Continuing Professional Development Policy
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Introduction

ERB has adopted a policy for professional development within which the training, appropriate to each discipline and the procedures best suited to evaluating graduate engineers in that discipline, can be defined. The general rule is that graduate engineers for registration must demonstrate their professional development and competence. This has prompted the Board to develop a procedure for professional assessment. Core elements of professional development and specific guidelines for training and documenting progress have been defined for each discipline of engineering outside this Policy Document.

ERB is responsible for regulating the practice of engineering in Botswana. Registered persons are required by their Code of Conduct to practice strictly within their area of competence and to maintain and enhance this competence. They therefore have the responsibility to keep abreast of developments and knowledge in their areas of expertise in order to maintain their competence. In addition to maintaining their own competence, they should strive to contribute to the advancement of the body of knowledge with which they practice, and to the profession in general.

ERB is mandated by the Government in terms of the Engineering Act, CAP 61:06 of 2008 subsequently amended with “Act 23: 2013” (hereinafter referred to as “the Act”) to serve and protect the safety and health of the public by establishing and maintaining minimum standards of practice, knowledge and skills of registered engineering persons in the country as well as to establish and maintain standards of professional ethics among them.

The discretion provided for in the Act to make use of Continuing Professional Development (CPD) as a mechanism to determine renewal of registration, gives the Board the opportunity to comply with both the renewal of registration and CPD requirements. However, it is not ERB’s intention to “police” each and every registered person’s career. ERB’s point of departure is to assist with the creation of a culture of CPD for the Botswana engineering profession.

ERB will therefore institute a system of CPD, starting in January 2017 which will be linked to renewal of practicing certificate from 01\textsuperscript{st} January 2018 for all registered persons according to the policy set out in this Document.
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What is CPD

CPD is understood across most professions as the systematic acquisition of knowledge and skills, and the development of personal qualities, to maintain and enhance professional competence. All registered engineering professionals will have an obligation to undertake CPD, and to support the learning of others. An individual’s CPD records must demonstrate a minimum of 300 hours of structured CPD in the last three years. Globally, CPD has become a standard requirement for renewal of practice certificate for professional engineers. Similarly CPD requirement are enforced for Graduate Engineers to qualify for registration as Professional Engineers.

They will attend approved activities and accumulate a specified number of credits, which will ensure that they maintain their competences throughout their period of registration. The emphasis for meeting CPD requirements is not on the acquisition of credits for the attendance of academic or theoretical courses alone, but has been spread over three categories of activities, which would contribute to meeting the minimum CPD credits needed for renewal of registration and Credits must be obtained in all of the three categories, with at least 3 credits per annum. Failure to achieve the target number of credits could result in the withdrawal of practising certificate.

Administration

The CPD policy will be administered by ERB in terms of its obligation under the Act. However, the responsibility to provide CPD activities according to specific criteria and guidelines is outsourced to recognized professional institutions/ associations, as well as accredited tertiary education institutions and other recognized providers.

ERB has the responsibility to ensure that the activities that are outsourced to these entities are carried out fairly, equitably and responsibly. The ERB therefore, reserves the right to review or withdraw outsourced activities and responsibilities from recognized providers should it be deemed important to do so.
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Application of Policy

Professional Categories: The policy will be applicable to all persons who are registered in the professional categories, that is, Professional Engineers, Professional Engineering Technologists, Professional Engineering Technicians and Professional Certificated Engineers.

Registered and Graduate Categories: Categories will not be required to comply with the CPD requirements for purposes of renewal of practicing certificate. However they will be required to undertake CPD in order to comply with the requirements for professional registration. Registered and Graduate category individuals therefore must record their CPD annually.

OBLIGATIONS

The expectation of ERB is that all those registered as engineering professionals will maintain records of CPD activities they engage in to extend or update their knowledge, skill or judgment in their area or areas of engineering practice. It is critical for all registrants to demonstrate an active participation in their areas of engineering practice.

Registrants will undertake these activities because they are expected to enable them to:

- Maintain technical competence;
- Retain and enhance effectiveness in the workplace;
- Be able assist, influence and lead others including mentoring and coaching by professional engineers and technologists;
- Successfully deal with innovation and technological changes throughout their engineering career; and
- Serve the community they operate in with diligence, and ensuring that they add value to their lives.

