



**INSTITUTE OF ENGINEERING RWANDA (IER)**

**IER CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)  
PROCEDURES MANUAL**

**October, 2019**

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## **List of Abbreviations and Acronyms**

- CPD : Continuing Professional Development
- ES : Executive Secretary
- FRW : Franc rwandais (Rwandan franc)
- GC : Governing Council
- ICT : Information and Communication Technologies
- IER : Institution of Engineers Rwanda
- PDC : Professional Development Credits
- PDP : Personal Development Plan
- TVET : Technical and Vocation Education Training

## **Foreword**

The Institute of Engineering Rwanda (IER) carries out not only technical activities organized mostly to reach out the greater engineering domain, but also common services to the general public. It is therefore essential that these activities follow basic norms so as to maintain the status of the premier engineering professional body in the country.

This edition of Continuing Professional Development (CPD) Procedures Manual, as approved by the Governing Council, will guide and support personnel who undertakes and conducts Continuing Professional Development in IER.

This Continuing Professional Development (CPD) Manual serves as a handbook for all engineers of IER to help them carry out Professional Development and other stakeholders who interface with the core activities of the Institution particularly those who provide CPDs.

It is my hope that the users of this procedures manual shall embrace the procedures herein. Besides, this manual should lead to synergy, coordinated and integrated procedures that lead to the fulfilment of the organization's needs and assist in the achievement of IER's goals and objectives.

I extend my sincere gratitude to all staff members of IER who have worked hard to ensure successful completion of this Finance and Administration Procedures Manual.

**Eng. KANGAHO Gentil**

President and Chairman of the Governing Council

# **1 Introduction**

## **1.1 Historical background and legal mandate**

The Institute of Engineering Rwanda (IER) started in 2008 as learned society of engineering profession with an aim to promote and develop engineering services and best practice for sustainable development of our country. This was in line with government's commitment to promote science and technology for the national development while promoting the engineering profession leading to improved quality and efficiency of services.

All these proved difficult to be achieved without appropriate legal framework until 2012 when Law n° 26/2012 of 29/ 06/ 2012 governing the professions of Architecture and Engineering and establishing the Institution of Architects and Engineers was established and enacted by the Parliament. This was not only to be used as a tool to achieve the targeted goals but also a forum to harmonize engineering services and activities within the country, the East African Community and the world at large.

## **1.2 Vision**

In the next 5-years, the Institution of Engineers Rwanda (IER) strives to become a center of excellence and best practices in advancing and promoting Engineering profession in Rwanda.

## **1.3 Mission**

The overall mission of IER is to advance, promote and develop engineering profession in Rwanda, through: enhanced awareness of the engineering profession, regulation and Capacity Building of its members to ensure that they are competent and competitive in the national, regional and international professional engineering job markets.

## **1.4 Rationale for the manual**

The Institute of Engineering Rwanda (IER) has put in place a framework for Continuing Professional Development (CPD) as a normal part of a career for every professional engineer. CPD is defined as the "systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout one's working life". CPD is therefore an ingredient of the professional career activities of any professionally successful engineer. IER is

happy to provide support to enable you to obtain maximum benefit from managing your personal development, but it is part of your professional responsibility as a member of the IER that you maintain your CPD records.

IER has made Continuing Professional Development (CPD) mandatory to all its members practicing engineering so as to be able to keep abreast with the advances in science and technology, and therefore be in a position where they can effectively compete locally, regionally and internationally.

On joining Engineers Rwanda, all members make a fundamental commitment to ongoing self-improvement. It is this underpinning ethos—the professional obligation to learn, that is a decisive contributor to the credibility in society of the engineering professional and the engineering profession.

There are many ways in which you, as an engineering professional, can learn. Overall, your CPD records should show a balance between formal classes and lectures, interactive activities, 'knowledge events' such as conferences, Engineers Rwanda sector meetings and 'learning events'. These are events where there are identified learning outcomes and delivery is such that learning of new knowledge and/or skills can be assured, e.g. some seminars, courses, and formal tertiary education.

Another medium where engineers can gain CPD is through networking and dialogue with Engineers Rwanda, other professional bodies and other engineering professionals. This is particularly important if you are working in isolation and there is little opportunity to meet and mingle with other engineering professionals within your day-to-day working environment.

### **1.5 Importance of CPD**

Graduates enter the workplace with valuable skills and knowledge, however at this stage of their career they are less aware of the significance of constantly changing skill-sets, activities, relationships, and behavioural adjustments they will need to manage, if they are to remain highly-valued contributors throughout their career.

By carefully planning your CPD at this stage, you can bring about the necessary advancements in the required competences to help sustain career-long high performance. One very important reason to keep up to date with CPD concerns the so-called 'half-life' of engineering education which relates to the fact that technical knowledge becomes outdated. Engineers who do not engage with CPD may come to rely on outdated knowledge or outmoded techniques to practice their profession. By allowing market trends and new technologies to pass them by, it will lead to 'professional obsolescence'.

