

Voluntary Continuing Professional Development Scheme for Registered Social Workers

1 Introduction

- 1.1 It has been for decades that members of the social work field have been pursuing assurance to protect service users' interests. The successful establishment of a registration system for social workers practising in Hong Kong is a momentous milestone. Nevertheless, the ever-changing and challenging social environment does not allow stagnation of social workers' professional development. Increasing needs for diversified social services keep pushing social workers to move forward.
- 1.2 Continuing professional development (CPD) of social workers has been advocated in the social work field for years. Backed up by the rationale of pursuing CPD, as outlined in Appendix 1, consultations were launched by different parties including the Social Workers Registration Board (the Board) to gauge the opinions of registered social workers (RSWs) on the implementation of a CPD scheme for social workers. The development is detailed in Appendix 2.
- 1.3 From the survey conducted by the Board in early 2009 on attitude and behaviour of RSWs on CPD, it is encouraging that the majority of social work practitioners have been making great efforts in pursuing CPD. With foresight, the Board now steps up to advocate CPD of social workers by introducing this Voluntary CPD Scheme for Registered Social Workers (the Scheme). She earnestly looks forward to this strong workforce of social workers striving for quality service for the best interests of service users.

2 Framework of the Scheme

2.1 Definition of CPD

CPD refers to post-qualification training and development, either academically or professionally, that help RSWs broaden their vision, upgrade their knowledge and skills, and enhance their personal and professional competence.

2.2 Contents of CPD

CPD consists of the following elements:

(A) Activities Relevant to Social Work Practice

This category refers to:

- (a) Training or activities with social work content, comprising knowledge and skills related to social work theory and practice; and
- (b) Training or activities indirectly related to social work or in allied disciplines relevant to social work practice.

(B) Other Activities

This category refers to:

- (a) Activities that may not be relevant to social work practice but are aimed at facilitating RSWs' ongoing personal enhancement; and
- (b) Community service that may include committee work, consultative commitments, public service and voluntary work.

2.3 Mode of CPD Activities

There are an extensive variety of CPD activities, by pursuing which, social workers will gain CPD points. Such activities may include formal social work training programmes, formal training programmes in allied disciplines, courses, lectures, in-house training, conferences, symposia, seminars, workshops, talks, self-study, study tours, writing (articles/chapters/books), volunteer work, public service commitments, etc. Tertiary institutes, agencies, and many other organizations are offering various sorts of CPD programmes and activities.

2.4 Voluntary Participation

The Scheme is developmental in nature and aimed at encouraging social workers to undergo CPD upon their own initiatives. While it is expected that social workers would spontaneously pursue continuing education whenever they identify any areas of insufficiency in discharging their duties, they are encouraged to adopt a forward-looking attitude and a development-oriented

approach in participating CPD activities.

3 Benchmark for CPD

The Board has made reference to the CPD requirements of some prominent statutory or regulatory bodies in Hong Kong such as the Medical Council of Hong Kong, the Hong Kong Institute of Certified Public Accountants, the Law Society of Hong Kong and some major overseas social work professional bodies such as the Australian Association of Social Workers, the General Social Care Council, England, the National Association of Social Workers, U.S.A. Details of their CPD requirements are enumerated in Appendix 3 for RSWs' information. Taking the constraints and difficulties faced by RSWs into account, the Board recommends that they take 60 CPD points in three years. This standard is close to the low-end of the range of requirements set by the various professional or accreditation bodies.

4 Mechanism for Assessing CPD Activities and Awarding CPD Points

4.1 Accreditation

4.1.1 Accreditation of CPD Activities and Courses

Under the Scheme, RSWs are free to make their own CPD plans as appropriate. Therefore, in principle, the Board will not go through any procedures for accrediting CPD programmes or activities.

4.1.2 Admission of Organizers of CPD Activities and Courses

To facilitate RSWs' access to relatively reliable information on CPD activities as provided by various organizers, the Board will compile a list of CPD activity organizers that meet her basic requirements rather than monitoring their CPD activities individually. This practice will reduce the Board's intervention in the Scheme to the least. The requirements and procedures for admitting CPD activity organizers are set out in Appendix 4.

4.2 Award of CPD Points

Award of points to RSWs for completing various CPD activities will follow the principles and criteria below:

(A) Level of Participation

More points will be earned by way of active/direct involvement than passive participation in a CPD activity. For example, a principal speaker in a seminar would obtain more CPD points than those who attend the seminar.