To facilitate this growth, employers will be responsible for creating a suitable work environment, which supports and promotes the participation of registered persons in activities that maintain their competence. Employers also share a responsibility to maintain a work environment in which the continued development of registrants is assured.
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**CPD Requirements**

CPD will run in 3-year cycles, during which period every registered person will be required to accumulate 15 credits in order to retain registration. In any one year, the registered person will be required to accumulate a minimum of 3 credits. Additional credits earned in any one year may be carried over to the subsequent years of the three year cycle. It is required that annually, when registrants apply for renewal of Practicing Certificates, they will record with ERB CPD activities for that period to be assessed for compliance to CPD policy requirements.

The recording of CPD can be done manually by filling CPD form provided by ERB sending it to:

Engineers Registration Board  
P O Box 1909 AAD  
Poso House  
Gaborone

The number of credits accumulated in respect of each category of CPD activity during the specific annual cycle will be electronically recorded. Registered persons may access their personal record on the ERB website or can request a copy from ERB. In view of the possibility for audit, registered persons should keep verifiable evidence of all their CPD activities for at least three years.

Each registered person will have their own cycle, the start date of which is their original date of full registration. Where a registered person has multiple registrations, the date of their first registration will be their start date.

**Credit Weighting for Various Activities**

CPD credits must be obtained in at least two of the three categories listed below, with at least 3 credits per full three year cycle from **Category 1**. The maximum credits, which may be accumulated annually in each category is also indicated below.
Category 1: Developmental Activities

Attendance of structured educational/developmental programs will be credited on the basis of 1 credit per 10 hours of attendance. A full day activity will be regarded as being for 10 hours and a half day activity will be regarded as 5 hours and hence half a credit. A maximum of 2 credits (20 hours) may be accumulated annually under this category.

Activities under this category include:

- Congresses
- refresher courses
- large group workshops
- lectures
- seminars
- conferences
- Colloquiums

Category 2: Work-based Activities:

- Engineering Work 2 credits 300hrs/credit
- Mentoring of graduate & Registered practitioners 1 credit 50hrs/credit

Category 3: Professional Service Activities:

- Membership of a Professional Institution 1 credit (not linked to hours)
- Other activities 3 credits 10hrs/credit
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Category 2: Work-based Activities:

- **Engineering Work**: Since registered persons also remain current by performing their day-to-day engineering responsibilities, a weighting of one credit for every 300 hours per year for engineering related work (including management) is awarded for this category. A maximum of two credits for 600 hours per year may be earned in respect of this activity.

- Mentoring of registered and graduate registrants: 1 credit = 50 hours (50hrs/credit)

The mentoring of registered and graduate registrants in the workplace, in-house skills training sessions and career guidance will be recognized as CPD with a maximum of 2 credits for 100 hours per year.

If a professional engineer mentors more than three candidates simultaneously, extra credits may be accumulated, and a maximum of 1 credit from this category may be transferred to either one of other categories. *This will be a special dispensation for a limited period only.*

Category 3: Professional Service Activities:

ERB shall accept as evidence of compliance with this policy, CPD records of participation in the following activities:

- Membership of a voluntary association recognized by ERB (engineering society/institution or institute): 1 credit annually (not linked to hours).

- Others:
  - ERB Board Membership: 1 credit per year of active involvement
  - BIE Council Membership: 1 credit per year of active involvement
  - Participation in ERB Committees: 1 credit per year of active involvement.
  - Participation in statutory, professional, institutional, technical or non-technical committees or task groups: 1 credit for every 10 hours of active participation.
  - Participation in Advisory Committees at Tertiary Education Institutions for Curricular Development purposes: 1 credit for every 5 hours of active involvement.
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- Participation in meetings related to advancement of engineering practice, such as; BIE AGM, Panel discussions, discussion groups: 0.5 credits per event (1 Credit maximum).
- Participation at Engineering Career Expos, Engineering Symposia, Exhibitions: 1 credit per 10 hours of active involvement (1 credit maximum).
- Part-time lecturing to undergraduate and postgraduate students: 1 credit for every 10 hours of lecturing (2 credits maximum)*
- Evaluation of competence and applications for registration for ERB Registration Committees and Professional Advisory Committees: 1 credit for every 10 hours of active involvement.
- Supervision of students undertaking postgraduate studies: 2 credits per year*
- Oral examinations of final year and postgraduate students: 1 credit for every 10 hours of active involvement*
- Evaluation of Masters dissertations and PhD theses by external examiners: 2 credits per year*
- Publication of research in peer reviewed journals: a single author: 2 credits per publication. Where paper has a number of authors: 1 credit per publication per author*
- Publication of technical articles: 1 credit per article published*
- Papers presented at conferences or congresses / poster presentations: 1 credit each*
- Evaluation of educational programs at Universities and Engineering Colleges for accreditation purposes: 1 credit for every 10 hours of active involvement.
- Evaluation of educational qualifications for ERB Qualifications Examination Committee: 1 credit for every 10 hours of active involvement.
- Relevant additional qualifications: A completed postgraduate qualification: 5 credits.
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- Self-study which includes, but is not restricted to studying of journals or electronic or computerized material, one credit for every 10 hours of study. All activities under this item must be verified.

