



**GUIDELINES
ON
CONTINUING PROFESSIONAL DEVELOPMENT
FOR
QUANTITY SURVEYORS**

BOARD OF QUANTITY SURVEYORS, MALAYSIA

Revised November 2018

CONTENTS

Preambles

- 1.0 Introduction
- 2.0 Reason for Imposing Continuing Professional Development
- 3.0 Date of Implementation
- 4.0 Interpretation
- 5.0 CPD Requirements
 - 5.1 Quantity Surveyors who are subjected to CPD
 - 5.2 CPD Requirements for Reinstatement of Registration
 - 5.3 CPD Events and Accreditations
 - 5.4 CPD Credit Point
 - 5.5 Quantity Surveyors who are exempted from CPD
- 6.0 Administration of CPD Compliance
 - 6.1 Maintenance of CPD Records
 - 6.2 Submission of CPD Records
 - 6.3 Non-Compliance of CPD Requirements
 - 6.4 Advance CPD Credit Point
 - 6.5 Excess Credit Point
 - 6.6 False Declaration
- 7.0 Correspondence
- 8.0 Explanatory Notes On CPD Credit Point Table
- 9.0 CPD Implementation Flowchart

Appendices

- Appendix A CPD Credit Point Table
- Appendix B Organiser's application form
- Appendix C Personal Development Planner
(Please download from LJBM's web site)

GUIDELINES ON CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FOR QUANTITY SURVEYORS

Preambles

The roles of the Quantity Surveyor are changing rapidly. The impact of globalization 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 skills and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioners' working life.

Under the Quantity Surveyors Rules, CPD is defined as Continuing Professional Development programmes or other activities relating to the profession for QS Technologist (QST), Provisional Quantity Surveyor (PVQS), Professional Quantity Surveyor (PQS) and Consultant Quantity Surveyor (CQS) 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 in general:-

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. To remain up-to-date with new developments in one's area of expertise
- e. Reduce risk of negligence

For the profession:-

- a. Higher profile
- b. Clearer professional identity
- c. Highly skilled professional Quantity Surveyors

By requiring registered Quantity Surveyors to be committed to CPD, the Board is showing the public that quality and performance standards of all registered Quantity surveyors are being upheld, and that when necessary, these can be measured and effectively enforced.

1.0 INTRODUCTION

The main purpose here is to set out the guidelines on the implementation and requirements of CPD for QST, PVQS, PQS and CQS. Also provide guidelines on how QST, PVQS, PQS and CQS can participate, record and monitor their CPD activities to meet the CPD requirements.

2.0 POWER TO IMPOSE CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

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 Surveyors shall participate in CPD Programmes and is to accumulate the required credit point, 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 Surveyors 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

‘RISM’ means the Royal Institution of Surveyors, Malaysia

‘CPD Programme means approved activities /events, which qualify for CPD Credit Points

‘CPD Credit Point’ means the number of credit point / points accumulated by a CQS, PQS, PVQS or QST, through participation in CPD Programme as approved by the Board.

‘Quantity Surveyors’ means all categories of Quantity Surveyors who are subjected to CPD as described in 5.1.

‘PDP’ means Personal Development Plan.

5.0 CPD REQUIREMENTS

5.1 Quantity Surveyors who are subjected to CPD

The following categories of Quantity Surveyors are subjected to CPD:-

- i) QS Technologist (QST), Provisional Quantity Surveyor (PVQS), Professional Quantity Surveyor (PQS) and Consultant Quantity Surveyor (CQS).
- ii) QST, PVQS, PQS or CQS whose registration has been cancelled and desires for reinstatement of registration.
- iii) QST, PVQS, PQS or CQS whose registration has been suspended and desires for reinstatement of registration.
- iv) QST, PVQS, PQS or CQS who has failed to renew his/her registration and desires for 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 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 his/her registration has been cancelled or suspended or lapse in the preceding year.

5.3 CPD Programme and Accreditation

Any party other than the Board, who wishes to organise any CPD Programme which qualify for credit points must apply in writing to the Board for accreditation at least two (2) months before the proposed date of the Programme . The Board will decide on the number of credit points to be accorded and the Board's decision is final.

The qualifying programmes are as listed in '**Appendix A**' and should focus on topics related to the core skills and knowledge of Quantity Surveying profession.

