



Continuing Professional Development (CPD) Structure

1. There are two categories of CPD. These are “**Structured**” (formal learning) and “**Unstructured**” (informal learning) CPD. CPD points are awarded to members taking part in the Structured or Unstructured CPD activities.
2. Structured CPD can be achieved through interaction with other individuals (not necessarily members). For example, attendance at technical meetings, seminars, lectures, courses (including pre-course or meeting preparation) could constitute structured CPD. This may also be achieved through distance learning, where the course is assessed and/or leads to a further qualification. Research on a new topic is also considered as a structured activity since the knowledge gained will be actively applied.
3. The following activities are considered Structured CPD activities, to the extent that the prepared or reviewed material or participation by the member is relevant to professional development:
 - a) Attendance at conferences, seminars of professional bodies;
 - b) Distance learning with feedback or some form of assessment;
 - c) Studying for a professional qualification;
 - d) Undertaking research;
 - e) Attendance at job related short courses;
 - f) Teaching and making presentations (repeated presentations of the course should not be considered for this purpose);
 - g) Writing of technical or professional articles, papers or books;
 - h) Undertaking technical research for a new piece of work;
 - i) Participating in seminar organised by CILTHK with similar nature in logistics and transport industry;
 - j) Participating in other activities (including site visit) recognised by CILTHK Education & Training Committee (E&T) for CPD purposes.
4. For Structured CPD activities which require more time to achieve the goal as stipulated in the above Clause 3 from (a) to (j), candidates will be awarded 10-200 CPD points for each of these activities.
5. Unstructured CPD is normally achieved through private reading and study. It will usually be undertaken as part of a regular and gradual development programme.
6. The following activities constitute Unstructured CPD learning activities:



- a) Reading of technical and professional literature.
 - Reading of recognised professional journals and magazines may be considered as part of CPD. Individuals may have to decide up to what extent reading particular items constitutes CPD, and to record these specific items on their CPD record. It is up to the E&T Committee to consider whether the activities constitute CPD. Mere subscription to a publication does not constitute CPD.
 - b) Individual home study.
 - Viewing of videos, television programmes, the use of audiotapes, participation in computer based learning programmes, distance learning or any alternative form of learning where there is no interaction with other individuals, and no assessment (in the form of a further qualification) may also constitute CPD. Individuals are required to record these specific items on their CPD record and it is up to the E&T Committee to consider whether the activities constitute CPD.
 - c) Serving as a member of CILTHK Council committees and working groups of a professional body.
 - d) Coaching and mentoring.
7. Unstructured CPD activities stipulated in the above Clauses 6 from (a) to (d) will be awarded 10-40 CPD points for each of these activities.
8. The following activities would not normally be considered as Structured or Unstructured CPD activities:
- a) Normal working activities (other than research):
 - any activities carried out as part of member's daily work;
 - activities carried out outside office hours which are similar to daily work.
 - b) Internal meetings:
 - held specifically for staff where the purpose is to acquaint participants with the mechanics and administration of the organisation;
 - board/partners' meetings, Annual General Meetings, Extraordinary General Meetings and other similar meetings (where the subject matter is not technical).