* Not for engineers in academics.

Please see Appendix A for the summary of CPD activities and credits.

Approval of CPD activities

Recognized voluntary professional bodies / organizations will render an invaluable service of facilitating a wide range of services that can be used by registered engineers to maintain and improve their competences. They will be responsible for the validation and monitoring of courses, seminars and conferences offered for CPD credits by other providers. Providers of CPD activities, such as private companies or state organizations, will need to have the contents of every event they provide approved by recognized voluntary associations for the discipline or category of registration concerned and for the assignment of the appropriate CPD credits.

Accredited tertiary educational institutions and private providers will run activities, which will be acknowledged for obtaining CPD credits. The organizers of these recognized programmes, courses, conferences or seminars shall approach the appropriate recognized voluntary association for vetting of the activity and may be charged a fee for such evaluation and approval. Registrants with the intention to participate in CPD activities are advised to ensure that the activity is approved for the credits awarded to be recognized by ERB.

In order to approve Category 1 CPD activities, recognized voluntary associations will ensure that the following aspects are covered:

- The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it.
- The activity should meet an educational and developmental need and provide an effective learning experience for the participants.
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- The participants or group of participants must be specified (e.g. professional engineers, professional technologists, professional certificated engineers, professional technicians, registered technicians or a specified category, e.g. registered lift inspectors) and where appropriate, the discipline should also be specified.
- The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion.
- The subject covered should provide a balanced view and should not be unduly promotional.
- The presenters should have proven practical and academic experience and be good communicators.
- Evaluation forms for obtaining feedback from participants on the activity must be provided for rating of the relevance, quality and effectiveness of the activity.

Private Providers of CPD activities will be required to submit their proposed activity to the recognized voluntary association for that discipline or category of registration, who will arrange for assessment of the content and CPD credit value thereof. Applications for approval of CPD activities must be submitted to the appropriate recognized voluntary association.

PROCESS OF RENEWAL OF PRACTICING CERTIFICATE

All registered persons will be required to apply for renewal of practising certificate on the prescribed forms (see accompanying CPD guidelines – ERB/CPD/Gu1.0) at least 3 months prior to the expiry of their registration. This renewal of practicing certificate every year will be an administrative process for those who meet the CPD requirements.

AUDITING OF CPD RECORDS

The Registrar is authorized to conduct CPD audits and may delegate this responsibility to Professional Assessment Committees or Registration Committee to ensure that the principle of peer assessment and evaluation is maintained.
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An audit may be undertaken:

- Randomly with up to 10% of the CPD records of all registered persons in the different categories of registration annually.
- In response to a complaint levelled against registrant;
- If the individual is working in a high risk area of practice;
- To meet requirements set down in prescribed legislation; or
- To meet other requirements or priorities set down by ERB from time to time.

The decision to select a particular individual or group of individuals for audit is final and cannot be challenged or appealed. If selected for audit, registrants will be required to send, within 3 months of initial notification, the following:

- Verification of their CPD activities in the form of a certificate,
- List of results,
- Record of attendance,
- Receipt of course payment, or
- A written verification from the recognized voluntary association or accredited tertiary educational institution, which presented the developmental activity.

Where the CPD activity was presented by any other provider, proof of approval of the activity from the recognized voluntary association together with proof of attendance must be submitted.

If an individual is no longer in engineering practice and intends to discontinue his registration and practicing status, he/ she shall respond to the audit notice by advising of this decision.