5.4 CPD Credit Point

Each category of programmes carries certain number of credit points and the maximum credit points allowed per annum. A Quantity Surveyor can participate and record unlimited number of programme and total credit points. However, when calculating the total credit points per year, the Board will only accept the maximum credit points allowed per annum for each relevant programme per category. This is to ensure that a breadth of CPD activities is undertaken to meet learning objectives.

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

The total credit points per year that must be accumulated by Quantity Surveyors in the preceding year to be eligible for submission of application for renewal of registration are as follows:-

- i) A minimum of ten (10) CPD Credit Points for Professional Quantity Surveyor (PQS) and Consultant Quantity Surveyor (CQS).
- ii) A minimum of five (5) CPD Credit Points for Provisional Quantity Surveyor (PVQS).
- iii) A minimum of five (5) CPD Credit Points for QS Technologist (QST).
- iv) A minimum of five (5) CPD Credit Points for Professional Quantity Surveyor or Consultant Quantity Surveyor and between the age of 55 to 60 years.
- v) A minimum of two (2) CPD Credit Point for all Professional Quantity Surveyor, Consultant Quantity Surveyor, Provisional Quantity Surveyor and QS Technologist who are residing or working overseas, or studying overseas (minimum 6 months) or are unemployed.

5.5 Quantity Surveyors who are exempted from CPD

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

- i) 60 years old and above
- ii) Past Presidents of BQSM
- iii) Senior Government Officers or Elected Representatives to the State Legislative Assembly or Parliament of Malaysia
- iv) Others as approved 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

A Quantity Surveyor must maintain all relevant documents and certificates of attendance as proof of his/her participation.

6.2 Submission of CPD record

A Quantity Surveyor must submit CPD records for the Board's verification and approval.

6.3 Non-Compliance of CPD Requirements

Unless otherwise exempted by the Board, an application for renewal of registration will not be approved if the applicant does not comply with the CPD requirements.

6.4 Excess Credit Point

Only Professional Quantity Surveyor (PQS) and Consultant Quantity Surveyor (CQS) and who have recorded excess CPD Credit Point may carry forward such excess credit points to the subsequent year subject to a maximum of five (5) CPD Credit Points.

Those who intend to carry forward their excess credit point(s) 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 Quantity Surveyors mentioned in 5.4 (iii), (iv), (v) and (vi).

6.5 False Declaration

The Board shall revoke any registration if the approval for renewal of registration was obtained by means of false declaration with regards CPD requirements. (for further deliberation: to tie in with the Act)

7.0 CORRESPONDENCE

All correspondence relating to CPD shall be addressed to:-

The Registrar
Board of Quantity Surveyors Malaysia
Tingkat 17, Ibu Pejabat JKR
Jalan Sultan Salahuddin
50582 Kuala Lumpur
Tel : 03-26107999
Fax : 03-26925680
E-mail : info@bqsm.gov.my , website : www.bqsm.gov.my

(to transfer these explanatory notes as part of Appendix A)

8.0 EXPLANATORY NOTES ON CPD CREDIT POINT TABLE

Quantity Surveyor is required to participate in CPD Programme and accumulate the required CPD Credit Points in the preceding year to be eligible to submit application for renewal of registration. Each category of programme and for each programme as listed in CPD Credit Point Table (Appendix A) has a maximum CPD Credit Points allowed per annum. This is to encourage them to participate in various categories of CPD Programme-for a wider range of learning experience.

The Board from time to time, may approve other professional bodies where Quantity Surveyor may obtained CPD Credit Point by serving as committee and/or sub-committee member or attending seminars, conferences, workshops, CPD talks, short courses or technical visits organised by them.

8.1 Attendance at Meetings

Quantity Surveyor attending qualified programmes under this category, regular attendance at meetings, will be accorded a cumulative maximum total of eight (8) CPD Credit Points per annum but subjected to the maximum CPD Credit Point per event annually as listed in Appendix A.

Quantity Surveyor is to submit the following supporting documents (in duplicate):

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

8.2 Attendance at Annual General Meeting (AGM)

Attendance at RISM QS Division AGM or AGM of any recognised 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) as proof of attendance.

8.3 Attendance at Seminars, Conferences, Workshops, CPD Talks, Short Courses and Technical Visits

Quantity Surveyor is encouraged to attend seminars, conferences, workshops, CPD talks, short courses and technical visits organised by the Board, RISM QS Division or professional bodies or organisations whose programmes are accredited by the Board to develop their core skills and knowledge of Quantity Surveying and other relevant knowledge development.