Recent research has cited that the 'failure to learn' is the greatest cause of corporate downfalls in recent times, more so than hard-to-predict technological advancement or disruptive innovations.

There are five main factors which contribute to professional obsolescence for engineers at present:

- rapid expansion of technology;
- rapid turnover of technology;
- globalisation and cost competitiveness;
- increasing interdisciplinarity; and
- emergence of new technology/market trends/legislation.

The best way for you to overcome these factors and ensure a sustainable life long career is to ensure:

- You are equipped to continuously up skill;
- You are able to adeptly source new knowledge;
- You are capable of adopting creative and novel approaches.

Systematic CPD is clearly the best means for you to keep pace with both incremental and major step-changes in a knowledge-based society and to avoid "professional obsolescence".

### **1.6 Planning individual CPD Activities**

The general planning of CPD activities must be done on long, medium and short term basis. The long-term planning coincides with the Strategic Plan of the Institution, while the short-term planning aligns with the Fiscal Year program that runs from 1st July to 30th June of the following year.

There are many options for engaging in and benefiting from CPD. Evidence from professional organisations internationally suggests that a development of action plan of some form is the best process for supporting CPD. Periods covered by each development action plan may vary but the plan should be reviewed at least every six months. It may be helpful for reviews to be done with a professional colleague or mentor. Each development action plan should address: "Optimising how 'to do' CPD is a matter of organisation, planning and reflection".

For effectiveness, the responsibilities are shared between stakeholders as follows:

- The General Assembly holds the responsibilities for approving policies, annual CPDs of individual members, CPD providers, and determining modalities of implementation for each cluster of CPD activities.
- The Governing Council shall formulate and recommend to the General Assembly modalities, policy and guidelines for Continuing Professional Development (CPD) activities and programs of implementation with necessary practicalities.
- The Committee in charge of CPD shall have the responsibilities for proposing demand driven knowledge and skills to the Institutions of learning; preparing continuing trainings for Members of the Institution in the modalities described and accepted by the members; proposing and following up the modalities of implementation of every CPD activity.
- In its duties to conduct the ordinary business and to keep all documents and records including records of all assets of the Institution, the Executive Secretariat shall have the responsibility for daily monitoring of CPD activities, keeping proper and accurate records and reports on CPD activities and individual members. Moreover, the Executive Secretary must ensure that members are engaged in CPD, reports irregularities, sorts out raising issues, and prepares CPD related reports to higher governing organs.
- Individual member of the Institution of engineers Rwanda must have in advance his or her annual Personal Development Plan (PDP), which should reflect and be relevant to his or her current profile of professional practice and performance and make a projection for his or her future growth in the engineering career. PDP is a tool which records the development of the activities required to help the individual professional achieve the intended outcomes and future ambitions.

Besides, every member is supposed to keep his or her CPD Progress Record which contains all records of the CPD activity and type, evidence of achievements vis-à-vis the planned learning outcomes and competences demonstrated and time. The record is useful for annual performance appraisal once CPD activities are completed.

## **1.7 Interpretation**

**“applicant”** refers to a person applying for registration, re-registration, recording or approval of CPD activities and/or credits;

**“approved CPD provider”** refers to a recognised “voluntary association” by IER or an “approved educational institution” or any

private educational institution approved by IER for purposes of offering appropriate learning in respect of category 1 CPD activities as contemplated in Appendix A;

**“approved educational institution”** refers to an educational institution which offers engineering programmes which have been granted accreditation by competent authority;

**“competence”** refers to a cluster of related abilities, commitments, knowledge, skills and experience necessary to perform engineering work effectively;

**“CPD validator”** refers to a Recognised Voluntary Association, Approved Educational Institution or the Governing Council (IER) which verifies CPD providers and/or validates CPD activities;

**“credit”** is defined in notional hours where one (1) credit is equal to ten (10) hours of learning towards the defined outcomes;

**“CPD provider”** refers to an individual, institution, organization, or group of professionals that is accredited to develop and provide CPD activities;

**“CPDC”** refers to Capacity building and professional Development Committee;

**“effective date”** refers to the date of the coming into effect of registration with the IER.

**“expiry date”** refers to the date marking every cycle end date (or every fifth year) on which such a registered person has to renew his or her registration with the IER.

## **2. General CPD requirements**

### **2.1 Five Year cycle**

The CPD system functions in cycles of five (5) years. The five-year cycle of each registered person commences on the anniversary of the date on which such registered person was registered by IER, which date appears on the person's certificate of registration, and which date also constitutes the expiry date, when such person is required to apply for renewal of his or her registration. The date on which a person has been registered shall also be obtainable from [www.engineersrwanda.rw/membership/join](http://www.engineersrwanda.rw/membership/join).

Where a person is registered in more than one professional category, the date applicable to the category in which such person first registered will be recorded as the date on which such person's five-year cycle commences, and which date also constituted the expiry date.