(B) Efforts and Gain

The number of points that an individual earns will be proportionate to the level of his/her input of effort, the knowledge acquired and the professional advancement achieved in the process of the CPD activity. For example, the principal author of a publication would gain more CPD points than a co-author.

(C) Academic and Professional Element

Under the principle that sharing knowledge is a process of learning, more points will be accrued for an activity that provides refereed knowledge than that provides non-refereed knowledge. An example of an activity that provides refereed knowledge is the publication of a professional paper in a journal. The process, unlike the release of a column article in a newspaper, involves peer evaluation and assessment on a relatively objective standard. It would mean a certain measure of quality assurance. Since input of more time and effort for such a publication is required, more CPD points will be awarded for that publication.

(D) Domain of Publication

Research that is published in public will be awarded more CPD points than that published in a restricted domain based on the assumption that the former may involve more input of time and effort to meet relatively high expectations. For example, an individual will gain more points from a research paper published in a refereed journal open to the public than from that circulated through Intranet solely for his/her colleagues' reference.

(E) Achievement, Implication and Contribution

As CPD in this context emphasizes the learning element rather than personal achievement, the contribution which social workers may make, the social impact, the magnitude of innovation or development of new social work knowledge or practice that may arise from a CPD activity.

These outcomes of CPD will not be the factors for the consideration of the level of award of CPD points.

(F) Nature of Activity

An activity that is part of job duties, no matter remunerated or not, will not be considered for the award of CPD points.

4.3 Proportion of CPD Activities

RSWs may consider taking the following references as parameters for sketching their CPD plan:

(A) Activities Relevant to Social Work Practice

RSWs are recommended to undergo the following training or activities to obtain not less than 70 percent of the total CPD points:

- a) Training or activities with social work content; and
- b) activities that are indirectly related to social work or in allied disciplines but are relevant to social work practice.

(B) Other Activities

The CPD points gained from the following activities in the aggregate should not exceed 30 percent of the total CPD points:

- (a) Activities that may not be relevant to social work practice but are aimed at facilitating RSWs' ongoing personal enhancement; and
- (b) Community service that may include committee work, consultative commitments, public service and voluntary work.

5 Awarding Scheme for CPD Points

An awarding scheme for CPD points is developed based on different modes of CPD activities. These include education, training and practice, visits, publications, and community service. The awarding scheme is illustrated in detail at Appendix 5.

6 Supportive Mechanism

6.1 Functional Website

6.1.1 To provide a common platform for RSWs, employing agencies and CPD activity organizers to make easy access to and exchange information on CPD activities, the Board will set up a new website accommodating an on-line operating system. The website, being operated on a self-helped and self-regulatory basis, will also serve as a platform for interactions among RSWs, agencies, CPD activity organizers, and even the public. The Board will be responsible for the management and maintenance of the system.

6.1.2 The website will mainly fulfill the following functions:

(A) For RSWs

- (a) RSWs will be provided an account for access to and operate the online system.
- (b) RSWs will be able to make easy access to CPD information normally posted by various CPD activity organizers. They may make on-line enrolment if relevant links are available.
- (c) RSWs may input their records of participating CPD activities such as self-study and publication, in which no organizers are involved, in the system according to the defaulted format.
- (d) RSWs may download their CPD records from the website generated from the records posted by them and the participation records posted by CPD activity organizers. These records are, however, by no means certified records issued by the Board.
- (e) During registration period, RSWs' CPD records will be kept in the system. After an RSW's name is removed from the Register of RSWs for whatever reason, however, he/she will not be allowed to login in the system. He/she may request in writing for their CPD record kept in the system. Under the Board's current Data Retention Policy¹, a backup of the CPD record of that person will be kept for four years after the removal of his/her name from the Register, unless objected by him/her in writing.

¹ Under the Board's Data Retention Policy, if a person does not reapply for registration within four years after his/her name is removed from the Register for whatever reason, his/her personal data which are not related to registration will be destroyed.

(B) For Employing Agencies

Information on CPD activities or courses on the website will be open to the public. This platform will provide agencies with comprehensive and up-to-date CPD information to help their human resources staff explore learning opportunities, and sketch training and development plans for their social work employees.

