



MALAYSIAN INSTITUTE OF PLANNERS

**CONTINUING
PROFESSIONAL
DEVELOPMENT
(CPD)**

1.0 INTRODUCTION

The Malaysian Institute of Planners chartered object is “ to promote the science and art of Town Planning for the benefit of the public...” It does this primarily by ensuring the existence of a body of professional planners with appropriate knowledge, training and skills, committed to the maintenance and development of their professional competence throughout their working lives.

It is in the interest of the public that the institute’s members should not only meet its initial entry requirements, but they should be seen to maintain and develop their professional knowledge and skills throughout their period of membership. This is essential, if members are to maintain their legitimacy as professionals and if membership of the institute is to offer the attestation of professional competence which the public require.

In MIP’s effort towards promoting planning excellence, a Continuing Professional Development (CPD) scheme is introduced.

In which CPD will be defined as:

“ The systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner’s working life.”

The scheme is intended to demonstrate publicly the profession’s commitment to CPD, and to offer formal recognition of individual members’ commitment to the maintenance of professional competence.

The scheme also helps members’ employers to justify the allocation of time and money for staff development and this will make the planning practice among the leading profession in terms of professional development.

The council shall ensure that CPD needs of members at every stage of their careers are met. And in developing this, the Council has respect the extremely wide variety of members’ professional development needs and circumstances, whilst focusing more clearly on the relevance and quality of CPD activity, rather than its mere quantity.

2.0 THE CPD OBLIGATION

Clause 9 of the Code of Professional Conduct requires that :-

“A member shall take all reasonable steps to maintain a high degree of professional competence throughout his practice and shall have regard to relevant advice given by the Institute from time to time ”.

This clause has not specified the steps to be undertaken by a member in acquiring competency in his working lives. The clause shall be amended and read as :

“A member shall take all reasonable steps to maintain a high degree of professional competence throughout his practice and shall comply with the Council’s continuing professional development regulations as amended from time to time”.

CPD will be regulated and included as a Supplementary Regulation to the Code of Professional Conduct. This supplementary regulation would outline the rules for the CPD.

With effect from 1st January 2003, the council’s CPD regulations, requires that every corporate member shall :

- a. after two years being admitted as a Corporate Member, prepare a professional development plan for the next two years identifying his or her personal professional development needs;

- b. in every two year period undertake a minimum of 20 credit point of CPD activities related to the undertaking or managing of town planning;
- c. maintain a written record of his or her CPD activity;
- d. submit to the Institute such forms as may be prescribed by the Institute :
 - (i) a copy of the professional development plan covering the previous two years;
 - (ii) a written record of his or her CPD activity over the same period of CPD;
 - (iii) where appropriate, an explanation of his or her reasons for not having complied with any part of this regulation.
 - (iv) a copy of his or her current professional development plan or plans covering the next two years.

It must be noted that CPD is compulsory to all corporate members with no CPD obligation to Honorary Fellow and Fellow Members. The CPD will be used to renew corporate membership.

3.0 MODE OF CPD

The Institute recognises that there are no short or simple definitions of ‘town planning’ or ‘town planner’, Town planning is a broad based profession, requiring many skills - technical, managerial and personal. Thus the CPD is not limited to seminars, conferences and courses, but there is a wide variety of ways of doing CPD, including :

- A** - Action-based learning. It is a learning process involving a systematic, structured approach to certain skill or knowledge acquiring with clear benefit to meet the individual CPD needs.
- C** - Conference, seminars, workshops and other technical and professional events.
- M** - The preparation of materials for courses, technical meetings or publication in the press.
- R** - Supervised Research for books and journals.
- Q** - Courses leading to a qualification.
- P** - Professional involvement in a specialist working parties or panels, planning aid work or acting as a consultant on topics of professional interest and professional involvement towards the development of the planning profession.

These different kinds of activities are all acceptable CPD, provided they are related to planning work, relevant to the members’ needs and effective in making them more competent.

The institute distinguishes between CPD and work experience. Work undertaken in the normal course of duties and the repetition of everyday tasks would not normally count as CPD.

The Institute does not consider it appropriate to prescribe a minimum or maximum proportion of your time which should be devoted to any particular means of CPD. It does however recommend that members should aim for a mix mode of undertaking CPD in order to gain a rich range of experience through the activity. If your CPD records shows a very high proportion of one particular mode of activity than, an explanation must be given in the CPD record.

The institute does not 'validate' individual events for CPD purposes. Members will have to assess for personal development, from the published information and from reputation of the provider, whether the quality, topic and level are appropriate and relevant to members CPD needs. Afterwards members will need to decide whether or not the event participated meet their CPD requirements and does in fact enhance or update their knowledge or skills. As a rule, most events or CPD opportunities organized by the Malaysian Institute of Planners or offered by professional bodies, recognised higher education establishments and Jabatan Perancangan Bandar dan Desa are likely to be of professional quality.