During each cycle of five years, every registered person must accumulate a minimum of twenty-five (25) credits in order to qualify for renewal of his or her registration.

A registered person may not accumulate less than three (3) credits per annum in at least two of the categories of activities referred to in c below, and may accumulate additional credits each year up to a maximum number of credits as prescribed for each activity listed in column 3 of the table c below. Additional credits which have been accumulated during any particular year may be carried over to subsequent years of the five year cycle, provided that no more than the maximum permissible credits for the particular activity may be carried over.

### **2.2 What counts as CPD**

Continuous Professional Development (CPD) activities are weighted according to their measurable outcomes, which are allocated points or credits depending on the number of hours accomplished for their completion. This means that a point or a credit is obtained after a determined number of hours of an activity.

In addition, CPD activities may have different credits known as Professional Development Credits (PDC) according to their category and sub-category. Furthermore, PDCs can be obtained, all in one level or cross-cut levels depending on individual performance and commitment to undertake continuing professional development.

It should be noted that the total minimum number of Professional Development Credits (PDC) per year are 50, among which the maximum of 10 PDCs are allocated to unstructured activities and the maximum of 40 PDCs to structured activities.

### **3. Categories of activities for CPD Credits**

The Institution of Engineers Rwanda (IER) recognises the following three (3) main CPD activities (i) Developmental Activities; (ii) Work-based activities; and (iii) Individual Activities. The first two activities are clustered into structured activities, while the third is classified under Non-structured activities.

#### **3.1 Developmental Activities**

Developmental Activities comprise structured activities such as conferences, congresses, large group workshops, lectures, seminars, short courses, colloquiums and/or symposia conducted inside or outside the country.

One (1) PDC of Developmental Activities equals to ten (10) hours of attendance or one (1) full day. In case of five (5) hours or a half day attendance, the engineer will accumulate ½ credit (PDC).

The standard number of PDCs for an Engineer should be four (4) PDCs or forty (40) hours on this category.

#### **3.2 Work-based Activities**

Work-based Activities comprise engineering professional works and mentorship of graduates or junior practitioners. An Engineer, who proves that he or she has been involved in a full-time professional assignment for a minimum of four hundred (400) hours, will accumulate one (1) PDC. The maximum number of credits per year for this category is two (2) PDCs which equal to eight hundred (800) hours. As for mentorship of graduates or junior practitioners, an Engineer will accumulate one (1) PDC per each graduate or junior practitioner mentored or provided with in-house skill training and carrier guidance for a minimum of fifty (50) hours. Only one (1) PDC per year may be accumulated by an engineer for this category, which means one graduate or junior practitioner mentored.

#### **3.3 Individual activities**

This category comprises a range of verifiable activities that promote interaction between peer engineers and provide exposure to new ideas, technologies and practices. They aim at enhancing the engineering profession, on the one hand, and to serve the public interest on the other hand. They further expand or develop technical knowledge and skills base in the disciplines of engineering science and practice.

Individual activities in this category include; membership registration to other professional bodies, part-time lecturing to undergraduate and postgraduate students; supervision of students undertaking postgraduate studies; oral examinations of final year and postgraduate students; evaluation of Masters dissertations and PhD theses as an external examiner; publication of research in peer reviewed journals as a single author or a co-author; publication of technical article, paper presentation at a conference or a congress, participation in statutory, professional, institutional, technical or non-technical committee or task group; evaluation of an educational programme at a university/college or Technical and Vocation Education Training (TVET) for accreditation purposes; evaluation of educational qualifications for an Examination Committee; and evaluation of technical reports for applications for registration to the Institution of Engineers Rwanda (IER).

There are also additional qualifications (Postgraduate academic achievement) such as Masters and or PhD, self-study which includes, but is not restricted to, studying of journals or electronic or computerised material.

The number of credits accumulated per activity and the number of hours required for a credit differ according to the nature and specifications of individual activities. Nonetheless, the maximum number of PDCs per year may not exceed three (3) credits in this category.

The table below summarises CPD activities and their maximum Professional Development Credits (PDCs) per year:

<b>Category 1: Developmental Activities</b>		
	<b>CPD Activities</b>	<b>Description of Credit</b>
1.1	Conferences, Congresses, large group workshops, Lectures, Seminars, short courses, colloquiums or symposia conducted inside or outside the country	One (1) Credit equals to ten (10) hours or a full day of attendance.
<b>Category 2: Work-based Activities</b>		
2.1	Engineering professional Works	One (1) Credit equals to four hundred (400) hours of full-time professional assignment.
2.2	Mentorship of graduate or junior practitioners	One (1) Credit equals fifty (50) hours of mentorship, in-house skill

