

CONTINUING PROFESSIONAL DEVELOPMENT FRAMEWORK



BOARD OF
**PROFESSIONAL
ENGINEERS**
OF QUEENSLAND

CONTINUING PROFESSIONAL DEVELOPMENT FRAMEWORK

Engineers carry out highly complex work, so it is important they maintain and enhance their knowledge and skills.

To continue to be eligible for registration, RPEQs must complete a minimum of 150 hours of structured continuing professional development (CPD) over a three-year period leading up to the renewal of their registration.

This continuing professional development framework sets out the types of CPD that RPEQs can do and any limitation on hours claimed. While the bulk of CPD points will be for technical courses and training, RPEQs can also claim CPD points for non-technical courses and training.

TYPE OF CPD	LIMITATIONS	NOTES
1. Formal post-graduate study or tertiary course units not undertaken for award purposes	There is no limit to the maximum number of hours that you can claim over a three-year period for these activities.	Study may be either on campus or by distance education. For distance education, record the total number of hours you spent undertaking the study. Time claimed is the actual hours of lectures / tutorials / laboratory work, noting that there will almost always be further time spent both in preparation and follow-up. All such activities will involve some form of assessment.
2. Short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings	There is no limit to the maximum number of hours that you can claim over a three-year period for these activities.	Technical meetings, industry presentations, seminars, workshops and discussion groups, either in-house or external, conducted by recognised practitioners or hosted by industry organisations.
3. Learning activities in the workplace that extend competence in the area/s of engineering	A maximum of 75 hours of your total CPD in any three-year period may be claimed for these activities.	Learning activities must enhance job skills and are structured programs. For any learning activity undertaken in the workplace you must be able to demonstrate how it has extended your knowledge. Activities that are normal work activities applying current knowledge cannot be claimed as learning activities in the workplace.
4. Private study which extend knowledge and skills	Reading of journals and manuals can contribute to a maximum of 18 hours of your total CPD in any three-year period.	Private study includes the reading of books, journals, transactions, manuals etc. Sufficient records must be kept of claimed personal reading (e.g. date, title, author and time invested) to address an auditor's inquiry. This information should be recorded after you have read the article for audit purposes.

TYPE OF CPD	LIMITATIONS	NOTES
5. Service to the engineering profession	<p>A maximum of 50 hours of your total CPD in any three-year period may be claimed for these activities.</p>	<p>Service to the engineering profession may include:</p> <ul style="list-style-type: none"> • serving in a volunteer capacity on boards and committees which advance the engineering profession; • being a panel member on tertiary course accreditation visits; • being an interviewer for a RPEQ assessment; • reviewing technical publications prior to publication; • assisting with CPD audits; • mentoring a colleague for work experience purposes; • peer reviewing; • preparation of written submissions / contributions to, and participation in technical standards related meetings of organisations, such as Standards Australia, on areas relevant to your professional work.
6. Preparation and presentation of papers for courses, conferences, seminars or publication	<p>Up to 45 hours per paper may be claimed for papers published in journals and conference proceedings and for the preparation of material for courses not part of your normal employment function (e.g. as a visiting lecturer from industry).</p> <p>Up to 75 hours per paper may be claimed for papers subject to critical peer review prior to publication.</p>	<p>This represents work outside of your normal employment and can be claimed for CPD purposes if the material is prepared and presented by you and the activities contribute to the advancement of the profession.</p> <p>CPD hours for papers for courses, conferences, seminars or publication can only be claimed once under either set of limitations for a single paper (i.e. up to 45 hours OR up to 75 hours).</p>
7. Practitioners employed in tertiary teaching or academic research	<p>A minimum of 40 hours of industry involvement in any three-year period.</p>	<p>Engineers employed in tertiary teaching and or research positions in universities and VET/TAFE must undertake CPD that demonstrates engagement with contemporary engineering industry practice. This engagement may take the form of provision of consultancy services to industry, participation in joint industry- university research collaboration, supervision and development of students' industry-based design projects and field trips, or other direct industry involvement, such as secondment.</p>