Quantity Surveyor attending qualified event under this category may be accorded a cumulative maximum total of ten (10) CPD Credit Points per annum subjected to the maximum CPD Credit Points per event annually as listed in Appendix A.

The following shall apply for overseas conferences:-

Quantity Surveyors who attended relevant seminars, conferences, workshops, CPD Talks overseas conducted by allied professional bodies may apply to the Board for one (1) CPD Credit Point per event.

The annual congress of the Pacific Association of Quantity Surveyors (PAQS) will be accorded eight (8) CPD Credit Points.

8.4 Speaker on Professional Matters

Quantity Surveyors are encouraged to 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 technical paper subjected to a maximum of five (5) CPD Credit Point per programme. However, for presentation of technical paper where the programme is not organised by the Board, the presenter shall provide two (2) copies of synopsis for the paper presented for Board approval, at least one (1) month before the event.

The contents of the paper presented should be relevant to the development of Quantity Surveying core skills and knowledge of Quantity Surveying or other relevant knowledge development event.

Quantity Surveyor is to submit the following supporting documents (in duplicate) .

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

In the event there are multiple authors, the CPD Credit Point shall be apportioned accordingly in round up figures.

8.5 Research or Post-Graduate Studies

Quantity Surveyor undertaking full-time or part-time studies on courses as approved by the Board can be accorded a maximum of ten (10) CPD Credit Point annually subjected to the maximum CPD Credit Point per programme per annum as listed in Appendix A.

The 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).

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 quantity surveying core skills and knowledge of quantity surveying and other knowledge development topics. Article or book published with Board's 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 Quantity Surveyor is to submit proof of authorship and publication of articles or books and Board approval as supporting documents.

In the event there are multiple authors, the CPD Credit Point shall be apportioned accordingly in round up figures.

8.7 In- House Training

Firms/public companies/government agencies employing Quantity Surveyors are encouraged to provide in-house training and technical visit for the transfer of technical skills within the organization; especially for their junior staff to assist them in their professional development. Such firms/public companies/government agencies can apply to the Board for CPD Credit Point to be accorded to the presenters and participants of these events.

Quantity Surveyor presenting or participating in firms/public companies/government agencies in-house training on topics relevant to the development of Quantity Surveying core skills or other relevant knowledge development topics may be accorded one (1) CPD Credit Point per event subjected to a maximum of four (4) CPD Credit Points annually.

Quantity Surveyor is to submit the following supporting documents:

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 may be concerned that they cannot attend BQSM or other Board approved CPD programmes. Private Studies refers to structured learning which involves setting objectives and appraising learning outcomes (refer to Personal Development Planner as per Appendix C).

Quantity Surveyor can also learn from electronic media i.e. on-line learning, webinars approved by the Board.

The topics covered should be relevant to the development of quantity surveying core skills and other relevant knowledge development topics. Each approved relevant topic covered may be accorded with one (1) CPD Credit Point subject to a maximum of four (4) CPD Credit Points per annum.

Quantity Surveyor is to submit a summary of the learning outcomes.

In the case of books or articles, the supporting documents must state clearly the title, author, publisher and year of publication.

In preparing the summary and learning outcomes, Quantity Surveyor should consider the possibility of extending the summary into a technical article for publication in professional journals under category 6.

8.9 Elemental 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 subject to meeting 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 and/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 and/or Cost Index which is acceptable by the Board.

8.10 Arbitration Hearing

Quantity Surveyor appointed as member in Arbitration Process, Alternative Dispute Resolution (ADR) or Mediation or involved as expert witness or as a party representative in arbitration may 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.

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

8.11 Others

Quantity Surveyor who attended as speaker or participant at seminars, conferences, workshops or talks conducted by professional bodies/government agencies/institutions of higher learning/NGO/societies/contribution to the community which are not covered under Category 3 in Appendix A may be accorded CPD Credit Point subjected to Board's approval. However, the programmes or topics covered must be relevant to Quantity Surveyor core skills and other relevant knowledge development topics.

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 the Board's approval.

The Board may accord two (2) CPD Credit Point for each programme attended subject to a maximum of four (4) CPD Credit Point per annum. Quantity Surveyor is to submit proof of attendance as supporting documents. and a record of learning outcomes.

9.0 TO ACHIEVE SUCCESSFUL CPD

- i. Develop a Personal Development Planner (PDP)
- ii. Keep a good record of all learning activities
- iii. Set realistic goals and targets and incorporate strategies to realize goals
- iv. Record achievements and reflect on what you have learned

(Please refer to LJBM's website)