		training and carrier guidance of one (1) graduate or junior practitioner.
<b>Category 3: Individual Activities</b>		
3.1	Membership registration to other professional bodies	Registration by another professional body is credited one (1) Credit.
3.2	Part-time lecturing to undergraduate and postgraduate students	Every one hundred (100) hours of lecturing equal one (1) Credit.
3.3	Supervision of students undertaking postgraduate studies	Every six hundred (600) hours of supervision equal one (1) Credit.
3.4	Oral examinations of final year and postgraduate students:	Every ten (10) hours of active involvement in oral examination equal one (1) Credit.
3.5	Evaluation of Masters dissertations and PhD theses as an external examiner	Evaluation of one (1) thesis equals two (2) Credits per year
3.6	Publication of research in peer reviewed journals as a single author or a co-author	Two (2) Credits per publication as a single author and one (1) Credit per publication as a co-author.
3.7	Publication of technical articles	One (1) Credit per article published.
3.8	Papers presented at a conferences or a congress	One (1) Credit per presentation.
3.9	Participation in statutory, professional, institutional, technical committees or task groups	One (1) Credit per ten (10) hours of active participation.
3.10	Evaluation of educational programmes at a universities/college or Technical and Vocational Education and Training (TVET) for accreditation purposes	One (1) Credit per ten (10) hours of active participation.

3.11	Evaluation of educational qualifications for a higher education Examination Committee	One (1) Credit per ten (10) hours of active participation.
3.12	Evaluation of technical reports for applications for registration to IER	One (1) Credit per ten (10) hours of active participation.
3.13	Additional qualifications such as Masters and or PhD	Five (5) Credits after MSc or PhD graduation.
3.14	Self-study	One (1) Credit per ten (10) hours of proven self-study.

The Executive Secretariat, after recommendation by the Governing Council and approval of the General Assembly, maintains updated database and schedule of universities, technical institutes, colleges, suppliers, employers and technical societies that can offer formal activities for CPD.

CPD credits must be obtained in at least two of the three categories listed above, which, with at least 5 credit per five -year cycle from Category 1. The maximum permissible credits which may be accumulated annually in each category is indicated in column 3, below:

Categories	Activities	Maximum Credits	Hours
Category 1	Developmental Activities	4 credits	40 hours (10hrs/credit)
Category 2	Work-based Activities: <ul style="list-style-type: none"> <li>• Engineering Work</li> <li>• Mentoring of candidate practitioners</li> </ul>	2 credits 1 credit	800 hours (400hrs/credit) 50 hours (50hrs/credit)
Category 3	Individual Activities <ul style="list-style-type: none"> <li>• Membership of a recognised voluntary association</li> <li>• Other activities</li> </ul>	1 credit 3 credits	(not linked to hours) 30 Ours(10hrs/credit)

### 3.4 Approval of CPD Activities

In approving a Category 1 CPD activity, a voluntary association must ensure that the following aspects are covered:

- (i) The activity should serve to maintain or enhance the knowledge, skills and competence of all those who participate in it.
- (ii) The activity should meet an educational and developmental need and provide an effective learning experience for the participants.
- (iii) 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.
- (iv) The depth and breadth of the subject matter covered must be appropriate with sufficient time for discussion.
- (v) The subject covered should provide a balanced view and should not be unduly promotional.
- (vi) The presenters should have proven practical and academic experience and be good communicators.
- (vii) Evaluation forms for obtaining feedback from participants on the activity must be provided for rating of the relevance, quality and effectiveness of the activity.
- (viii) Any provider who desires validation of a Category 1 CPD activity must apply to an appropriate voluntary association for approval of such activity.
- (ix) Any registered person who intends to undertake a CPD activity offered by a provider other than a voluntary association or accredited educational institution should ascertain whether such activity is approved in terms of these procedures in order to ensure that any credits attached to such activity are awarded by IER.

**Note:** Courses or seminars should ideally be quality approved as CPD for engineering professionals, run by an engineering institution or an approved training provider. Topics can include specific technical subjects, sector specific subjects or generic training.

#### 3.4.1 Academic contributions

The CPD records of engineering academics will have to provide evidence that you have been networking with engineers practicing outside of the education sector. This could be through consultancy work, acting as an expert witness or when your research and teaching takes you into industry.

### **3.4.2 'On-the-job' CPD**

While this is applicable to all professionals, it may be more pertinent to engineers working in smaller-sized organisations and the self-employed. We would encourage employees in very small-sized organizations and the self-employed - to think about how you can record valuable CPD that has happened during the course of your work. To do this, you must identify the non-routine elements of your work which have been CPD for you i.e. it can't be CPD if it was your usual work routine and you learned nothing. Think about: new desktop research, actual research, new investigations, specific 'stretch assignments' delegated to you, engineering works carried out on a voluntary basis for a local organisation you are a member of etc. You can still comply with the CPD requirements of Engineers Rwanda by presenting evidence of new and non-routine work elements. You may be asked to provide a referee for CPD of this nature i.e. the client you worked for etc.

### **3.5 Criteria for validation of CPD activities**

Once the documents covering the provider and activity have been received, the IER will appoint a minimum of two independent reviewers, one academic and one field expert, knowledgeable in the particular subject, to validate the CPD activity material. Their respective recommendations will be considered by the IER and the course provider will be advised of the outcome and allocated credits accordingly.

