

# **GUIDELINES FOR IMPLEMENTATION OF THE CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) FOR BUILDING SURVEYORS**

## **1.0 INTRODUCTION**

Professional Development Programme for Building Surveyor (BS) is to ensure that Building Surveyors who are registered with the Royal Institution of Surveyor Malaysia (RISM) has an equivalent level of competency in contemporary practice of Building Surveying exercises in order to provide the quality services to the community and nation. In order to accurately discharge the responsibilities as trained individuals and bearing in mind the rapidly evolving 'knowledge-base' of building surveying practices, Building Surveyors are expected to be certain that their knowledge and skills stay current and relevant.

## **2.0 CPD OBJECTIVES**

- a. To improve Building Surveyors knowledge and professionalism in order to enhance their expertise of building surveying tasks in the construction industry.
- b. To develop the familiarity and skills in various aspects of building surveying assignments.
- c. To enhance interaction and networking among fellow Building Surveyors and other professional surveyors and also among other practitioners by knowledge sharing and experiences through organised activities.
- d. To encourage the involvement of Building Surveyors in various construction activities; and
- e. To increase public confidence in the building surveying services.

## **3.0 CPD CONCEPT**

The concept is to introduce a collection of scores known as CPD points through the involvement of a BS in various events or activities organised by Building Surveying Division of RISM/RISM/Governments or organisers of registered/accredited by the Building Surveying Division of RISM/RISM. A Building Surveyor must collect a set number of points during the active period of BS registration certificate and the accumulated CPD points will be used for future renewal.

#### **4.0 PROGRAMMES/ACTIVITIES THAT OFFER CPD POINTS**

The programmes/activities involved in acquiring CPD points are as follows:

- i. Participation in the programmes/activities as follows;
  - Conferences
  - Forums
  - Seminars
  - Courses
  - Workshops
  - Deliver keynote address
  - As a committee or technical participants
  - Technical visits
  - Training
  - Social networking
  - Other items to be determined by the Building Surveying Division of RISM; and
  - Involvement in programme development committee organised by Building Surveying Division of RISM
- ii. Involved in the forum, performance and presentation sessions as;
  - Chairman
  - Panel members; and
  - Speakers
- iii. Serve the association/organization in the following capacity:
  - President;
  - Vice-President;
  - Main organising committee member; and
  - Representing associations / organizations in activities that are recognised by the Building Surveying Division of RISM
- iv. Publication of scholarly materials such as text books and contributing articles on issues related to the construction industry home and abroad.
- v. Involvement and contribution to the activities of organizations/associations related to development of building surveying profession.
- vi. Other activities will be determined and identified by the Building Surveying Division of RISM from time to time.

## 5.0 CPD POINTS

RISM Membership Categories	CPD Points per annum
Registered Building Surveyor (RBS)	20
Fellow (F)	20
Full Member (M)	20
Graduate (G)	15
Probationer (P)	10

## 6.0 CONFIRMATION OF CPD POINTS

Participants for each programme/activity are required to prove their involvement by providing the relevant supporting documents. CPD programme points are not only subject to those organised by the Building Surveying Division of RISM only; it is open to other associations/organizations/related higher learning institutions in the construction industry.

The CPD implementation mechanism is as follows:

No.	CPD Events	Details	CPD points per event	Maximum points a year	Proof/ Documents
1.	Convention, forums, seminars, workshops, lectures, technical visits, courtesy visit, courses, training, etc.	a) attending the convention, conferences, forums, seminars, workshops, short-courses and related programmes as participants organised by the Building Surveying Division RISM/RISM <ul style="list-style-type: none"> <li>i. 2 days or more</li> <li>ii. 1 day</li> <li>iii. Half-day</li> </ul>	9 6 5		Certificate, or any proof certified by the Division
		b) attending the convention, conferences, forums, seminars, workshops, short- courses and related programmes as participants organised by other parties recognised by the Building Surveying Division of RISM/RISM <ul style="list-style-type: none"> <li>i. 2 days or more</li> <li>ii. 1 day</li> <li>iii. Half-day</li> </ul> <p><i>*In the event that the organizer did not apply for BS CPD, an administrative fee of <b>RM 30.00 per event</b> needs to be borne by the member.</i></p>	7 5 4		Certificate, or any proof certified by the Division
		c) technical visits organised/co-organised by the Building Surveying Division of RISM/RISM	6		Approval letter, or any proof certified by the Division

