



Queensland

IPWEA

INSTITUTE OF PUBLIC WORKS
ENGINEERING AUSTRALASIA

**INFORMS. CONNECTS.
REPRESENTS. LEADS.**

RPEQ REGISTRATION AND COMPETENCY ASSESSMENT

CONTINUING PROFESSIONAL DEVELOPMENT

Guidelines

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 complete 150 hours of professional development over a three year period and is subject to random audits. These guidelines outline the types of professional development activities considered acceptable to meet the minimum requirements to attain and 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

A minimum of ten hours must be spent on risk management every three years.

Recording CPD

For compliance purposes, RPEQs must record their Continuing Professional Development activities (CPD) or easier still, sign up to IPWEAQ's CPD Scheme and we will record, track and audit your CPD hours for you. See details on our [website](#).

CPD activities

An RPEQ is expected to engage in a range of CPD activities to meet the objectives outlined above. The following types of CPD will allow you to complete the 150 CPD hours every three years:



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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. 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 you can claim.

2. IPWEAQ Professional Development

Conferences and Technical Tours

IPWEAQ delivers hundreds of courses, symposia, forums, webinars, workshops and podcasts every year delivered by respected practitioners expert in their field. Courses and workshops are offered publicly or in-house. Certificates recording CPD hours attained are issued after each event.

There is no limit to the maximum number of hours you can claim.

3. IPWEAQ Conferences

IPWEAQ Annual Conference and Branch Conferences, including Technical Tours

There is no limit to the maximum number of hours you can claim.

4. Study Tours

Study tours and other scholarships awarded by IPWEAQ or undertaken personally

Study tours come under the category of technical inspections or technical meetings. This can include visits to other councils or organisations to discover world best practices and/or new and innovative solutions for the sector.

Hours may also be claimed for the preparation and presentation of study tour reports.

There is no limit to the maximum number of hours you can claim.

5. Other Conferences

Attendance at sector relevant conferences held by organisations other than IPWEAQ.

There is no limit to the maximum number of hours you can claim.

6. Other 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 you can claim.

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 75 hours can be claimed in every three year period.

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, manuals etc. Sufficient records must be kept of personal reading eg date, title, author and time invested to pass audit scrutiny.

Reading the IPWEAQ newsletter, Connect and our quarterly e-journal, Engineering for Public Works contributes up to 18 hours CPD every three year period.

Note: The total claimable hours for learning activities in the workplace and private study combined is 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, working groups and committees of IPWEAQ, 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
- preparation of written submissions/contributions to, and participation in technical meetings of organisations eg IPWEAQ's Design Standards, Standard Drawings, ADAC, Road Safety Committees.

A maximum 50 hours can be claimed in every three year period.

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10. Tertiary Teaching

Professional engineers employed at 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 eg secondment.

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

11. Preparation of Articles and Reports

Articles and sector reports submitted to IPWEAQ and published in its quarterly e-journal

This represents work outside your normal employment and can be claimed 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 eg presenting a paper at an IPWEAQ Branch or Annual Conference or professional development program, or as a visiting lecturer from industry. Up to 75 hours may be claimed for papers subjected to critical peer review prior to publication.

More information

For more information about CPD requirements, the IPWEAQ CPD Scheme or how to record your CPD, please contact Juliet Schaffer, Learning & Assessment Coordinator on 07 3632 6822 or at Juliet.Schaffer@ipweaq.com