The criteria against which each provider and CPD Activity will be evaluated will generally be as follows:

- a. Institute/Company
  - type of organization;
  - acknowledged standing.
- b. Presenter/s
  - acknowledged expertise;
  - appropriate experience;
  - effective communication.
- c. Objective of Programme - Evaluate in terms of:
  - what the course claims to be;
  - for whom the course is intended;
  - outcome statement.
- d. Scope
  - technical nature;
  - relationship to electrical engineering.
- e. Contents
  - clearly defined scope;

- technically correct;
  - appropriate standard;
  - level of theory matching intended audience;
  - quality of material e.g. clarity of examples and diagrams;
  - comprehensive ;
  - verifiable reference;
  - relevance;
  - material should be mainly generic but product promotion can be used to emphasise generic aspects.
- f. Arrangements
- relevant documentation/notes;
  - appropriate presentation material;
  - clarity of notices.
- g. Cost for Attending Activity
- equitable cost.

### **3.5.1 Validation**

Reviewers will be required to review the material provided in accordance with the criteria given and prepare confidential comments and recommendations for IER.

The Provider will be advised whether the CPD Activity has been approved or not, together with comments on any additional information or issues to be addressed. Shortcomings and areas where the activity can be improved will be highlighted, but no recommendations or supplementary course material will be provided.

The validity period of the activity will be decided in the light of the perceived rate of change of the subject. The provider must undertake to advise IER of any significant changes that occur. Such changes would also have to be validated. The period of validity is three (3) years or less in special circumstances.

The attendees are required to evaluate the course and its material on a prescribed form each time it is presented. All evaluation forms will be sent to IER, as an ongoing quality check of relevance, quality and effectiveness of the activity.

When an Activity is validated, the provider will be given a "stamp of validation" which can be used on the course documentation and in advertising the course. Providers who have their Activities validated for 3 years and during this time make minor changes, additions and enhancements to the content

or structure of the Activity without changing the objective must submit the revised programme to IER before being implemented. A review of the changes will be done by the appointed Reviewers and if no concerns are raised will confirm that the validation remains in force to the original validation date. This process is to ensure the Activity records at IER are updated but will not extend the period of validation.

### **3.5.2 Benefits**

The benefits for a provider of a CPD Activity that is approved by IER will be an acknowledgement to its members that the provider and programme satisfies IER's criteria and that CPD credits can be earned.

A list of approved providers and programmes with associated detail will be recorded by IER and forwarded to journals. Furthermore a link will be made available on the IER Website to the Provider of the respective activity for more details.

#### **4. CPD implementation and assessment**

Individual Engineer or a group of Engineers shall implement their Personal Development Plan (PDP according to timelines already set and in place therein specified. At completion of any CPD activity, a formal assessment of the activity is made by a Reviewer appointed by the IER, and upon formal request filed by the applicant. The requisite application fee for CPD assessment is paid by the applicant.

Formal assessment reports are submitted to the Executive Secretariat, which notifies the applicant through a formal reply within one (1) month of the application. Credits awarded to the CPD activity are advised in the letter. The reviewers' reports remain confidential and become the property of the Institution.

In the event of Executive Secretariat not approving the assessed activity for CPD credits, the applicant may add to the content or introduce changes to the activity and then submits the application within one (1) month to be re-assessed. Each applicant will be allowed to re-submit an application only once. Thereafter it will be considered to be a new application and fees will have to be paid as for any new application

##### **4.1 Recording of CPD activities**

Unless otherwise exempted, all registered persons shall record their CPD activities in the following manner:

- a) either manually on form and by posting it to IER Private Box, or
- b) electronically, in a password protected private domain for each registered person, via IER website, and registered persons may record individual CPD activities on a continuous basis as they occur during each annual cycle, provided that all CPD activities undertaken during each annual cycle must be recorded no later than 30 days after the completion of each annual cycle.

When recording CPD activities mentioned in a & b above, any person who is registered in more than one professional category must inform the Executive Secretariat which category of registration is the most appropriate to his or her area of practice, in which case Executive Secretariat evaluates the appropriateness of the CPD activities so recorded in the context of the registration category preferred by such registered person.

Every registered person must retain documentary evidence of all CPD activities undertaken during each five-year cycle, and be able to present such evidence when requested by Executive Secretariat to do so.

It is the responsibility of the individual Engineers to provide any evidence-based information to prove their participation in any activity. The CPD records for a particular fiscal year must be filled and submitted to the Executive Secretary of IER by one (1) month after their effective completion, but not later than 31<sup>st</sup> January of the year following the effective end of the activity. For CDP activities that take more than one (1) year to complete, an annual progress report will be required for assessment and allocation of PDCs accordingly.