		d) courtesy visits organised/co-organised by the Building Surveying Division of RISM/RISM	2		Proof of attendance / Approval letter, or any proof certified by the Division
2.	Involved with the Building Surveying Division of RISM committee group/ special experts/ working group and others parties recognised by Building Surveying Division of RISM in developing programmes (meeting minimum attendance of 60%)	a) committee members of Building Surveying Division of RISM		20	Letter of appointment, or any proof certified by the Division
		b) Sub- committee members of Building Surveying Division of RISM		15	Letter of appointment, or any proof certified by the Division
		c) committee group/ special experts/ working group and others parties recognised by Building Surveying Division of RISM		15	Meeting Invitation letter / Approval letter, or any proof certified by the Division
3.	Presentation, keynote address, paperwork , etc.	Speaker, chairman, chairman of the session or panel member involved in the preparation and presentation or paper for the conference's keynote address, convention, forums, seminars, workshops, courses and so on.			Offer letter / Letter of appointment / Certificate, or any proof certified by the Division
		a) organised by Building Surveying Division of RISM b) organised by other parties recognised by Building Surveying Division of RISM	8 5		
4.	Serving the profession	a) Registered owner of the building surveying firm serving with associations/ construction organisations which recognised by Building Surveying Division of RISM i. President ii. Vice-President iii. Council members iv. Committee members v. Ordinary members		10 8 6 4 1	Approval letter, or any proof certified by the Division
		b) Represent the Building Surveying division of RISM to any official events		2	
5.	Publication of books or articles	a) Publication of books related to the profession more than 100 pages	10		Printed materials or published paper, or
		b) Publication of books related to the profession less than 100 pages	7		

		c) Publishing articles in referred journals related to the profession	5		any proof certified by the Division
		d) Publishing articles in conference and seminar papers related to the profession	3		
		e) Publication in the magazine or newspaper in connection with the profession (publishing sites)	3		
6.	Contribution to the Building Surveying Division RISM/RISM activities	Attending general meetings of Building Surveying Division RISM at the international, national, state and branches		5	Approval letter, or any proof certified by the Division
7.	Others	a) Awards and recognitions associated with construction activities by the body /institution recognised by Building Surveying Division of RISM	7		Certificate, or any proof certified by the Division
		b) Involvement and contribution to the development of industry in the construction/ built environment which recognised by Building Surveying Division of RISM	Will be determined by Building Surveying Division of RISM		

## 7.0 RENEWAL OF REGISTRATION AS BUILDING SURVEYORS

### 7.1 DATE OF IMPLEMENTATION

- a. From January 2012 (for year-end December 2012) all Building Surveyors shall be required to submit CPD credit hours for renewal of registration (RISM Member & Registered Building Surveyor). Compliance with CPD credit hours in accordance with this Guidelines document shall be a pre-requisite for renewal of registration (RISM Member & Registered Building Surveyor).
- b. The year-end of CPD assessment is on 31 December every year.
- c. CPD credit hours shall be submitted online via <http://www.myrbs.com.my/login/>

### 7.2 CPD COMPLIANCE FOR BUILDING SURVEYORS

As from January 2012, to be eligible for renewal of registration (RISM Member & Registered Building Surveyor), all Building Surveyors shall be required to complete a minimum of CPD hours, as per item 5.0. **COMPLIANCE means submission of the documents via CPD website (<http://www.myrbs.com.my/login/>).** With effect from 1 Jan 2015,

members who is **56 years and above** is **EXEMPTED** from this CPD compliance.

## **8.0 TRANSFER CLASS OF MEMBERSHIP APPLICATION**

For each transfer class of membership application, the CPD points must be the pre-requisite of the candidate to be followed and completed, before the transfer is going to be approved. In the event of non-fulfilment, the transfer application shall be suspended and pending until the candidate complete the CPD points required.

*Prepared by:*

MyRBS Committee

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*Checked by:*

BS CPD Sub-Committee

Building Surveying Division

Royal Institution of Surveyors Malaysia (RISM)

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