

SPM CONTINUING PROFESSIONAL DEVELOPMENT HANDBOOK

VERSION SPM.2019.01

Table of Contents

1.0 SPM CONTINUING PROFESSIONAL DEVELOPMENT	2
2.0 OBJECTIVE OF CPD PROGRAMME	2
3.0 INTRODUCTION OF CPD	2
4.0 DETAILS OF CPD COMPONENTS.....	2
5.0 CPD APPLICATION FOR EXTERNAL TRAINING PROVIDER (TP)	4
6.0 KEEPING A RECORD AND EVIDENCE OF CPD ACTIVITIES	5
7.0 VERIFYING COMPLIANCE WITH CPD REQUIREMENTS	5
8.0 ENQUIRIES.....	5

1.0 SPM CONTINUING PROFESSIONAL DEVELOPMENT

- 1.1. Continuing Professional Development (CPD) is integral in ensuring that industry practitioners continue to keep their knowledge and skills current with industry and regulatory developments. It equips practitioners with the ability to evolve with the changing industry landscape and enhances the professionalism and value of the practitioners within the industry.
- 1.2. Broadly, CPD is a systematic and sustained process by which an individual not only maintains, but also improves and expands his/her professional knowledge and skills

2.0 OBJECTIVE OF CPD PROGRAMME

- 2.1. The objective of SPM introducing a CPD framework is to reinforce the need for lifelong learning and to provide a means for SPM members and Professional Project Managers (PPM) to systematically maintain and enhance their competency to carry out their role as project managers.
 - 2.1.1. To enable and encourage SPM members to update and acquire knowledge and skills to stay relevant
 - 2.1.2. To assist PPMs in maintaining their competence and achieving their professional goals

3.0 INTRODUCTION OF CPD

- 3.1. The SPM CPD Programme comes into effect on 1 January 2019. It is applicable to SPM members, particularly for PPM certification.

4.0 DETAILS OF CPD FRAMEWORK

4.1. COMPONENTS

- 4.1.1. **Component A:** formal training – courses, workshops, seminars and talks related to Project Management and the Built-Environment & Construction industry;
- 4.1.2. **Component B:** contributions to the practice and promotion of Project Management, leveraging on the experience, knowledge and expertise of the PPM or CPD PDU applicant to benefit the Project Management fraternity, SPM, BE&CI and society at large.

Component	Category	CPD Activity	
A Formal training	Category 1: Skills training	1a	Qualified formal study courses in approved IHL
		1b	Qualified short courses, conferences, workshops and seminars, in-house training, and lectures.
B Contributions to PM practice	Category 2: Participation in professional Boards, Committees and Societies	2a	Relevant Industry Board & Council Members
		2b	SPM working committee members
		2c	Member of relevant professional associations
		2d	Member of other relevant committees that contribute to project management
	Category 3: Other contributions	3	Contributions of relevant technical or management knowledge, skills or experience in Project Management.

4.2. COMPONENT A - FORMAL TRAINING

Category	CPD Activity	Criteria	PDU
1a	Qualified formal study courses	Relevant post-graduate, diploma or certificate courses on project management or construction management related fields Example: MSc (Project Management)	1 PDU per contact hour <i>[capped at 40 PDUs per year]</i>
1b	Qualified short courses, conferences, workshops and seminars, in-house training, and lectures.	Training that are relevant to project management which is accredited by SPM.	1 point per contact hour for non-SPM courses. For SPM conducted courses, 1.5 factor awarded to number of points accorded for each contact hour

4.3. COMPONENT B - CONTRIBUTIONS TO PM PRACTICE

Category	CPD Activity	Criteria	PDU
2a	Member of Board related to BECI or SPM Council	Regular attendance Examples of Boards: BCA, URA, HDB, LTA, JTC, NEA, other statutory boards related to BE&CI	6 points accorded over 12-month period involvement. <i>[A maximum of combined 8 points can be obtained from Cat 2a and 2b.]</i>
2b	SPM working committee member	Regular attendance Endorsed by chairman of working committee	4 points accorded over 12-month period involvement. <i>[A maximum of combined 8 points can be obtained from Cat 2a and 2b.]</i>
2c	Member of relevant professional associations	Example of professional associations: MAs of CIJC	2 points accorded
2d	Member of other relevant committees that contribute to project management	Example of relevant committees: Property of facilities development or management committee of VWO, NGO, community organisation.	2 points accorded

