



CPD AUDIT & COMMON MISTAKES IN CPD CLAIMS

Presented by:

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Outline of Presentation

ABOUT CPD AUDIT

WHY AUDIT?

REVISION ON CPD CATEGORIES

CPD RECORD

COMMON MISTAKES

ACTION TAKEN BY BEM

OUR RECOMMENDATIONS



THE REVISED CPD CIRCULAR NO 002



BOARD OF ENGINEERS MALAYSIA

CIRCULAR NO. 002

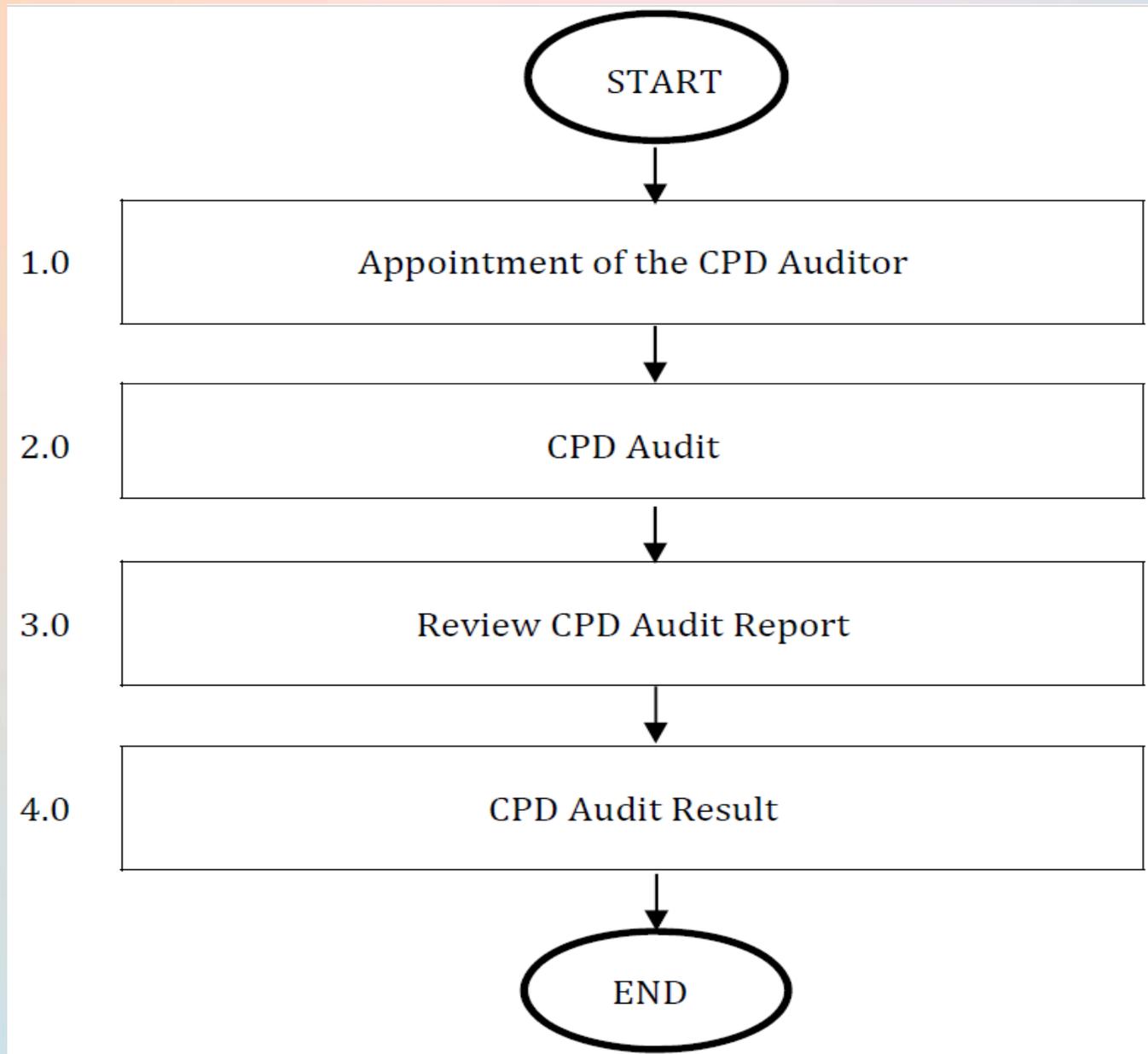
**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
REQUIREMENTS**

