RPEQ - Continuing Professional Development

**CPD evidence submission form**

Please read the accompanying [guidance notes](https://www.icheme.org/cpd-submission-guidance) before completing this form.

The combination of your responses below is designed to show that you are meeting the CPD requirements for your RPEQ registration and your IChemE membership. The [Board of Professional Engineers of Queensland](https://bpeq.qld.gov.au/cpd/) expects registered engineers to undertake a minimum of 150 hours of CPD over three years (excluding career breaks) in order to continue registration.

IChemE will endeavour to respect the confidentiality of the information provided and your submission will be disclosed only to those IChemE Members dealing directly with the review. Registrants are requested not to include or attach any company sensitive information within their submission.

|  |  |
| --- | --- |
| **Name** |  |
| **IChemE Membership No** |  |
| **Membership grade and other registrations held** | MIChemE  FIChemE  CEng  CSci  CEnv  RPEQ  ESOS  Professional Process Safety Engineer |

**Declaration**I hereby agree that this CPD report represents a true account of my continuing professional development process and the information contained in this form is correct.

Please tick the box below and enter your name and date to indicate your agreement to this declaration.

|  |  |  |  |
| --- | --- | --- | --- |
| I agree to the declaration | | | |
| Print Name: |  | Date: |  |

**Section 1 – Status**Do you consider yourself to be professionally active\* at this time?

|  |
| --- |
| YES – Proceed to Section 2. |

|  |
| --- |
| NO – I am not professionally active\*.  Please provide explanatory information of your status in the box below and return the form.  At this stage there is no requirement to complete Section 2 |

\* See guidance notes for more details

**Section 2 – CPD evidence**

|  |
| --- |
| **Your role(s)** |
| Please summarise your role(s) and responsibilities for the period covered by the evidence provided  It is suggested that your summary is no longer than 150 words. |
|  |

Please complete the table below, detailing the filenames and description of any accompanying documents that you will refer to in your submission.

**Please anonymise any attachments, so that they do not include any company sensitive information etc.**

|  |  |
| --- | --- |
| **Filename** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Please complete the following parts of the form as outlined in the guidance notes.

If the information is already contained within one of your attachments, there is no need to repeat or copy it into the boxes below, but you should explain where the information will be found. This should be done by clearly stating the filename and location within the attachment where the information is to be found (eg page number or section number).

The combination of your responses below is designed to show that you are meeting the CPD requirements for your IChemE membership and specifically your RPEQ registration. Please refer to the [guidance notes](https://www.icheme.org/cpd-submission-guidance) for more details.

If using acronyms, please use the full name when first mentioned and the acronym you are going to use in brackets.

|  |
| --- |
| **Part A – Planning your CPD (Requirement 1)** |
| Please provide an outline of your CPD process, explaining how and when you review previous CPD activities, identify future needs and set your CPD objectives for the forthcoming cycle/period.  It is suggested that your summary is no longer than 300 words. |
|  |

|  |  |
| --- | --- |
| **Part B – Previous CPD plan (Requirement 2)** | |
| Please give start and end date of your **last three completed** annual CPD cycles.  (eg January 2018 to December 2018) | Cycle 1        Cycle 2        Cycle 3 |
| For this last three years completed CPD cycle, please summarise the development objectives that you set and where appropriate explain:   * why did you select those development objectives? * what specific measures of success did you set for those objectives? * what activities did you plan to carry out to meet the development objectives and why did you choose them? * how you would know if you met the objectives you set yourself?   It is suggested that you use no more than 700 words. | |
|  | |

|  |
| --- |
| **Part C – Reviewing and reflecting on previous CPD undertaken (Requirements 3 & 4)** |
| For each objective provided in your previous CPD plan above, please summarise below the review and reflection you carried out for each objective including information such as:   * what you learnt from the development activities you completed * did you meet the development objectives and any specific measures of success that had been set? * what benefits you and your organisation gained from the development activities?   It is suggested that you use no more than 700 words. |
|  |
| What information did you take from the review and reflection of your previous CPD activities described above, to carry forward into your next CPD plan?  It is recommended that you use no more than 200 words. |
|  |

|  |  |
| --- | --- |
| **Part D – Current CPD plan (Requirement 2)** | |
| Please give start and end date of your **current** CPD cycle. (eg January 2019 to December 2019) |  |
| For the current CPD cycle please summarise the development objectives that you set and where appropriate explain:   * why did you select those development objectives? * what specific measures of success did you set for those objectives? * what activities did you plan to carry out to meet the development objectives and why did you choose them? * how you would know if you met the objectives you set yourself?   It is suggested that you use no more than 500 words. | |
|  | |