The record of CPD evidence must include the following according to the type of activity:

- name (s) of the CPD activity (ies) and category (ies);
- dates of implementation of the CPD activities;
- a brief description of the outcomes of the activities;
- the number of hours spent in each activity;
- the number of Professional Development Credits claimed;
- certificate of attendance/participation;
- Copy of the Curriculum/Syllabus/Course outline (where taken by the applicant);
- copies of presentations (where individual was a facilitator);
- copies of memberships to professional bodies (where membership claimed);
- Any other supporting document deemed necessary.

Failure to submit the CPD record as stipulated and within the period fixed by the General Assembly may result in the removal of the CPD activity from the database of CPD activities of the current year, and its postponement to the next fiscal year.

The content of the record should be convincing as about the applicant's achievements regarding identification and prioritization of learning needs, evaluation of the practice against the relevant professional standard practice, relevance of the CPD activity (ies) vis-à-vis the applicant's learning needs, and reflection on the value of the CPD activities carried out or the effect that participation will have on the applicant's practice. All evidence should be verified whenever assessment or audit is undertaken. It is worth emphasizing that the records must be kept by the individual Engineer till the end of the CPD year, when they are submitted to the relevant organ either for assessment or audit.

## **4.2 Auditing of recorded CPD activities**

The Executive Secretariat shall conduct random audits as it deems necessary and practicable, but notionally as indicated from time to time in the CPD Policy, of the CPD records of all registered persons who are required to undertake CPD in terms of the policy. The power to audit may be delegated to any other competent organ.

In the event that a registered person is selected for audit, such registered person must send, within four weeks of receiving notification to this effect, documentary evidence of his or her CPD activities, which may be in the form of certificates, a list of results, records of attendance or receipts of course payment.

If a voluntary association, a company or an accredited educational institution provided a CPD activity, written verification from such recognised voluntary association or accredited educational institution will be recognised as sufficient evidence of attendance.

Where a CPD activity was provided by any other person or organisation who is not an approved CPD provider, approval of such CPD activity must be obtained from an appropriate recognised voluntary association and proof of attendance must be submitted.

Executive Secretariat shall advise a registered person, within 30 days after completion of an audit, of the outcome of such audit.

If during an annual audit a registered person is assessed as having failed to meet the requirements, the record and verification documentation of such person shall be referred to the Governing Council and the Capacity and Professional Development Committee for a decision regarding remedial steps, but such candidate will automatically be earmarked for re-audit during the next year. The General Assembly will validate only decisions that may have implications for a member de-registration.

In the event that a registered person is audited during the fifth year of a registered person's cycle, the Executive Secretariat shall consider the remedial steps in the context of the fact that such registered person is due to apply for renewal of his or her registration during that year.

## **4.3 Approval of providers of CPD activities**

Voluntary Associations and Accredited Educational Institutions are approved for purposes of offering Category 1 CPD activities, unless otherwise specified by IER.

- Voluntary Associations and Companies are hereby approved for purposes of validating and monitoring of Category 1 CPD activities offered by providers who have not been approved in terms of these rules, and may allocate appropriate credits to such activities.
- Voluntary Associations or Companies may charge an appropriate fee for purposes of recovering costs reasonably incurred for validating such activity.

The General Assembly, on regular basis, and upon recommendation of the Governing Council, gives approval to various providers of CPD activities. They may include educational institutions, technical institutions, colleges, recognized service providers, employers, industries, individual engineers and technical and professional societies. The CPD providers are regarded as capable of ensuring that courses, seminars or conferences, practicals and other learning or capacity development activities are of adequate standard. The Institution of Engineers Rwanda (IER) endorses CPD curricula and other learning materials offered by CPD Providers upon approval of their content and accreditation by the General Assembly.

All applicants who wish to be accredited as CPD providers must apply to the General Assembly and pay the prescribed fees. The applicant is required to submit an application using the CPD Provider Application Form (CPD 1) and meet the following requirements:

- a. have an already valid approved CPD curriculum;
- b. have qualified and competent facilitators and resource persons;
- c. show evidence of capacity to support specific CPD activities;
- d. comply with subsequent inspection of premises, activities, facilitators and related resources as and when the Institution deems necessary;
- e. provide full disclosure on sponsorship and support;
- f. pay the requisite application fee.

Upon approval, the CPD provider will be issued with the following by the Institution of Engineers Rwanda (IER):

- a. Certificate of accreditation with validity of three (3) years;
- b. Unique identification number, which should appear on all CPD activity documentation;
- c. Registration in the database of CPD Providers for IER;
- d. Compilation of rules, regulations and guidelines of CPD;
- e. Notification of annual subscriptions and other obligations as may be required by the Institution.

CPD Providers are held responsible for creating a suitable work environment, which supports and promotes the participation of registered persons in activities that maintain their competence. They also share a responsibility to maintain a work environment in which the continued development of registered persons is assured. Furthermore, they are bound by professional ethics as far as professional development is concerned.

#### **4.4 Renewal of registration**

##### **4.4.1 Application for Renewal**

Subject to what the registration and CPD Policies recommend, a registered person shall, at least three months prior to the prescribed expiry date of his or her registration, apply in the prescribed manner to the Secretariat of IER for the renewal of his or her registration.

