



Continuing Professional Development  
持續專業發展

# **Chartered Institute of Housing Asian Pacific Branch**

## **Continuing Professional Development (CPD) Programme**

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## 1. Introduction of CPD Programme

**Chartered Institute of Housing (CIH)** established in the UK since 1880's is a professional institute for people working in housing. The objective of the Institute is to promote professionalism in housing management.

**Chartered Institute of Housing Asian Pacific Branch (CIHAPB)** has been established in Hong Kong for over 40 years for serving local communities in the Asia Pacific region.

In line with the objective of the Institute - “Learn with us”, “Improve with us”, and “Influence with us”, **CIHAPB** is launching a “Continuing Professional Development (CPD)” programme for the betterment of our membership service to fellow members in **Mainland China, Hong Kong, Macau and Taiwan.**

Objectively, professional housing practice is a continued lifelong process rather than just a single course or event. CPD is a standard procedure by which a professional body ensures that its housing professional members are keeping their skills, knowledge and expertise up-to-date and in line with current development.

In the prevailing housing and real estate environment, there is an increasing number of professional bodies and industries mandating a minimum number of CPD hours or points.

CPD is a personal development plan. The development programme can be classroom training, e-learning, designated activities, seminar or other forms of learning as recognized and accepted by the professional body.

The CPD programme will be launched on a voluntary basis from July 2013 to December 2014. However, it is compulsory for all Chartered / Fellow Members to complete the CPD programme on a continuous and permanent basis from January 2015 and thereafter.

## 2. Requirements of CPD

CIHAPB recommends our Chartered Members and Fellow Members to join this newly launched CPD programme and fulfill the CPD requirements in THREE main categories of activities, samples of which are listed as below for reference.

### 2.1 Category & Quantity of CPD Units

#### Education and Training

##### Activities:

- Attending any training courses in relation to Housing field
- Providing training material for students attending training courses
- Attending seminars, conferences and workshops
- Full or part-time study on subjects relating to Housing
- Distance Learning
- Conducting a research or collecting research materials on subjects relating to Housing
- Joining study tours or visits (not necessarily organized by the Institute)
- Writing papers relating to housing for publication in the journals

##### Remarks:

Members are required to achieve a minimum of 5 units every year. One unit is equivalent to one hour of activity.

#### Professional Practice

##### Activities:

- Presentation
- PER Supervisor or Project Supervisor
- Attending meetings of CIHAPB or HKIH
- Membership in working groups of either Institutes
- External examiner, moderator, facilitator, lecturer
- Course validation

- Membership in the academic committee of training courses validated by CIHAPB
- Professional interviews
- Placement / job swaps
- Voluntary works in relation to Housing

**Remarks:**

Members are required to achieve a minimum of 5 units every year. One unit is equivalent to one hour of activity.

**Personal Development**

**Activities:**

- Structured reading
- Private study on topics at member's interest
- Research for papers
- Developing new skills and creative ideas
- Developing personal connections within the field
- Attending training courses, seminars, conferences, workshops of other disciplines

**Remarks:**

Members are required to achieve a minimum of 5 units every year. One Unit is equivalent to one hour of activity.

Members are required to achieve altogether **a minimum of 20 units from the three categories yearly.**

## 2.2 Time & Ways of Submission

- i. Chartered / Fellow Members are recommended to submit their CPD records on or before 30 November each year.
- ii. Members should make their CPD submission through the website of CIH or by Registration Form, in which a declaration of fulfillment of CPD requirements, for the immediate past 12 months is embedded. They are required to attach a summary of the CPD Record as preliminary evidence of the fulfillment of the CPD requirement. The Registration Form should be reached the Secretariat of CIHAPB on or before 30 November each year.
- iii. For simplicity, newly admitted Members are not required to fulfill the CPD requirement for the year that he / she is admitted since the Executive Committee has already considered the applicants' experience and professional development during the vetting process. Hence, newly admitted Members are recommended to join the CPD programme in the ensuing years after the year of their admission as Members. For example, if Mr X was admitted as a Member in May 2012, he is not required to fulfill the CPD requirement by 30 November 2012. But he is required to fulfill the CPD requirement by 30 November 2013.
- iv. A member who has successfully upgraded to be a Chartered / Fellow Member of CIH in any time of a year is still required to comply with the CPD requirement by the end of that year.
- v. In principle, CIHAPB adopts an honour system for members to report their CPD records. However, CIHAPB will maintain control over the validity of those submissions by means of random checks of CPD records among the members.

### **3. Registration Form and Record Sheet for Activity**

#### **3.1 Registration Form and Record Sheet for Activity**

Registration Form and Record Sheet for Activity are attached on Appendixes A to D for members' easy reference.

#### **3.2 Sample of Record Sheet for Activity**

Sample of Record Sheet for Activity is attached on Appendix E for members' easy reference.