**This Circular is a revised version of Circular No. 002 (Rev. No.: 0, Date: 6.2.2017)
The revised CPD Circular No. 002 took effect on 1.1. 2022**



**BEFORE I START, LET ME REMIND
EVERYONE:**

**PLEASE READ THE CIRCULAR NO.
002
DILIGENTLY**





ABOUT THE AUDIT

A. After CPD are submitted by the registered persons, the submissions are randomly chosen from the 3 categories of registered persons:

1. PEPC
2. PE
3. IOW

• B. Based on Circ. 002, the BEM will administer a CPD audit whereby up to:

1. 10% of Registered PEPC;
2. 10% of Registered PE; &
3. 5% of Registered IOW

• Shall be randomly audited every year.



ABOUT THE AUDIT

C. From the audit, a report is prepared then a summary of the findings is tabulated.

D. Statistics of common mistakes compiled.

WHY AUDIT?



1. To ensure compliance.
2. To see whether registered persons are conversant with the CPD requirements.
3. To inform the registered persons CPD is a serious matter. (It is a serious matter because without enough CPD points, you most probably will not be able to practice legally in the coming year)

Notes:

- **TO DATE, NO PUNITIVE ACTION HAS BEEN TAKEN TO THOSE AUDITED EXCEPT THE REDUCTION IN THEIR CPD POINTS**



REVISION ON CPD CATEGORY

CATEGORY 1

Formal Education : Engineering or related studies leading to the award of a certificate, diploma, degree or higher degree with a formal assessment process and recognized by BEM or Malaysian Qualifications Agency (MQA).

REVISION ON CPD CATEGORY



CATEGORY 2 (a)

On Job Learning : Engineering or related understudy and learning from a subject matter expert or equivalent, so as to be able to perform new engineering tasks.

REVISION ON CPD CATEGORY



CATEGORY 2(b)

Private Study : Self-study of engineering or related reading materials with the aim of increasing knowledge, capability and competency.

REVISION ON CPD CATEGORY



CATEGORY 3

Conference and Technical Training

: The attendance and participation of a Registered PEPC, PE or IOW in engineering conferences, seminars, workshop, forums and similar technical gatherings and trainings which provide the environment to gain insight and knowledge as well as be abreast with engineering development.

REVISION ON CPD CATEGORY



CATEGORY 4

Presentation or Publication
of Papers

: Presentation of research based or case study papers in engineering or related areas in a conference, seminar or similar activities.

Publication of research based or case study papers in engineering or related areas in refereed journal.

REVISION ON CPD CATEGORY



CATEGORY 5

**Engineering Service
Activities**

: Engineering or related activities performed in the course of contributing to and promoting the engineering profession such as giving talks, serving on committees, participating in engineering programme accreditation, becoming a mentor to graduate engineers or intern inspectors of works, and serving as an industry adviser to an institution of learning.

CPD RECORD



- Magazines
- Professional Practice Committee (PPC)
- Certificate of Completion & Compliance (CCC)
- My Upcoming Events

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CPD ACTIVITY	START	END	ORGANISER/PROVIDER	CONTACT HOUR	TIME WEIGHTED FACTOR	CPD HOUR(S)	ACTION
1. FORMAL EDUCATION (time weighted factor = 2)							+ ?
<i>No record</i>							
Total Allowable CPD Hours (No Limit)						0	
2A. ON JOB LEARNING (time weighted factor = 1)							+ ?
<i>No record</i>							
Total Allowable CPD Hours (Maximum 20 per year)						0	



CPD RECORD

Home

Applications

Pending Individual Renewals

Trainings (User)

CPD Records

Pre-Approved CPD Activities

Create CPD Activity

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1. FORMAL EDUCATION

Engineering or related studies leading to the award of a certificate, diploma, degree or higher degree with a formal assessment process and recognized by BEM or Malaysian Qualifications Agency (MQA).