Category	CPD Activity	Criteria	PDU
3	Contribution to relevant technical or project management knowledge and skills	Write a 3000-word article that is of benefit to PM for publishing in SPM newsletter or equivalent journals.	4 points per article
		Write 1500-word short paper on personal PM project experience that showcases project management learning.	2 points per paper
		Conduct in-house talk with proper validation	1 point for each contact hour
		Pro-bono advisory role as PM	4 points accorded over 12-month period

5.0 CPD APPLICATION FOR EXTERNAL TRAINING PROVIDER (TP)

5.1 Training Providers can make an online CPD application for the qualification of a training activity under SPM CPD Programme via [SPM website \(CPD portal\)](#).

5.2 Interested TPs to submit the CPD application at least 4 weeks before the starting date of the course(s).

5.3 Application will have to be submitted online together with supporting documents as follows:

- 5.3.1 Event particulars
- 5.3.2 Profile of Speaker(s)
- 5.3.3 Synopsis of Presentation(s)
- 5.3.4 Event Flyer
- 5.3.5 Programme Timetable

5.4 If the application has been successfully qualified for CPD, the TP has to provide SPM Secretariat a scanned copy of the actual signed attendance list and the completed excel attendance submission template, as per listed below.

(a) Scanned copy of the actual signed attendance list with the following details:

- 5.4.1 Full Name of Participant
- 5.4.2 Name of Organisation
- 5.4.3 NRIC/FIN number
- 5.4.4 PPM number (if applicable)
- 5.4.5 Signature of Participants

(b) Completed Excel Attendance Submission Template – Available from [SPM website \(CPD portal\)](#)

Please send the 2 documents to SPM via societyofprojectmanagers@gmail.com not later than 2 weeks after completion of the activity for recording of the CPD points. Attendance without the above-mentioned particulars will not be updated in our record.

5.5 TPs are to ensure that all information (in particular, attendance and details) submitted is correct and up-to-date. Failure to submit the accurate information may result in CPD points not being updated.

5.6 In qualifying the event or activity with SPM CPD points, it cannot be construed that formal endorsement of the event is granted by SPM. TPs may only indicate that the event has SPM CPD Programme: (PDU points) as part of the event information.

5.7 SPM reserves the final right to register an application as course organizer in accordance with its own purpose. SPM also reserves the final right to withdraw a registration if a TP fails to comply with the conditions prescribed and in accordance with its own purpose.

6.0 KEEPING A RECORD AND EVIDENCE OF CPD ACTIVITIES

6.1. Applicant for use of SPM CPD PDUs will need to maintain a record of the CPD Activities that has undertaken in each year. The applicant will also need to separately retain evidence of different category of CPD Activities (except for category 1b) that he/she has undertaken in each year. The evidence that the applicant must maintain should, at minimum, include the following examples:

6.1.1. Confirmation of your attendance or completion by the organiser of the CPD Activity, e.g. through a copy of a certificate of completion or attendance

6.1.2. Copy of the presentation notes or articles

6.1.3. Letter of appointment to board/committee or membership certification

7.0 VERIFYING COMPLIANCE WITH CPD REQUIREMENTS

7.1. The SPM CPD Committee will carry out evaluation of submitted documents for application for CPD PDUs. The Committee will conduct random audit on compliance with CPD requirements. Those selected may be asked to further provide additional verification of their documentary evidence of their CPD participation during the particular period. The applicant will need to comply with such a requirement within such time as the SPM may specify.

8.0 ENQUIRIES

8.1. For enquiries, please do not hesitate to contact the SPM Secretariat via societyofprojectmanagers@gmail.com.