4.0 THE PROFESSIONAL DEVELOPMENT PLAN AND CPD RECORDS

4.1 The Professional Development Plan (PDP)

The PDP is to help members identify clear professional objectives in order to identify relevant CPD activities and to monitor the extent to which they meet your needs. This would include any one of the following:-

- CPD which you need in order to undertake your current planning work;
- CPD which keeps you in touch with planning issues not directly related to your day to day work;

- CPD which develop skills complementary to professional planning activities and which is designed to help career progression or to maintain competence (managerial skills, IT awareness etc)

Therefore the PDP is :-

- a. An analysis of your current CPD needs, having regard to your present circumstances, to any anticipated changes in your circumstances in the future and to your longer term aspirations.
- b. An attempt to identify how things might best be met.
- c. An attempt to plan what CPD activities you will undertake during the period of plan.
- d. Helpful to help you identify an anticipated course of action, designed to focus and accelerate the learning process.
- e. Unique to you only.
- f. Not an inflexible plan and does not prevent you from taking advantage of valuable but unexpected or unplanned CPD opportunities.
- g. A guide for the institute to understand your CPD requirements and to plan for the CPD activities and courses either independently or jointly with other professional bodies or organizations.

The PDP is to be filled in a format guided by Form MIP CPD 1. You are to fill this form and you can review it and update it regularly, responding to changing needs and circumstances. However, you need to submit it together with your CPD records (Form MIP/CPD 2).

Content of PDP :-

- Name
- Corporate Membership No
- Age/Family
- Current Job

- Current Job Details and Responsibilities
- Period of CPD Needs
- Areas of Knowledge Required
- Skills Requirement
- Long Term Ambition/Goals/Aspirations/ Next Career Move
- CPD Requirements Priorities

4.2 The CPD Record

The CPD record which you submit to the Institute must be in a form specified as Form CPD 2 which is designed to allow simple recording, monitoring and assessing of progress of your CPD programme by yourself and by the Institute. The reason for recording your CPD is that, as with the preparation of a PDP, it is in itself a valuable CPD activity. The recording provides the opportunity for you to reflect on what you have gained, to assess progress towards the objectives set out in your PDP and to review the continued applicability of the plan itself.

CPD Record Content :-

- Name
- Membership No
- Period of CPD Submission
- Mode of CPD Undertaken
- What You Did
- When You Did It
- What you achieve from the CPD
- Hours Value

5.0 COURSES, SEMINARS AND ACTION BASED PROGRAMMES

As an immediate programme, the institute shall focus on courses, seminars and action base programmes. These programmes will be organized by MIP or jointly with other professional bodies and organization.

Though members are allowed to choose and plan their own CPD needs, it is encouraged that at least 50% of their CPD activities should be related to planning.

6.0 CPD ASSESSMENT

The assessment of CPD records shall be undertaken by the Professional Practice Committee of the MIP Council. Members whose plans and records do not appear to meet the requirements of the Code will first receive a letter explaining why. In some cases, this will be due to incomplete information, and by supplying more information the member can show that he or she has in fact met the requirement.

In other cases the deficiency may be due to misunderstanding of the requirement or to genuine difficulties in meeting it. In such cases the Institute will offer what advice or help it can.

6.1 CPD Point

CPD Points allocated for the different modes of CPD are as follow:-

- A** - Action -base learning - 4 credit points
- C** - Conference, seminar and Workshop
 - Local - 2 credit points
 - International conference seminar and workshop held and organised locally or overseas - 3 credit points
- M** - Preparation of materials for courses - 4 credit points
- R** - Supervised Research - 4 credit points
- Q** - Courses leading to a qualification - 5 credit points
- P** - Professional involvement - 2 credit points

** All credit points indicated in mode C is base on full day participation. For half day participation half the points shall be given. Full day is a minimum of 5 hours and half day is a minimum of 3 hours.*

CPD RECORD SHEET

Name : Record of Activity
make spare copies of this form

Membership No. : Address :

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MODE*	WHAT YOU DID	WHAT YOU GOT OUT OF IT IN TERMS OF CPD	WHEN YOU DID IT	HOURS VALUE

*Mode : It would be helpful if you could show, for each activity listed, what kind of activity it was, by choosing from the following list the description that fits it best:
A (Action-base learning); C (Conference); M (Preparation of material); R (Supervised research); Q (Courses leading to a qualification); P (Professional Involvement)

CPD RECORD SHEET
: Your PDP vs Your CPD

in the relationship between your CPD record with your PDP for the period covered. Explain in brief & it does need to show whether you have your plan (s) and fulfilled your objectives, & to explain on any divergence between your hoped to do & what in what you have done.



MALAYSIAN INSTITUTE

Signature : Name : Date : Membership no.....