**Appendix A**

**CHARTERED INSTITUTE OF HOUSING ASIAN PACIFIC BRANCH**

**Registration Form**

**For Year** \_\_\_\_\_

<b>Name (In English)</b>		<b>Name (In Chinese)</b>	
<b>Membership No.</b>		<b>Contact Tel. No.</b>	
<b>CPD Period Covered</b>	<b>From</b>		<b>To</b>

**Declaration**

**I hereby declare that I have completed the Continuing Professional Development units listed as below :**

Number of Continuing Professional Development Units achieved		
Education and Training		(minimum 5 Units)
Professional Practice		(minimum 5 Units)
Personal Development		(minimum 5 Units)
<b>Total</b>		<b>(minimum 20 Units)</b>

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Remarks:**

**Please attach a copy of Record Sheet for Activity as supporting evidence of the fulfillment.**

### Record Sheet for Activity

## EDUCATION & TRAINING CATEGORY

DATE (YY/MM/DD)	ORGANISED BY	ACTIVITY(WITH BRIEF DESCRIPTION)	DURATION (no. of units)

**Total Units:** \_\_\_\_\_

DATE (YY/MM/DD)	ORGANISED BY	ACTIVITY(WITH BRIEF DESCRIPTION)	DURATION (no. of units)

**Total Units:** \_\_\_\_\_

### Record Sheet for Activity

DATE (YY/MM/DD)	ORGANISED BY	ACTIVITY(WITH BRIEF DESCRIPTION)	DURATION (no. of units)

**Total Units:** \_\_\_\_\_

## **Appendix E**

### **Record Sheet for Activity (Sample)**

For the period: 1 December 2012 to 30 November 2013

#### **EDUCATION & TRAINING CATEGORY**

DATE	ORGANISED BY	ACTIVITY(WITH BRIEF DESCRIPTION)	DURATION (no. of units)
6 Dec 2012	ABC Training Institute	Half-day course on 'Effective Communication Skills'	3 hours (3 units)
7 Jun 2013	DEF Training Institute	Half-day course on 'How to Handle Emotional Clients'	4 hours (4 units)

**Total Units: 7 Units**

#### **PROFESSIONAL PRACTICE CATEGORY**

DATE	ORGANISED BY	ACTIVITY(WITH BRIEF DESCRIPTION)	DURATION (no. of units)
7 Jan 2013	CIHAPB	Sharing Seminar on 'Recent BMO Cases'	4 hours (3 units) #
20 Aug 2013	GHI Property Services Firm	Participate in Annual General Meeting of XXX Garden Estate	4 hours (4 units)

**Total Units: 7 Units**

# CIHAPB accorded 3 units for this event on its circular as it was expected it to last for 3 hours, but eventually overran up to 4 hours.

#### **PERSONAL DEVELOPMENT CATEGORY**

DATE	ORGANISED BY	ACTIVITY(WITH BRIEF DESCRIPTION)	DURATION (no. of units)
3 Oct 2013	JKL University	Professional Level PowerPoint Presentation Course	3 hours (3 Units)
10 Nov 2013	MNO College	Windows 8 Training Course	3 hours (3 Units)

**Total Units: 6 Units**

Please record your activities for at least two different months within each category. You are allowed to record a maximum of four hours for each activity.

# 特許房屋經理學會 亞太分會

## 持續專業發展計劃

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## 1. 持續專業發展計劃簡介

特許房屋經理學會(學會)是一個房屋管理的專業團體，早於十九世紀之八十年代創會，其總部設於英國。學會宗旨在推廣房屋管理同業的良好專業操守及品格。

特許房屋經理學會亞太分會(亞太分會)，乃英國總會設於亞太地區之海外支會。亞太分會在香港成立超過四十年，專責處理亞太地區會務。

在推動“同學習，共進步，齊互動”之學會發展目標，亞太分會設立持續專業發展計劃，專責向中國、香港、澳門及台灣之會員提供會員服務。

然而，專業房屋管理操作是一個終生持續的過程。持續專業發展計劃提供及推動一個有系統的發展平台，促使會員學習、維持、擴闊及改進在執行日常管理運作職責時所需要的專業技能。

現今，在地產發展及房屋管理業務發展環境中，將會有更多不同學術團體及專業學會設置持續專業發展計劃，要求會員於特訂時段內完成一系列的持續專業發展單元。

持續專業發展計劃是一個個人化的發展計劃，認可的持續專業發展活動可包括課室學習、網上學習、特定學術活動、及學會認可之相關專業學習。

持續專業發展計劃的首階段，即由2013年7月至2014年12月為自願參與期。於2015年1月起，所有特許/資深會員均必須每年完成此計劃。

## 2. 持續專業發展的要求

亞太分會建議特許會員及資深會員參與最新推出的持續專業發展計劃，以符合持續專業發展於三類主要活動的要求，以下活動範疇可供參考。

### 2.1 持續專業發展的活動範疇及活動單元數量

#### 2.1.1 教育及培訓類別

活動範圍：

- 參與任何與房屋範疇有關的培訓課程
- 提供培訓教材供學員參與培訓課程
- 參與講座、會議及工作坊
- 修讀有關房屋的全日制或兼讀制的科目
- 修讀遙距課程
- 搜集研究資料或研究與房屋有關的科目
- 參與遊學或參觀(不一定由本會舉辦)
- 在學術期刊發表有關房屋的文章