Note: 1 Contact Hour = 1 CPD Hour

*Qualification	Please select qualification
*Institution of Higher Learning	Name of the university
*Title of Program	Title of Program
	Briefly describe...
Result / CGPA	Insert your result
*Start Date	January 2022



- 
 Certificate of Completion
 & Compliance (CCC)
- 
 My Upcoming Events
- 
 To Do
- 
 Examinations

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⋮

Total Allowable CPD Hours (No Limit)							0
2A. ON JOB LEARNING (time weighted factor = 1)							+ ?
<i>No record</i>							
Total Allowable CPD Hours (Maximum 20 per year)							0
2B. PRIVATE STUDY (time weighted factor = 0.5)							+ ?
Read BINA MAMPAN, VOL. 5, 2019	19/10/2022 2:00:00 PM	19/10/2022 4:00:00 PM	CIDB	2.00	1	1	Action ▼
Total Allowable CPD Hours (Maximum 10 per year)							1
3. CONFERENCE AND TECHNICAL TRAINING (time weighted factor = 1)							+ ?



CPD RECORD

Trainings (User)

CPD Records

Pre-Approved CPD Activities

Magazines

Professional Practice Committee (PPC)

Create CPD Activity

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Result / CGPA

*Start Date

*End Date

*Contact Hour / CPD Hour

Authentication Documents (if any) No file chosen



CPD RECORD

Trainings (User)

CPD Records

Pre-Approved CPD Activities

Magazines

Professional Practice Committee (PPC)

Create CPD Activity

← Back Save Save And Create Another

Result / CGPA

*Start Date

*End Date

*Contact Hour

Authenticate Documents (if any)

How to Calculate ?

Degree (Eg: 20 Credit Hours per semester)

- Study for 1 semester, 3 months, 4 weeks each month
- Contact Hours = $20 \times 3 \times 4 = 240$ Hours

Certificate (Eg: Project Management Professional)

- Study for 5 days, 8 hours per day
- Contact Hours = $5 \times 8 = 40$ Hours

How to Calculate?

↑



COMMON MISTAKES IN CPD SUBMISSIONS

	FINDINGS	(% of Auditees)
1	No details or insufficient information	27
2	Declare in wrong category	20
3	Declare part of work as CPD activity	23.5
4	Overclaimed CPD points	10.4
5	Do not claim under Category 2b (private study)	45.7
6	Sufficient CPD hours as required	45.7
7	Insufficient CPD hours as required	54.3

EXAMPLES



2a. Informal Learning Activities - On Job Training (Time Weighted Factor = 1.00)					
Undergo Survey of Registered Engineers Perception Towards BEM (Online) Training	11 Jan 2021 - 11 Jan 2021	IEM	2.00	2.00	2.00
Total Weighted Hours					2.00
Total Allowable Weighted CPD Hours (Maximum 20.00 hours per year)					2.00
2b. Informal Learning - Private Study (Time Weighted Factor = 0.50)					
Read Read BEM Bulletins, IEM & IMM Journals	31 Jan 2021 - 31 Dec 2021	BEM, IEM	20.00	10.00	10.00
Total Weighted Hours					10.00
Total Allowable Weighted CPD Hours (Maximum 10.00 hours per year)					10.00
3. Conference and Technical Meeting (Time Weighted Factor = 1.00)					
Attending 215th Engineering Education Technical Division Meeting	6 Jan 2021 - 6 Jan 2021	IEM	2.00	2.00	2.00