The Executive Secretariat IER shall at least five months prior to the relevant expiry date applicable to a registered person, who is required in terms of these procedures to apply for renewal of his or her registration, notify him or her of his or her obligation to submit an application for renewal at least three months prior to the expiry date.

The application for renewal must be submitted in the format as determined by IER from time to time, copies of which are published on its website [www.engineersrwanda.rw](http://www.engineersrwanda.rw).

Upon receipt of an application the Executive Secretariat must consider the application and decide whether or not the requirements of these rules of procedures have been complied with.

The Executive Secretariat IER may call for such documentary evidence from the applicant as it may deem necessary in order to validate the credits claimed by the applicant.

If the Executive Secretariat is satisfied that the applicant has met the requirements of these rules of procedures, the Executive Secretariat must record such decision in the applicable register maintained by the Executive Secretariat and, within 30 days of making the decision, advise the applicant of such decision, and of the fact that his or her registration will, subject to these rules of procedures, remain valid for a further period of five years until the next expiry date.

If the Executive Secretariat is convinced that the applicant has failed to comply with the requirements, the relevant provisions pertaining to non-compliance contained herein apply, and the applicant shall be advised of the decision as well as of the implications flowing therefrom within 30 days from the date on which the decision was made.

#### **4.4.2 Non-Compliance with rules of procedures at Annual Audit Stage**

If during an annual audit referred to in 3.6 (par 6) above, the Executive Secretariat is of the opinion that a registered person has failed to comply with the requirements, it may decide whether any remedial steps are necessary at that stage, if any, and inform such registered person of the deficiency, the remedial steps to take in order to comply with the requirements and the period within which to remedy the deficiency.

Unless a shorter period has been prescribed by the Executive Secretariat in terms of i. (par 1) above, any registered person who failed to comply with the requirements is automatically subject to re-audit during the following year.

#### **4.4.3 Non-Compliance with rules of procedures at Renewal Stage**

If after consideration of an application for renewal of a person's registration referred to in 3.6 above, the Executive Secretariat is convinced that the applicant has failed to comply with the requirements of these rules of procedures, the Executive Secretariat shall:

- (a) record this fact in the applicable register;
- (b) inform the non-compliant applicant of this fact and afford such applicant an opportunity to submit a written explanation why the requirements have not been met and to indicate how the applicant plans to remedy the deficiency.

If, after consideration of the applicant's response in terms of ii. (b) above, the Executive Secretariat accepts the explanation and remedial measures proposed by the applicant, the Executive Secretariat may grant an extension of time to enable the applicant to comply with the requirements.

If the Executive Secretariat does not accept the explanation or the remedial measures proposed by the applicant, the Executive Secretariat shall determine which other remedial measures must be taken to comply with the requirements and also determine the period of extension to be granted in order for the applicant to meet the requirements.

The applicant shall, within two weeks before the end of the period determined by the Executive Secretariat in terms of *ii. (par.3)* above, submit documentary evidence of compliance.

If the Executive Secretariat is convinced that the applicant is still not compliant with the requirements, the Executive Secretariat shall refer the matter to the Capacity building and professional Development Committee (CPDC) to consider whether or not renewal of such person's registration should be refused, and the CPDC shall, before deciding on this matter provide an opportunity to the applicant, in person, to give reasons why renewal of his or her registration should not be refused.

#### **4.4.4 Refusal to renew a person's registration**

If the CPDC, after hearing the reasons offered by the applicant, is still convinced that the registered person's application for renewal must be refused, the CPDC shall confirm its refusal to renew such registration and within 30 days from the date on which such refusal is made inform the registered person of the decision, and, at the same time instruct the registered person to return the certificate of registration, originally issued to such person, to the Executive Secretariat within 30 days from the date of such instruction.

#### **4.4.5 Return of Registration Certificate**

The provisions of Article 97 of the Internal rule and regulations *iv (a)* apply *mutatis mutandis* in respect of a person whose registration has been cancelled as a result of the non-renewal of his or her registration in terms of these rules of procedures.

#### **4.4.6 Refusal to comply with these rules of procedure**

Any registered person who willfully refuses to undertake CPD activities or to comply with these rules of procedures is guilty of improper conduct, and the provisions of Article 126 (1), of the Internal rules and regulations apply *mutatis mutandis* in respect of such person.

#### **4.4.7 Right of Appeal**

Any registered person or a non-approved CPD provider may make representations to *the* Governing Council should they feel aggrieved by an assessment/validation by any CPD Validator of a CPD activity, either in terms of content or credit allocated, and such representation must be

made no later than thirty (30) days after an assessment has been made by the Governing Council.

## 5. CPD Financing

Financing of the implementation of CPD activities is the responsibility of their initiators. Individual Engineers are required to mobilise funds needed to cater for a series of actions leading to the effectiveness of the identified CPD activity. In this regard, during the development of the annual Personal Development Plan (PDP), an estimate of the budget to be allocated to the specific CPD activity should be availed together with the expected sources of funds.