**NON-COMPLIANCE**

Registrants shall be advised of the audit outcome and those who receive a notice of an unsuccessful audit outcome may be:

- Given a further 12 months in which to comply, at the discretion of the Registrar, or delegated authority.
- Required to follow an approved remedial programme of CPD within a period prescribed by ERB.
## Appendix A - CREDIT WEIGHING SUMMARY TABLE

<table>
<thead>
<tr>
<th>Category</th>
<th>Activity</th>
<th>Example of Activity</th>
<th>Credit Earning</th>
<th>Hours/Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Development</td>
<td>• Congresses</td>
<td>4</td>
<td>10 hrs</td>
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<tr>
<td></td>
<td></td>
<td>• refresher courses</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• large group workshops</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• lectures</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• seminars</td>
<td></td>
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<td></td>
<td></td>
<td>• conferences</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Colloquiums</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Maximum</td>
<td></td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Annually</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Work-Based Engineering</td>
<td>Engineering Work</td>
<td>2</td>
<td>300 hrs</td>
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<tr>
<td></td>
<td></td>
<td>Mentoring of graduate and registered engineers</td>
<td>1</td>
<td>50 hrs</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academics</td>
<td>2</td>
<td>300 hrs</td>
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<td>3</td>
<td>Professional Services</td>
<td>Membership of Professional Institution</td>
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<td>Annually</td>
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<td></td>
<td>Others:</td>
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<td></td>
<td></td>
<td>• ERB Board Membership</td>
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<td>Annually</td>
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<tr>
<td></td>
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<td>• BIE Council Membership</td>
<td>1</td>
<td>Annually</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Participation in ERB Committees</td>
<td>1</td>
<td>Annually</td>
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</tbody>
</table>
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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>Participation in statutory, professional, institutional, technical or non-</td>
<td>Participation in statutory, professional, institutional, technical or non-technical</td>
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<td>10 hrs</td>
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<tr>
<td></td>
<td>technical committees or task groups</td>
<td>committees or task groups</td>
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<tr>
<td></td>
<td>Participation in Advisory Committees at Tertiary Education Institutions</td>
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<td>5 hrs</td>
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<td></td>
<td>for Curricular Development purposes</td>
<td>Development purposes</td>
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</tr>
<tr>
<td></td>
<td>Participation in meetings related to advancement of engineering practice,</td>
<td>Participation in meetings related to advancement of engineering practice, such as;</td>
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<td>Per event</td>
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<td>such as; BIE AGM, Panel discussions, discussion groups</td>
<td>BIE AGM, Panel discussions, discussion groups</td>
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<td>Participation at Engineering Career Expos, Engineering Symposia, Exhibitions</td>
<td>Participation at Engineering Career Expos, Engineering Symposia, Exhibitions</td>
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<td>10 hrs</td>
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<td>Part-time lecturing to undergraduate and postgraduate students</td>
<td>Part-time lecturing to undergraduate and postgraduate students</td>
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<td>10 hrs</td>
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<td></td>
<td>Evaluation of competence and applications for registration for ERB</td>
<td>Evaluation of competence and applications for registration for ERB Registration</td>
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<td>10 hrs</td>
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<td></td>
<td>Registration Committees and Professional Advisory Committees</td>
<td>Committees and Professional Advisory Committees</td>
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<td></td>
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<tr>
<td></td>
<td>Supervision of students undertaking postgraduate studies *</td>
<td>Supervision of students undertaking postgraduate studies *</td>
<td>2</td>
<td>Annually</td>
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<tr>
<td></td>
<td>Oral examinations of final year and postgraduate students *</td>
<td>Oral examinations of final year and postgraduate students *</td>
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<td>Evaluation of Masters dissertations and PhD thesis by external examiners</td>
<td>Evaluation of Masters dissertations and PhD thesis by external examiners *</td>
<td>2 maximum</td>
<td>Annually</td>
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<tr>
<td></td>
<td>*</td>
<td>Publication of research in peer reviewed journals</td>
<td>2</td>
<td>Publication Per author</td>
</tr>
<tr>
<td></td>
<td>Where more than one author *</td>
<td>Where more than one author *</td>
<td>1</td>
<td></td>
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</table>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Publication of technical articles *</td>
<td>1</td>
<td>Publication</td>
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<td></td>
<td></td>
<td>Papers presented at conferences or congresses / poster presentations *</td>
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<td>each</td>
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<td></td>
<td>Evaluation of educational programmes at Universities and Engineering Colleges for accreditation purposes</td>
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<td>Evaluation of educational qualifications for ERB Qualifications Examination Committee</td>
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<td>Relevant additional qualifications: completed postgraduate qualification</td>
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<td>self-study which includes, but is not restricted to studying of journals or electronic or computerized material</td>
<td>1</td>
<td>10 hrs</td>
</tr>
</tbody>
</table>

*Not for Engineers in academics*
Unit 3 Plot 145,

Lake View Office Park, Kgabe.

P O Box 1909 AAD, Poso House,

Gaborone, Botswana.

Tel: +267 3914446, Fax: +267 3973626

Email: enquiries@erb.org.bw, Web: www.erb.org.bw