EXAMPLES

CPD ACTIVITY	DATE	ORGANISER/PROVIDER	CONTACT HOUR	TIME WEIGHTED FACTOR	CPD HOUR (S)
2a. Informal Learning Activities - On Job Training (Time Weighted Factor = 1.00)					
Undergo WORKSHOP Training	13 Jan 2021 - 13 Jan 2021	BENGGEL AACB AKADEMI SAINS MALAYSIA - WATER TRANSACTION	6.00	6.00	6.00
Total Weighted Hours					6.00
Total Allowable Weighted CPD Hours (Maximum 10.00 hours per year)					6.00
3. Conference and Technical Meeting (Time Weighted Factor = 1.00)					
Attending MEETING	6 Jan 2021 - 6 Jan 2021	LEMBAGA URUS AIR SELANGOR	6.00	6.00	6.00
Attending MEETING	19 Jan 2021 - 19 Jan 2021	LEMBAGA URUS AIR SELANGOR	5.00	5.00	5.00



EXAMPLES

CPD ACTIVITY	DATE	ORGANISER/PROVIDER	CONTACT HOUR	TIME WEIGHTED FACTOR	CPD HOUR (S)
3. Conference and Technical Meeting (Time Weighted Factor = 1.00)					
Attending Remote Pilot Basic Course	5 Apr 2021 - 9 Apr 2021	DRB HICOM University	40.00	40.00	40.00
Attending Remote Pilot Training Organization development meeting	22 Apr 2021 - 23 Apr 2021	DRB HICOM University	9.00	9.00	9.00
Attending Remote Pilot Training Organization development meeting	29 Apr 2021 - 29 Apr 2021	DRB HICOM University	3.00	3.00	3.00
Attending Mesyuarat Kerjasama Pembangunan UAV, DHU-USM	21 Jul 2021 - 21 Jul 2021	DRB HICOM University	4.00	4.00	4.00
Attending Mesyuarat Kerjasama Pembangunan UAV, DHU-USM	7 Sep 2021 - 7 Sep 2021	DRB HICOM University	3.00	3.00	3.00
Attending Mesyuarat Kerjasama Pembangunan UAV, DHU-USM	22 Oct 2021 - 22 Oct 2021	DRB HICOM University	3.00	3.00	3.00

EXAMPLES



4. Presentation of Papers (Time Weighted Factor = 10.00)

Presentation of Manufacturing-Turning Art to Parts:Industrial Talk UTEM Melaka; or Research, preparation and presentation of Manufacturing-Turning Art to Parts:Industrial Talk UTEM Melaka	15 Nov 2021 - 15 Nov 2021	Manufacturing-Turning Art to Parts:Industrial Talk UTEM Melaka	2.00	20.00	20.00
Total Weighted Hours					20.00
Total Allowable Weighted CPD Hours (Maximum 30.00 hours per year)					20.00

5. Engineering Service Activities (Time Weighted Factor = 1.00)

EAC Panel Accreditation Visit (Virtual)-UCSI U	30 Mar 2021 - 31 Mar 2021		16.00	16.00	16.00
EAC Panel Accreditation Visit (Virtual)-UMP	14 Sep 2021 - 15 Sep 2021		16.00	16.00	16.00



ACTION TAKEN BY BEM TO DATE

1. Letters are sent to auditees indicating the mistakes that they have made in their submissions.
2. Starting this year we have invited some of the auditees to a special webinar on how to fill the CPD submission correctly.
3. We do not deduct the CPD points mistakenly placed in the wrong category
4. However, we do deduct/add the CPD points that are :
 - a. not CPD claimable;
 - b. Wrong category and different time weighted factor.
5. Those audited will most probably have less CPD points than what they have actually submitted (or claimed). So please check your CPD record



PUNITIVE ACTION TAKEN TO DATE



- 1. No punitive action has been taken to those audited except the reduction in their CPD points (where applicable)**
- 2. If the mistakes persist, more serious action may be in the pipeline**





OUR RECOMMENDATIONS TO REGISTERED PERSONS

- HEED/DO THE FOLLOWING:
 1. Read the Circular no. 002 thoroughly.
 2. Anything that is in your current job description is not CPD claimable.
 3. Read, Read and Read not only you will gain knowledge but also end up getting more CPD points.



THANK YOU



Committed to Engineering Excellence

BOARD OF ENGINEERS MALAYSIA

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