

## Introduction

As a Registered Professional Engineer of Queensland (RPEQ), you occupy a position of trust and responsibility within the community, within industry and across government. To ensure your skills and knowledge remain up to date, an RPEQ must engage in regular structured Continuing Professional Development (CPD). As a minimum, an RPEQ must participate in 150 hours of professional development spread over a rolling three year period and may be subject to random audits of their CPD. These guidelines outline the types of professional development activities that will be considered acceptable in meeting the minimum requirements to retain RPEQ status.

## Objectives of Continuing Professional Development

CPD activities are designed to:

- maintain or increase technical competence
- develop new areas of expertise
- increase effectiveness in the workplace
- grow your leadership capabilities and improve career opportunities
- increase your network of fellow professionals

A minimum of ten hours must be spent on **risk management** professional development during the course of every three year period.

## Recording CPD

For compliance purposes, RPEQs must record their participation in Continuing Professional Development activities. IPWEA Queensland's online CPD logbook is the ideal way to record your CPD – you can access it at [www.rpegassessment.com.au/cpd](http://www.rpegassessment.com.au/cpd).

## CPD activities

An RPEQ is expected to engage in a range of Continuing Professional Development activities to meet the objectives outlined above. The following activities are considered acceptable in contributing to the minimum requirements to retain RPEQ status and provide guidance on how to calculate eligible hours:

### 1. Formal Post-Graduate Study

***Formal post-graduate study or individual tertiary course units not undertaken for award purposes***

Study may be either on campus or by distance education. For distance education, estimate the equivalent number of hours of formal face-to-face education that would have been involved. Time claimed is the actual hours of lectures/tutorials or 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.

There is **no limit** to the maximum number of hours that you can claim over a three year period for these activities.

### 2. IPWEA Queensland Professional Development

***IPWEA Queensland Professional Development, Short courses, workshops, seminars and discussion groups***

Technical meetings, including IPWEA Queensland Skills Development programs, presentations, seminars, workshops, webinars and podcasts delivered or facilitated by recognised practitioners in the field. Workshops and discussion groups may be in-house for employees of major organisations. IPWEA Queensland provides CPD hours on programs and Certificates.

There is **no limit** to the maximum number of hours that you can claim over a three year period for these activities.

3. **IPWEA Queensland Conferences**

*IPWEA Queensland Branch Conferences and State Conference, IPWEA bi-annual Conference, including Technical Tours*

IPWEAQ provides CPD hours on programs.

There is no limit to the maximum number of hours that you can claim over a three year period for these activities.

4. **Study Tours**

*Study Tours may be as a Scholarship awarded by the IPWEA Queensland Foundation, or taken individually*

Study Tours come under the category of technical inspections or technical meetings. Foundation Study Tours may include attendance at a Conference and/or technical meetings with Councils/organisations. List each component.

Hours may also be claimed for the preparation and presentation of Foundation reports - see item 4.11.

There is no limit to the maximum number of hours that you can claim over a three year period for these activities.

5. **Other Organisations – Conferences**

Attendance at Conferences held by organisations other than IPWEA Queensland.

There is no limit to the maximum number of hours that you can claim over a three year period for these activities.

6. **Other Organisations - Short Courses**

Attendance at or participation in short courses, seminars, workshops, webinars and podcasts held by other organisations.

There is no limit to the maximum number of hours that you can claim over a three year period for these activities.

7. **On the Job Learning**

*Learning activities in the workplace that extend competence in the area of practice*

Activities that are normal work activities applying current knowledge cannot be claimed as learning activities in the workplace. For any learning activity undertaken in the workplace you must be able to demonstrate how it has **extended** your knowledge.

A maximum of 75 hours of your total CPD in any three year period may be claimed for these activities.

8. **Private Study**

*Private study which extends your knowledge and skills*

Study may be in your area of practice and/or in the core areas of risk management, business and management skills. 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.

Reading of the bi-monthly IPWEA Queensland Bulletin and IPWEA journal or the Engineers Australia journal can contribute to a maximum of 18 hours of your total CPD in any three year period.

Note: The total claimable hours for learning activities in the workplace (item 4.7) and Private Study combined are 110 hours over three years.

## 9. Service to the Engineering Profession

Service to the engineering profession may include:

- serving in a volunteer capacity on boards and committees of IPWEA Queensland, IPWEA, Engineers Australia or other recognised industry bodies
- being a panel member on tertiary course accreditation visits
- being an interviewer on chartered status assessment panels
- reviewing technical publications prior to publication
- assisting with CPD audits
- mentoring a colleague for work experience purposes
- preparation of written submissions/contributions to, and participation in technical standards-related meetings of organisations, such as IPWEA Queensland - AUS-SPEC, Complete Streets, Standard Drawings, ADAC, Road Safety Committees, and/or Standards Australia or Engineers Australia on areas relevant to your professional work.

A maximum of 50 hours of your total CPD in any three-year period may be claimed for these activities.

## 10. Tertiary Teaching

Professional 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 must 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.

Professional engineers employed in tertiary teaching and/or academic research must be able to demonstrate a minimum of 40 hours of industry involvement in any three-year period.

## 11. Preparation of Journal Material

*Material for IPWEA Queensland Bulletin or Public Works Engineering magazine and other organisations' journals, magazines. This could include material prepared as a result of a Foundation Study Tour or Scholarship which is then published in a journal*

This represents work outside of your normal employment and can be claimed for CPD purposes if the material is prepared by you and the activities contribute to the advancement of the profession.

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. presenting a paper at an IPWEA Queensland Branch or State Conference, or Skills Development Program, or as a visiting lecturer from industry. Up to 75 hours per paper may be claimed for papers subject to critical peer review prior to publication.

## 12. Preparation of Research Papers

*This could include material prepared as a result of a Foundation Study Tour or Scholarship which is then published*

This represents work outside of your normal employment and can be claimed for CPD purposes if the material is prepared by you and the activities contribute to the advancement of the profession.

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. presenting a paper at an IPWEA Queensland Branch or State Conference, or Skills Development Program, or as a visiting lecturer from industry.

Up to 75 hours per paper may be claimed for papers subject to critical peer review prior to publication.

13. Exchange Schemes

*Exchange activities that extend competence in the area of practice*

Activities that are normal work activities applying current knowledge cannot be claimed as learning activities in the workplace. For any learning activity undertaken in the workplace you must be able to demonstrate how it has **extended** your knowledge.

*A maximum of 75 hours* of your total CPD in any three year period may be claimed for these activities.

**More information**

For more information about the CPD requirements for RPEQs or how to record your activities, please contact IPWEA Queensland on 07 3632 6801 or [rpeq@ipweaq.asn.au](mailto:rpeq@ipweaq.asn.au). You can record your CPD using IPWEA Queensland's online logbook at [www.rpeqassessment.com.au](http://www.rpeqassessment.com.au).