|  |
| --- |
| **Part E – Supporting others (Requirement 5)** |
| What have you done in the last 36 months that has supported the learning and development of others?  It is recommended that you use no more than 300 words. |
|  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part F – CPD activity types used** | | | | | | | | |
| For the objectives you described in Parts B & C, and work described in Part E above, please fill in the table below to show the mix of activity types that were used.  The [Board of Professional Engineers Queensland](https://bpeq.qld.gov.au/cpd/) state that registered engineers must:   1. complete a minimum of 150 hours of structured continuing professional development (CPD) over a three-year period leading up to the renewal or restoration of their registration; 2. undertake a minimum 75% (112.5 hours) of the 150 hours as technical CPD; 3. undertake a maximum 25% (37.5 hours) of the 150 hours as non-technical CPD; 4. undertake as a minimum, 1 hour of non-technical CPD covering ethics; and 5. undertake as a minimum, 1 hour of non-technical CPD covering risk management.   The Board also has seven categories in which CPD hours can be claimed (see attachment at the end of this form)  Please complete the relevant Technical and Non-Technical tables below and provide the total number of hours for each activity over the past three years (rounded up to the nearest hour). | | | | | | | | |
| **Technical CPD**  Undertake a minimum 75% (112.5 hours) of the 150 hours as technical CPD  CPD objective/work | For the seven CPD category definitions below, please refer to the attachment at the end of this form | | | | | | | |
| CPD category 1 (No limit) | CPD category 2 (No limit) | CPD category 3 (Max 75 hrs) | CPD category 4 (Max 18 hrs) | CPD category 5 (Max 50 hrs) | CPD category 6 (Max of 45 hrs papers published in journals / 75 hrs subject to critical peer review) | CPD category 7 (Min 40 hrs industry involvement) | Related Hours |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Total hours | | | | | | | |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Non-Technical CPD**  Undertake a maximum 25% (37.5 hours) of the 150 hours as non-technical CPD;   * undertake as a minimum, 1 hour of non-technical CPD covering ethics; and * undertake as a minimum, 1 hour of non-technical CPD covering risk management   CPD objective/work | For the seven CPD category definitions below, please refer to the attachment at the end of this form | | | | | | | | | |
| CPD category 1 (No limit) | CPD category 2 (No limit) | CPD category 3 (Max 75 hrs) | CPD category 4 (Max 18 hrs) | CPD category 5 (Max 50 hrs) | CPD category 6 (Max of 45 hrs papers published in journals / 75 hrs subject to critical peer review) | CPD category 7 (Min 40 hrs industry involvement) | Non-technical CPD covering ethics (Min 1hr) | Non-technical CPD covering risk management (Min 1hr) | Related Hours |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Total hours | | | | | | | | | |  |

Should you require additional lines for Part F above please download and complete the additional [Part F continuation sheet](https://www.icheme.org/media/8367/rpeq-part-f-continuation.docx) and include it with your submission.

**CPD category definitions**   
CPD is designed to extend the RPEQ’s knowledge and skills in their area/s of engineering. The Board of Professional Engineers Queensland has seven categories in which CPD hours can be claimed:

|  |  |
| --- | --- |
| **CPD category** | **Limitations** |
| 1 - Formal post-graduate study or tertiary course units not undertaken for award purposes | There is no limit to the maximum number of hours you can claim |
| 2 - Short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings | There is no limit to the maximum number of hours you can claim |
| 3 - Structured learning activities in the workplace that extend competence in the area/s of engineering | Maximum 75 hours |
| 4 - Private study which extend knowledge and skills | Maximum 18 hours |
| 5 - Service to the engineering profession | Maximum 50 hours |
| 6 - Preparation and presentation of papers for courses, conferences, seminars or publication | A maximum of 45 hours for papers published in journals and conference proceedings, or a maximum of 75 hours for papers subject to critical peer review |
| 7 - Practitioners employed in tertiary teaching or academic research | A minimum of 40 hours of industry involvement must be claimed |

Office use only:

|  |  |  |
| --- | --- | --- |
| CPD category | No. of Technical CPD hours | No. of Non-Technical CPD hours |
| Type 1 |  |  |
| Type 2 |  |  |
| Type 3 |  |  |
| Type 4 |  |  |
| Type 5 |  |  |
| Type 6 |  |  |
| Type 7 |  |  |
| Non-technical (Ethics) |  |  |
| Non-technical (Risk Mgt) |  |  |
| **TOTAL** |  |  |
| **Percentage (%)** |  |  |

Institution of Chemical Engineers | Davis Building, Railway Terrace, Rugby, CV21 3HQ, UK  
[www.icheme.org/contactus](http://www.icheme.org/contactus)

Incorporated by Royal Charter 1957. Founded 1922

A registered charity in England & Wales and a charity registered in Scotland (SC 039661)