(C) For CPD Activity Organizers

- (a) Upon making a request to the Board and meeting the basic requirements, a CPD activity organizer will be put on the Board's list for the purpose. It will then be provided an account for making access to the system.
- (b) Listed CPD activity organizers may upload CPD programmes and activities to the website. The information will be open to the public. Activity organizers will have to take full responsibility for the CPD information that they post on the website. The Board reserves the right to retain or delete any entries of CPD activities as she thinks fit.
- (c) Listed CPD activity organizers may upload the participation records of RSW participants to the system.
- (d) The system will keep a database of CPD activities posted on the website. The information on those activities will be retained for one year, or upon expiry or being replaced by new information, whichever the earlier. The database will be updated from time to time automatically by default.
- (e) In normal circumstances, names of CPD activity organizers will be kept on the Board's list for a term of 2-5 years, subject to her final decision. The Board will also review the list and the duration from time to time subject to the circumstances at the time.
- (f) In any circumstances, the Board makes the final decision to add the name of a CPD activity organizer to or withdraw it from the list.

6.1.3 A diagram illustrating the operation of the system is showed in Appendix 6.

6.2 Role and Authority of the Board

6.2.1 Before the Social Workers Registration Ordinance (the Ordinance) is amended to vest the Board with a mandate to deal with RSWs' CPD-related matters, the Board will focus on promoting the Scheme to RSWs and take every possible supportive measure to help make the Scheme a success.

6.2.2 In promoting the Scheme, the Board will take the following measures as appropriate subject to different parties:

(A) For RSWs

The Board will appeal to RSWs to initiate their user accounts and to participate in the Scheme.

(B) For Employing Agencies

(a) Recognition and support for the Scheme from employing agencies are crucial to how effective the implementation will be. Therefore, the Board will work with them in the following direction:

(i) Appeal to agencies to promote CPD to their social work employees.

(ii) Seek agencies' co-operation in providing a conducive learning environment by means of formulating favourable CPD policies for their social work employees, for example, providing financial support and study leave, and organizing in-house CPD activities.

(b) Employing agencies may also request for being put on the list of CPD activity organizers. For their internal training programme posted onto the website, agencies are encouraged to open a quota of at least 10 places or 20 percent of the total places, whichever is greater, to RSWs from other agencies.

(C) For CPD Activity Organizers

(a) The Board may invite CPD activity organizers, for example, various social work training institutions, employing agencies of RSWs, professional associations and unions, to actively participate in the Scheme and admit them into the Board's list of CPD activity organizers.

- (b) Activity organizers may request to the Board for being put on the list via the on-line system.

(D) General

Basically, the Board has no involvement in the interaction among RSWs, CPD activity organizers and the functional website. Nevertheless, the Board will manage and maintain the website to make sure that it runs smoothly and properly.

7 Vision for the Future

- 7.1 It is a universal trend that professionals including social workers pursue professional enhancement to cope with ever-changing societal and technological needs. Comparing with other major professions of Hong Kong and accreditation bodies in social work of other countries, many of which are exercising a compulsory CPD system or alike, the social work profession in Hong Kong lags behind in this area. The introduction of the Scheme will on one hand reinforce the RSWs who are diligently pursuing professional development, and on the other hand, serves to remind those who are not actively participating CPD activities to intensify their efforts in seeking professional advancement.
- 7.2 Taking into account the expectation of the general public towards the social work profession, feedback from the field, and difficulty faced and experience gained in the course of promoting and implementing the Scheme to RSWs, the Board will review the Scheme from time to time. She envisions that with the concerted efforts of RSWs, agencies and CPD activity organizers, the Scheme will be successfully implemented. This will help RSWs make the first but vital step to the perpetual development of their profession.

Appendix 1

Rationale of Pursuing Continuing Professional Development

1 In Response to Changing Societal Needs

Rapid socio-economic changes as a result of globalization are dramatically transforming the society of Hong Kong. Growing complexity of social problems and increasing public aspiration for quality social service require social workers to be receptive, versatile and constantly updated with ever-changing needs of the society. Basic social work training only provides fundamental knowledge and skills. RSWs should accumulate new experiences and knowledge over time for their personal growth and professional enhancement. Their need for CPD is therefore imperative.

2 In Search of Professional Growth and Development

To pursue professional excellence, it is crucial for social workers to participate in activities aiming at consolidating and sharing local social work knowledge and skills, and exchanging practice insights with fellow workers of other countries and regions.

3 Enhancement of Accountability

Service users have the right to receive quality and professional service and such right should be respected. RSWs should therefore commit themselves to CPD to achieve the objective of rendering services at their best. That RSWs should go for CPD has also been clearly stated in the code of ethics published by major social work professional bodies worldwide. It is not unusual that members of the public or employers may regard CPD as one of the criteria to assess the competence of RSWs. RSWs therefore should sustain public recognition and social sanction by up-keeping their professional standard through CPD.