注意：會員需要最少每年完成 5 個單元。每1小時學習相等如1個單元。

#### 2.1.2 專業實務

活動範圍：

- 簡報演講
- 擔任實踐經驗要求的監督人或項目監督人
- 參與亞太分會或香港房屋經理學會的會議

- 出任上述兩個學會的工作小組工作
- 於亞太分會核准的培訓課程中擔任學術委員會委員
- 擔任校外考核員，主考官，導師，講師等工作
- 出任有關課程批核之工作
- 擔任專業面試工作
- 就業實習 / 工作互換
- 與房屋有關的義務工作

注意：會員需要最少每年完成 5 個單元。每1小時學習相等如1個單元。

### 2.1.3 個人發展

活動範圍：

- 有計劃的閱讀
- 自行研習有興趣的課題
- 就論文進行研究
- 發展新的技術及具創意的構想
- 於行業內發展個人人際網絡
- 參與其他界別的培訓課程、講座、會議、工作坊等等

注意：會員需要最少每年完成 5 個單元。每1小時學習相等如1個單元。

會員每年需要從上述三大類別中合共完成最少 20 個單元。

## 2.2 提交持續專業發展記錄

- i. 亞太分會建議特許/資深會員在每年 11 月 30 日或之前提交持續專業發展記錄。
- ii. 會員可經亞太分會網址或填寫登記表提交有關記錄，並須在登記表內聲明已符合過去 12 個月的要求。會員須要附上持續專業發展總結記錄作為初步核証要求。登記表須在每年 11 月 30 日或之前遞交到亞太分會辦事處。
- iii. 在簡化程序下，新獲批入會會員將毋須要在獲批年度內提交持續專業發展要求，執行委員會已考慮到會員在申請入會時年度的經驗及專業發展。新會員在獲批年度後每年必須符合持續專業發展的要求。例如，如果某先生在 2012 年 5 月獲批會員，他便毋須在 2012 年 11 月 30 日提交持續專業發展的要求資料，但他要在 2013 年 11 月 30 日或以後作出提交。
- iv. 如果會員成功提升至特許/資深會員，該會員亦仍然要提交持續專業發展的要求資料。
- v. 原則上，亞太分會信任會員自行申報的持續專業發展記錄。然而，亞太分會將隨機抽查會員的持續專業發展記錄，作為核證和監管用途。

### 3. 登記表及活動記錄表

#### 3.1 登記表及活動記錄表

請參閱附件一至四。

#### 3.2 活動記錄表樣本

請參閱附件五。

# 附件一

## 特許房屋經理學會亞太分會

### 登記表

\_\_\_\_\_年

姓名 (英文)			姓名 (中文)	
會員號碼			聯絡電話	
持續專業發展時期	由		至	

### 聲明

本人謹此聲明已完成以下單元的持續專業發展：

已完成的持續專業發展單元		
教育與培訓		(最少 5 個單元)
專業實務		(最少 5 個單元)
個人發展		(最少 5 個單元)
總單元		(最少 20 個單元)

日期 \_\_\_\_\_

簽署 \_\_\_\_\_

備註：

請附上活動記錄表作初步證明。

## 活動記錄表

時期：\_\_\_\_\_至\_\_\_\_\_

## 教育與培訓範疇

日期 (年月日)	主辦單位	活動 (內容簡述)	時段 (單元)

總單元：\_\_\_\_\_

### 附件三

## 活動記錄表

### 專業實務範疇

日期 (年月日)	主辦單位	活動 (內容簡述)	時段 (單元)

總單元：\_\_\_\_\_

## 活動記錄表

## 個人發展範疇

日期 (年月日)	主辦單位	活動 (內容簡述)	時段 (單元)

總單元：\_\_\_\_\_

## 附件五

### 活動記錄表（樣本）

時期：2012 年 12 月 1 日 至 2013 年 11 月 30 日

#### 教育與培訓範疇

日期	主辦單位	活動 (活動簡介)	時段 (單元)
2012 年 12 月 6 日	ABC訓練學院	「溝通技巧」半天課程	3小時(3個單元)
2013 年 6 月 7 日	DEF訓練學院	「如何應付情緒化客戶」半天課程	4小時(4個單元)

總單元：7

#### 專業實務範疇

日期	主辦單位	活動 (活動簡介)	時段 (單元)
2013 年 1 月 7 日	CIHAPB	《建築物管理條例》研討會	4小時 (3個單元)#
2013 年 8 月 20 日	GHI物業服務公司	參與XXX屋苑週年大會	4小時 (4個單元)

總單元：7

# CIHAPB預計此項活動為時3個小時，故在傳單上的單元列為3，惟最後活動超時至4小時。

#### 個人發展範疇

日期	主辦單位	活動 (活動簡介)	時段 (單元)
2013 年 10 月 3 日	JKL 大學	專業PowerPoint簡報課程	3小時 (3 個單元)
2013 年 11 月 10 日	MNO 書院	Windows 8 Training Course	3小時 (3 個單元)

總單元：6

每個範疇至少記錄兩個不同月份的活動。而每個活動，最多可享有 4 個單元。