In order to supplement individual Engineers, the Institution has the responsibility to develop and improve resource mobilization strategies as a way of addressing financial constraints often facing CPD program implementation. This could involve pooling resources from various sources (e.g., Government, development partners, NGO, private sector, internal funding scheme, etc.) and participation fees from consumers of CPD activities.

The annual CPD budget is included in the annual budget, and it is disbursed to eligible members according to guidelines determined by the Governing Council. CPD activities collectively carried out in groups and clusters will be encouraged and will be prioritised in funding by the Institution.

Application for funding by the Institution of Engineers Rwanda must be done:

- following a call for expression of interest addressed to members by the Institution;
- being a group of at least three (3) member engineers;
- presentation of a sound CPD activity;
- proof of self-financing of at least 50% of the total cost of the activity;
- having good CPD track record for the last two (2) years;

The applications are addressed to the Governing Council through the Executive Secretary, and they are considered at the 1<sup>st</sup> level by the Committee having CPD in its responsibilities. At the 2<sup>nd</sup> level, the applications are considered by the Governing Council that makes recommendations to the General Assembly for final approval.

## **6. Commencement and amendment**

### **6.1 Commencement**

The CPD Manual of the Institution of Engineers Rwanda (IER) enters into force from the date of its adoption by the General Assembly upon recommendation by the Governing Council. Or, the Governing Council, upon mandate by the General Assembly, may adopt the manual for implementation.

### **6.2 Amendment**

The Executive Secretary of IER, upon sounding reasons, may suggest to the Governing Council modifications, changes or amendment of the CPD Manual. Upon approval by the governing Council, the Executive Secretariat may engage in review of the manual for later submission to the Governing council for approval.

## Appendices

### 1. CPD provider application form

**1. Name of Provider Entity:** .....

**2. Contact Details:**

Country: .....

City: .....

PoBox: .....

Telephone No: .....

Email address:.....

Website: .....

**3. Category of Provider Entity: (use √)**

- Public: ( )
- Private: ( )
- Non for profit ( )
- Individual ( )

**4. Category of CDP Activity**

No	Category	Details
1	<b>Developmental Activity</b>	..... .....
2	<b>Work-based Activity</b>	..... .....
3	<b>Individual Activity</b>	..... .....
4	<b>Other (Specify)</b>	..... .....

**5. Evidence of previous Performance or training activities (to be attached)**

.....  
 .....  
 .....  
 .....  
 .....

**6. List of prospective personnel to deliver CPD Activities**

(Attach notified copy of degree, evidence of Qualifications and Expertise).

<b>Names</b>	<b>Qualification</b>	<b>Council Registration number</b>
1.		
2.		
3.		
4.		
5.		
6.		

**Note: Use a separate page for further**

7. Evidence of payment of Application fees of .....to IER’s account  
 N°: .....

**Names and Signature of authorized authority**

**Date**

**FOR OFFICE USE ONLY**

**RECEIVED BY: -**

Name:..... Position.....

Signature..... Date.....

**CHECKED BY CPD Committee:**

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>

**CERTIFICATION:**

I certify that.....has fulfilled/not fulfilled the requirements of necessary for the purpose of serving as a **CPD** Provider in the area (s) of..... Therefore, .....is hereby Accredited /not accredited as a CPD Provider in the area of.....from.....to.....

**Executive Secretary**

**Date**

## 2. Professional development credits claim form

All sections of this form must be completed by an Engineer who has completed any CPD Activity and requesting for PDC validation. A completed form should be submitted to the Institution of Engineers Rwanda (IER) with copies of appropriate **supporting documents** attached.

### 1. Applicant's particulars

Names: .....
Registration number: .....
Membership category.....
Professional practice category: .....
Year of accomplishment of CPD activity: .....

### 2. CPD Activity details

Title/Topic:	
Start (DD/MM/YYYY):	End (DD/MM/YYYY):
Venue / Place:	
Total number of hours covered:	
Providing Entity:	
Facilitator/Presenter (Name+Tittle):	
Facilitator's full address:	
Applicant's name and full address:	
Briefly explain the main purpose of the CPD Activity: ..... .....	

**Applicant's Signature** .....

**Date**.....

**3. For official use only:**

Received by:	Name ..... Date.....
Recommendation (s)	Approved.....      Number of PDC..... Recommended to review..... Rejected.....

**Name (s) of the validation panel:**

- 1.** .....
- 2.** .....
- 3.** .....

### 3. Individual PDC record sheet

This record is used for one year during which a Professional Development Credit (PDC) is validated.

#### 1. Applicant's particulars

Names: .....
Registration number: .....
Membership category.....
Professional practice category: .....

#### 2. PDC record

No	Date	CPD activity	Number of hours	Number of PDCs	Year of validation
1					
2					
3					
4					
5					

**Executive Secretary.....**  
**Name and Signature**