Appendix 2

Background Information

- 1 The Joint Committee on Promotion of Continuing Professional Development of Social Workers² (the Joint Committee) acquired the mission from the Joint Working Group on Continuing Professional Development of Social Workers³ (the Joint Working Group) in 2004 and had tried to establish and operate a system for the purpose of promoting continuing professional development of social workers. It had also tried to explore different means to seek funding to finance a string of work plans which included (a) launching a survey on employing agencies' CPD policies on and RSWs' attitude and behaviour towards CPD; (b) producing a CPD resources package for NGOs; (c) developing a web-site for circulation of CPD-related information; and (d) and appointing personnel to implement the Joint Committee's projects. Unfortunately, the Joint Committee did not succeed in securing a source of funding and hence was unable to bring the matter forward.

- 2 Launching legislative amendments to the Ordinance at the time to embody professional development as one of her functions, the Board took over the unfinished tasks of the Joint Committee in July 2006, aiming at putting the work plans into practice with a legal mandate after the Ordinance is amended. The legislation process of the proposed amendments, however, had been stuck since the Board submitted its proposal to the then Health, Welfare and Food Bureau. Recognizing the pressing need for providing RSWs with general guidelines to achieve CPD goals while trying to push the Labour and Welfare Bureau to put forth the proposed amendments to the Legislative Council, members of the Board reached a consensus to make the plans concrete by introducing a CPD scheme to RSWs as soon as possible.

- 3 There have been discussions in the field over the past years on whether there

² The Joint Committee on Promotion of Continuing Professional Development of Social Workers was set up in October 2004. The three participating organizations, the HKCSS, HKSWA and SWRB assigned two representatives to sit in the Joint Committee. The Social Welfare Department also assigned one Chief Social Work Officer to sit in as an observer. The Joint Committee was disbanded in July 2006.

³ The Joint Working Group on Continuing Professional Development of Social Workers was set up in March 2003. Its member organizations included the Hong Kong Council of Social Service (HKCSS), the Hong Kong Social Workers Association (HKSWA), the Hong Kong Social Workers' General Union and the Social Workers Registration Board (SWRB). Each member organization has assigned two representatives to sit in the Joint Working Group. The Joint Working Group was disbanded in October 2004 after completing an opinion survey and consultation on its proposed CPD scheme.

should be a mandatory CPD scheme or a voluntary CPD scheme for RSWs. The mixed responses to the surveys conducted by the Board and the Joint Working Group between 2001 and 2004 did not help any party draw a conclusion. From the latest survey launched by the Board in early 2009, however, over 70 percent of the respondents supported that CPD of RSWs should be voluntary. After careful deliberation and repeated discussions, the Board decided to take the first step to implement the CPD of the social work profession by working out a voluntary CPD system.

- 4 The suggestions set out in the Scheme are by no means requirements but intended to provide RSWs with directions and benchmarks for pursuing both professional and personal development. RSWs are encouraged to take those suggestions as yardsticks and make efforts to attain or even surpass the proposed standards.

Appendix 3

CPD Requirements of Other Professional and Accreditation Bodies

Professional/Regulatory Body	Legal Status of CPE/CPD/CME/CE	Points/Credits Required	Mechanism for Recognizing CPE/CPD/CME/CE Points	Possible Consequence of Failing to Fulfil CPE/CPD/CME/CE Requirements	Special Consideration
The Law Society of Hong Kong	Mandatory	15 points for each practice year for solicitors and trainee solicitors	The Society is one of the course providers. It is also empowered to delegate the provision of training programmes, to accredit training programmes, and to deal with all matters related to the determination of CPD points to be credited to individual programmes.	Application for the issue of practising certificate refused, and disciplinary action instituted for serious breach of CPD requirement.	Exemption from CPD will be granted on specified grounds provided by the CPD Rules.
The Medical Council of Hong Kong	Mandatory (for specialists)	90 CME points in a cycle of 3 years for medical practitioners on the register of specialists	The statutory and independent Hong Kong Academy of Medicine is empowered to provide and accredit CME programmes and activities, and determine standards of programmes and examinations. The Education and Accreditation Committee under the Medical Council, upon the recommendation of the Academy of Medicine, will recommend to the Council on the inclusion of the name of a medical practitioner on the specialist register.	Fellowship may be suspended, and/or removed from the register of specialists.	Allowance may be granted on relevant and exceptional grounds.

Professional/Regulatory Body	Legal Status of CPE/CPD/CME/CE	Points/Credits Required	Mechanism for Recognizing CPE/CPD/CME/CE Points	Possible Consequence of Failing to Fulfil CPE/CPD/CME/CE Requirements	Special Consideration
Hong Kong Institute of Certified Public Accountants	Mandatory	<ul style="list-style-type: none"> • 120 hours of relevant professional development activities in each rolling three-year period • at least 20 hours of the 120 hours to be completed in each year 	HKICPA provides guidelines for endorsing providers of CPD activities/courses.	Renewal of membership and registration, or issue of the practising certificate refused.	Retired members may be exempt from the requirements. (Retired members are those who are 55 years of age or above, no longer in full employment and not holding directorship of a listed company and/or practice certificate.)
The Hong Kong Institution of Engineers	Mandatory	5 days or 30 hours per year for Corporate members	HKIE is to recognize courses provided by the HKIE Divisions, the engineering industry itself, and a variety of other organizations	<ul style="list-style-type: none"> • Warning letters issued (to corporate members) in the first and second years; • Interviewed by the CPD Committee in the third year; and • Names published in the “Hong Kong Engineers” in the fourth year. 	Retired Members will be exempt from the CPD requirements
Australian Association of Social Workers	Mandatory	75 points in a one-year CPE cycle (One CPE point is equivalent to one hour.)	<p>AASW recognizes the following four categories of CPE programmes:</p> <ul style="list-style-type: none"> • Accountability; • Skill development; • Gaining new knowledge and information; and • Contributing to the development of professional social work knowledge and practice. 	Refusal of accreditation as an accredited social worker	Exemption may be considered for special circumstances.

Professional/Regulatory Body	Legal Status of CPE/CPD/CME/CE	Points/Credits Required	Mechanism for Recognizing CPE/CPD/CME/CE Points	Possible Consequence of Failing to Fulfil CPE/CPD/CME/CE Requirements	Special Consideration
Canadian Provincial Associations of Social Work / Provincial Board of Registration of Social Workers	Mandatory licensing/registration requirement in most provinces	40 CPE hours each year, where appropriate	The accreditation mechanism varies in different provinces.	Registration or issue of license refused, where appropriate	In some provinces, lower CPE requirements will be applied to part-time, unemployed or retired social workers.
General Social Care Council, England	Mandatory	Either 90 hours or 15 full days of post-registration training within the period of registration (three years)	The training and learning that registrants choose should: <ul style="list-style-type: none"> • benefit personal development needs and take account of individual circumstances which can change over time; • benefit current employment; • benefit career progression; • reflect preferred learning style; and • make the most of the learning opportunities available to form part of wider professional development. 	Considered committing misconduct	If registrants have any doubts about meeting the PRTL requirements, they should contact the GSCC as soon as possible for advice. In most cases, registrants will be asked to provide a written explanation of their individual circumstances for the GSCC's consideration.
National Association of Social Workers, U.S.A.	Voluntary or compulsory, depending on the State	48 hours of continuing education over a two-year period (for individual States, ranging from 30 to 60 hours every two years)	NASW provides Standards for CE for assessing providers of CE and for administrators who monitor CE policies. The accreditation mechanism for Continuing Education Units varies in different States.	Issue of license refused, where appropriate	Members may apply for waiver owing to illness and/or age (if applicable).

Appendix 4

Listing of CPD Activity Organizers

1 Requirements for Being Listed

The Board will maintain a list of CPD activity organizers. Basically, those CPD activity organizers, which show their intention and abilities to provide activities facilitating RSW to pursue CPD and achieve any one of the following purposes, may have their names put on the list:

- (A) in response to societal need
- (B) in search of professional growth and development
- (C) enhancement of accountability

2 Procedures for Being Listed

2.1 At the initial stage, the Board will invite all tertiary institutions providing formal social work training programmes, employing agencies of RSWs, Hong Kong Social Workers Association and Hong Kong Social Workers' General Union to participate in the Scheme of as CPD activity organizers. The Board will put their names on the list of CPD activity organizers upon receiving their affirmative reply and undertaking to fulfil their obligation as mentioned in (3).

2.2 After the first list of CPD activity organizers is compiled, any tertiary institution, agency or entity that wishes to have her name added to the list may make a request and submit an on-line registration form to the Board. She will be required to furnish the Board the following information in a standard form:

- (A) name of organizer
- (B) registered address
- (C) nature of organization
- (D) service sector
- (E) business of organization
- (F) types of activities to be provided tentatively
- (G) person of contact and his means of contact
- (H) any other information as appropriate

2.3 Upon receiving a request from an organization for being put on the list of CPD activity organizers, the Working Group on Professional Development, as delegated by the Board, will assess the eligibility of the organization based on the basic requirements mentioned in (1). The Board will make the final

decision on whether to list a CPD activity organizer.

- 2.4 CPD activity organizers will be kept on the list for a term between two and five years, subject to the nature of the organization and the final decision of the Board. The organizer will be notified of the decision.
- 2.5 In any circumstances, the Board has the final decision to add the name of any CPD activity organizer to or withdraw it from the list.

3 Obligations of Listed CPD Activity Organizers

3.1 After being put on the list, CPD activity organizers will be given a user account. They may upload their CPD activities for RSWs on the Board's website in a defaulted format. Information on CPD activities to be uploaded includes:

- (A) name of activity
- (B) nature of activity
- (C) whether it is internal training
- (D) mode of activity (reference at Appendix 5)
- (E) date or duration of activity
- (F) number of hours required
- (G) CPD points to be awarded after completion of the activity
- (H) name of award after completion of the activity
- (I) any other information as appropriate

3.2 After the completion of each activity, organizers may upload the participation records of attendants (RSWs) with awards of CPD points to the system. Information includes:

- (A) Particulars of CPD Activity
 - (a) name of activity
 - (b) nature of activity
 - (c) duration of activity
 - (d) number of hours completed in the activity
 - (e) CPD points gained by RSWs for their participation of the activity or for completing the course
 - (f) name of award after completion of activity
 - (g) any other information as appropriate

(B) Particulars of RSWs

- (a) name in Chinese and English
- (b) registration number
- (c) any other information as appropriate

3.3 In any circumstances, listed CPD activity organizers should provide true and accurate information.

Appendix 5

Awarding Scheme for CPD Points

Mode of CPD Activities	Description of Weighing	CPD Points to be Awarded	Remarks
<u>Education, Training & Practice</u>			
Attending courses leading to formal academic award or other types of courses	1 hour of course attended	1	First professional social work training is excluded.
Providing professional supervision under employing agency's approval	1 hour of supervision given	2	Remunerated jobs are excluded.
Attending conference, seminars, workshops, etc.	1 hours of event attended	1	--
Undergoing formal on-line studies with study hours recognized by other accreditation bodies	1 hour of study completed	1	Each hour of study is equivalent to 1 hour of course attended under the course requirement of the institution which provides the course.
Giving lectures	1 hour of presentation conducted	2	Remunerated jobs are excluded.
Speaking at conference and seminars	1 presentation conducted	2	Remunerated jobs are excluded.
Undergoing self-study: reading journals, reports, books, etc.	1 hour of study completed	1	A maximum of 5 CPD points will be recognized in a one-year cycle.
Clinical practice	1 hour of direct practice completed	2	It refers to the practice that is regarded as external assistance rendered to the cases/clients outside the practitioner's employing agency. Remunerated jobs are excluded.
<u>Visit</u>			
Short professional visit	1 session	1	A maximum of 5 CPD points will be recognized in a one-year cycle.
Study tour (excluding sight-seeing and other leisure programmes)	1 session	1	

Mode of CPD Activities	Description of Weighing	CPD Points to be Awarded	Remarks
<u>Publication</u>			
Refereed article/book chapter	principal author	8	Publications required by employing institutions or agencies as part of job duties are excluded.
	co-author	4	
Non-refereed article/book chapter	principal author	6	
	co-author	3	
Other types of article/book chapter	principal author	4	
	co-author	2	
Book	to be individually assessed	Up to a specified maximum	The specified maximum refers to the proposed benchmark of 24 CPD points in a one-year cycle.
Non-print publications (e.g. video, VCD, web-edition, etc.)			
Others			
<u>Community Service</u>			
Voluntary professional consultancy service	1 hour of service provided	1	A maximum of 5 CPD points will be recognized in a one-year cycle.
Participation in committee(s) of the government, professional organizations, NGOs, and/or groups at community levels	1 session of service provided	1	

Appendix 6 Diagram on Operation of On-line System

