surveying and other relevant knowledge development as listed in Appendix 'B'. 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 subjected to a maximum of four (4) CPD credit point per annum.

Quantity Surveyor is 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 C (CPD Submission Form):

8.9 Project Cost Analysis and Cost Index

Quantity Surveyor may obtain one (1) CPD credit point subjected to a maximum of two (2) CPD credit point per annum by submitting one (1) copy of Elemental Cost Analysis and/or Cost Index subjected to satisfying the following requirements:

- i Only the submitting person is eligible.
- ii Can only be submitted once for a particular project
- iii The Elemental Cost Analysis or Cost Index is endorsed by a Registered Quantity Surveyor and acceptable to BQSM.

Quantity Surveyor is to submit a copy of the Elemental Cost Analysis or Cost Index, which has been acceptable by the Board together with Appendix C (CPD Submission Form).

8.10 Arbitration Hearing

Quantity Surveyor 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.

Quantity Surveyor is to submit the following applicable supporting documents together with Appendix C (CPD Submission Form):

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

8.11 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 Quantity Surveyor core skills and knowledge of Quantity Surveying and other relevant knowledge development as listed in Appendix `B'.

Quantity Surveyor who contributed in promoting the Quantity Surveying profession by involvement in professional bodies/government agencies/institutions of higher learning/NGO/societies may also be accorded CPD credit point subjected to Board approval.

The Board may accord two (2) CPD credit point for each event attended subjected to a maximum of four (4) CPD credit point per annum. Quantity Surveyor is to submit proof of attendance acceptable to the Board as supporting documents together with Appendix C (CPD Submission Form).

9.0 CPD IMPLEMENTATION FLOWCHART

Refer to Appendix F.