

CPD Determination Policy

PREAMBLE

- A. The Institute of Public Works Engineering Australasia, Queensland (IPWEAQ) is a Company Limited by Guarantee [ABN 84 244 523 855].
- B. On 1 March 2014, IPWEAQ was approved as an assessment entity pursuant to section 112L of *Professional Engineers Act 2002* in the area of Civil Engineering. Assessment entities operate an approved assessment scheme for a period determined by the relevant Minister. IPWEAQ's current assessment scheme (the Scheme) was approved on 18 October 2021, for a three year period – 1 June 2020 to 31 May 2023. The Scheme is available on the IPWEAQ website (www.ipweaq.com/rpeq).
- C. The Board of Professional Engineers of Queensland (BPEQ) has adopted a [Continuing Registration Requirements \(CRR\) Policy](#) which establishes Continuing Professional Development (CPD) requirements to be eligible for, or renewal of registration as a Registered Professional Engineer of Queensland (RPEQ).
- D. This Policy applies to the CPD hours offered/awarded by IPWEAQ.

CPD HOURS

- E. The Scheme requires an RPEQ to engage in a minimum 150 hours of structured CPD over any three year period.
- F. Under the Scheme, and in accordance with BPEQs CRR, both technical and non-technical CPD can contribute to the required 150 hours within the following requirements:
 - a. undertake a minimum 75% (112.5 hours) of the 150 hours as technical CPD
 - b. undertake a maximum of 25% (37.5 hours) of the 150 hours as non-technical CPD.
 - c. undertake as a minimum, 1 hour of non-technical CPD covering ethics; and
 - d. undertake as a minimum, 1 hour of non-technical CPD covering risk management.
- G. Per BPEQs CRR, non-technical CPD includes, but is not limited to, project management, law, and communication.

DETERMINING CPD HOURS OFFERED

- H. IPWEAQ's conferences, symposia, other events and professional development courses may offer CPD hours.

- I. Where CPD hours are to be offered/awarded, IPWEAQ will determine the maximum number of hours available through a particular CPD opportunity. The maximum hours of CPD shall be determined at IPWEAQ's sole discretion considering:
 - a. the duration, content and intended learning outcome
 - b. an hour-for-hour basis for professional development undertaken through the CPD opportunity (ie, housekeeping, morning and afternoon tea breaks, lunch breaks, networking are all ineligible for CPD hours).
- J. A certificate of attendance will be provided to participants who undertake a CPD opportunity through IPWEAQ. Certificates will confirm the maximum number of CPD hours awarded through the CPD opportunity.
- K. IPWEAQ **does not** provide certificates for Public Works TV sessions.
- L. The maximum number of CPD hours may be offered/awarded on an 'upto' basis. In these instances, the CPD hours completed may vary, but shall not exceed the maximum of hours stated as the 'upto' amount. Certificates issued in such instances shall indicate the maximum hours as an 'upto' amount.
- M. IPWEAQ may, where practicable, provide **guidance** regarding the type of CPD available ie, technical or non-technical. Provision of such guidance is at IPWEAQ's sole discretion.
- N. For Clauses L and M of this Policy, an RPEQ is ultimately responsible for recording, including the retention of appropriate evidence to support their CPD activities.
- O. The RPEQ Coordinator shall maintain a register of CPD hours for CPD opportunities in accordance with Clauses H, L and M of this Policy. The register will include any technical and non-technical hours where such guidance has been provided.

IMPLEMENTATION AND REVIEW

The Director, Professional Services is responsible for implementation of this Policy.

This Policy shall be reviewed on an Annual basis, or on a case-by-case basis as necessary.

REFERENCES

1. *Professional Engineers Act 2002* (QLD)
2. Continuing Registration Requirements Policy, Board of Professional Engineers of Queensland
3. IPWEAQ Assessment Scheme Registered Professional Engineer of Queensland (approved 18 October 2021 for the period 1 June 2020 to 31 May 2023).

VERSION CONTROL

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