



Continuing Professional Development 持續專業發展

New Requirement of Continuing Professional Development (CPD)

Chartered and Fellow Members are required to fulfill the CPD requirements to maintain their designation by earning **a minimum of 20 units from the below three main categories of activities yearly while updating the CPD record.** Members have to provide corresponding document upon Chartered Institute of Housing Asian Pacific Branch's request. Samples of activity and documentation are listed as below for reference.

Education and Training		
Activity	Documentation	#Units Earned
- Attending any training courses in relation to Housing field	-Copy of enrollment receipt, transcript or completion certificate as applicable. Name of organization and date & name of training course must be included on documentation	
- Providing training material for students attending training courses	-Copy of title and content page of training material	
- Attending seminars, conferences and workshops	-Copy of enrollment receipt or completion certificate as applicable. Name of organization and dates & name of seminars, conferences or workshops must be included on documentation	

- Full or part-time study on subjects relating to Housing Distance Learning	-Copy of enrollment receipt, transcript or completion certificate as applicable. Name of organization and dates & name of full or part-time study must be included on documentation	
- Distance Learning	-Copy of enrollment receipt, transcript, completion certificate as applicable. Name of organization and dates & name of distance learning must be included on documentation	
- Conducting a research or collecting research materials on subjects relating to Housing	-Copy of title and content page of research / list of article or book collected for research	
- Joining study tours or visits (not necessarily organized by the Institute)	-Copy of notice with applicant's name for joining studying tours or visits.	
- Writing papers relating to housing for publication in the journals	-Copy of title and content page of paper	
Remarks: Members are required to achieve a minimum of 5 units every year. One unit is equivalent to one hour of activity.		Total:

Professional Practice		
Activity	Documentation	#Units Earned
- Presentation	-Copy of letter from organizer with applicant's name / Copy of agenda with applicants' name listed	
- PER Supervisor or Project Supervisor	-Copy of PER or project with applicant's name listed	
- Attending meetings of CIHAPB or Recognized Professional Bodies of PMSA	-Copy of meeting minutes with applicant's name as a presenter	
- Membership in working groups of above Institutes	-Copy of letter from Institute with applicant's name listed	
- External examiner, moderator, facilitator, lecturer	-Copy of letter from organizer with applicant's name	
- Course validation	-Copy of letter from organizer with applicant's name	
- Membership in the academic committee of training courses validated by CIHAPB	-Copy of letter from academic liaison with applicant's name	
- Professional interviews	-Copy of letter from organizer with applicant's name	
- Placement / job swaps	-Copy of letter from organizer with applicant's name	
- Voluntary works in relation to Housing	-List of activities	
Remarks: Members are required to achieve a minimum of 5 units every year. One unit is equivalent to one hour of activity.		Total:

Personal Development		
Activity	Documentation	#Units Earned
- Structured reading	-List of article or book	
- Private study on topics at member's interest	-List of article or book	
- Research for papers	-List of article or book	
- Developing new skills and creative ideas	-List of new skills and creative ideas	
- Developing personal connections within the field	-List of new personal connections	
- Attending training courses, seminars, conferences, workshops of other disciplines	-Copy of enrollment receipt, transcript or completion certificate as applicable. Name of organization and dates & name of training course, seminar, conference or workshop must be included on documentation	
Remarks: Members are required to achieve a minimum of 5 units every year. One unit is equivalent to one hour of activity.		Total:

持續專業發展 (CPD) 的新要求

特許及資深會員需要達成持續專業發展要求，從以下三個主要活動範疇中每年至少完成 20 個單元並更新持續專業發展記錄。會員必須根據特許房屋經理學會亞太分會要求提供相應的文件。以下列出活動範疇及證明文件可供參考。

教育和培訓		
活動範疇	證明文件	#獲得的單元
- 參與任何與房屋範疇有關的培訓課程	- 報名收據、成績單或畢業證書的副本（如適用）。主辦機構名稱和培訓課程日期及名稱必須包含在文件中	
- 提供培訓教材供學員參與培訓課程	- 培訓教材標題和內容頁副本	
- 參與講座、會議及工作坊	- 報名收據、成績單或畢業證書的副本（如適用）。主辦機構名稱和講座、會議或工作坊日期和名稱必須包含在文件中	
- 修讀有關房屋的全日制或兼讀制的科目	- 報名收據、成績單或畢業證書的副本（如適用）。主辦機構名稱和有關房屋的全日制或兼讀制科目的日期和名稱必須包含在文件中	
- 修讀遙距課程	- 報名收據、成績單或畢業證書的副本（如適用）。主辦機構名稱和遙距課程的日期及名稱必須包含在文件中	
- 搜集研究資料或研究與房屋有關的科目	- 研究資料的標題和內容頁的副本/ 文章或書籍清單	

- 參與遊學或參觀(不一定由本會舉辦)	- 主辦機構發出顯示申請人姓名參加遊學或參觀的通知副本。	
- 在學術期刊發表有關房屋的文章	- 文章標題和內容頁副本	
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。		總單元:

專業實務

活動範疇	證明文件	#獲得的單元
- 簡報演講	-主辦機構發出顯示申請人姓名參加簡報演講的通知副本 / 有顯示申請人姓名的議程副本	
- 擔任實踐經驗要求的監督人或項目監督人	-顯示申請人姓名擔任實踐經驗要求或項目文件副本	
- 參與亞太分會或物業管理業監管局認可專業團體的會議	-顯示申請人姓名參與亞太分會或物業管理業監管局認可專業團體的會議記錄副本	
- 出任上述學會的工作小組工作	-顯示申請人姓名出任學會工作小組的信函副本	
- 擔任校外考核員，主考官，導師，講師等工作	-顯示申請人姓名擔任校外考核員，主考官，導師，講師等的信函副本	
- 出任有關課程批核之工作	-顯示申請人姓名出任課程批核工作的信函副本	
- 於亞太分會核准的培訓課程中擔任學術委員會委員	- 學會發出顯示申請人姓名擔任學術委員會委員的信函副本	
- 擔任專業面試工作	-主辦機構發出顯示申請人姓名擔任專業面試工作的信函副本	

- 就業實習/ 工作互換	-主辦機構發出顯示申請人姓名就業實習/ 工作互換的信函副本	
- 與房屋有關的義務工作	-活動清單	
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。		總單元:

個人發展

活動範疇	證明文件	#獲得的單元
- 有計劃的閱讀	-文章或書籍清單	
- 自行研習有興趣的課題	-文章或書籍清單	
- 就論文進行研究	-文章或書籍清單	
- 發展新的技術及具創意的構想	-新技能和創意清單	
- 於行業內發展個人人際網絡	-列出新發展的個人人際網絡	
- 參與其他界別的培訓課程、講座、會議、工作坊等等	-報名收據、成績單或畢業證書的副本（如適用）。主辦機構名稱、培訓課程、講座、會議、工作坊日期和名稱必須包含在文件中	
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。		總單元: