

INSTRUCTIONS TO FILL IN CA05 FORM – CPD SUMMARY ACTIVITIES

The CA05 Form gives the Assessors the Summary of Continued Professional Development Program Activities that you have stated as evidence that you have been continuously upgrading your Competence to keep abreast with the changes / improvements in the way engineering is evolving and changing. The Standard used to benchmark you against is the Professional Engineer Competence Standard.

HOW TO FILL IN THE CA05 FORM

1. Ensure to type your Full Name
2. Your Membership Number if you are renewing and if you are a New applicant, please leave the space blank
3. List in chronological order the Continued Professional Development activities you have undertaken in the last **THREE (3)** years (or since your last assessment if undertaking a continued registration assessment) starting with the most recent to enhance or maintain your current knowledge or skills. State the date, actual hours taken, form of activity, title of CPD activity, what you have learnt & the benefits to your practice then tick the relevant CBA elements you have learnt and
4. Attach your CPD Certificates as evidence for formal CPD Activities taken.

Here you are assessed against competence standard number 11 as outlined under the Professional Engineer Competence Standard.

You are putting forward evidence to your engineering peers (Assessors) proving to them that you have been doing things to keep abreast with what is happening around you and in the world. You are actually telling the Assessors that you ARE Competent as a Professional Engineer and you are backing your claim with evidence.

IEPNG COMPETENCE STANDARD FOR PROFESSIONAL ENGINEERS

The competence standard sets the entry standard for engineers seeking formal peer recognition as a competent professional engineer by undertaking an PERB/IEPNG competence assessment. The competence standard sets the standard for the *registration as a Professional Engineer with the Professional Engineers Registration Board of PNG* and the standard for entry into the class of *Member or Fellow with the Institution of Engineers PNG Inc.*

PROFESSIONAL ENGINEER COMPETENCE STANDARD

To meet the minimum standard a person must demonstrate that he/she is able to practice competently in his/her practice area to the standard expected of a reasonable professional engineer. The extent to which the person is able to perform each of the following numbered

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elements in his/her practice area must be taken into account in assessing whether or not he/she meets the overall standard.

1	Comprehend, and apply knowledge of, accepted principles underpinning widely applied good practice for professional engineering <i>Has a Washington Accord degree or recognised equivalent qualification or has demonstrated equivalent knowledge and is able to perform complex engineering work.</i>
2	Comprehend, and apply knowledge of, accepted principles underpinning good practice for professional engineering that is specific to the jurisdiction of Papua New Guinea in which he/she practices
3	Define, investigate and analyse <i>complex engineering problems</i> in accordance with good practice for professional engineering
4	Design or develop solutions to <i>complex engineering problems</i> in accordance with good practice for professional engineering.
5	Be responsible for making decisions on part or all of one or more <i>complex engineering activities</i>
6	Manage part or all of one or more <i>complex engineering activities</i> in accordance with good engineering management practice
7	Identify, assess and manage engineering risk
8	Conduct engineering activities to an ethical standard at least equivalent to the relevant code of ethical conduct
9	Recognise the reasonably foreseeable social, cultural and environmental effects of professional engineering activities generally
10	Communicate clearly with other engineers and others that he or she is likely to deal with in the course of his or her professional engineering activities
11	Maintain the currency of his or her professional engineering knowledge and skills
12	Exercise sound professional engineering judgement

WHAT YOU NEED TO DO

The forms that are used together with this form (CA05) in your portfolio of evidence for registration assessment are:

CA01 – Application for Registration and membership or

CA02 – Submission for continued registration assessment

CA04 – work history summary form - you can send in a _detailed CV'(i.e., a CV that you'd use for a job-search, so long as it contains the same type of information requested by the CA04 form).

CA06 – Referee Declaration and Evaluation form which your referees complete and submit directly to IEPNG. Access the form (or use the on-line referee request system) via the IEPNG website. Work samples – refer to paragraph 15 on page 14 for details.

Please use this application form (CA05) when you are applying for *Registration and Membership Assessment (AFA)* and also for Continued Registration Assessment (CRA) when required by the Assessors to become registered as a Professional Engineer with the

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Professional Engineers Registration Board of PNG (PERB) and also become a financial member of the Institution of Engineers PNG Inc under the category class of Member of Fellow.

*** It is an IEPNG/PERB Policy that for a person to be registered, the person must also be a member of IEPNG *****

You are required to present work samples as evidence that you are '**still able to practice competently**' as a professional engineer. In the work samples you must demonstrate that you have as a person been able to :

MAINTAIN CURRENCY – Show what activities/courses/conferences that you undertook in order to keep up to date with the changes in how engineering practice is evolving.

	What you are being measured against	What Assessors will be looking for?
11	MAINTAIN CURRENCY	Are you as an Engineer able to : • Demonstrate a commitment to extending and developing knowledge and skills • Participate in education, training, mentoring or other programmes contributing to his/her professional development • Adapt and updates knowledge base in the course of professional practice • Demonstrate collaborative involvement with professional engineers