



Singapore  
Institute of Legal Education

**Guide to the SILE CPD Scheme 2016  
(Phase 2)**

Effective 1 January 2016

**The information in this Guide is correct as at 1 January 2016. You are advised to refer to the Legal Profession (Continuing Professional Development) Rules 2012 and the Guidelines on the Continuing Professional Development Scheme 2015. In the event of any conflict or inconsistency between the contents of this Guide and the CPD Rules 2012 (including the CPD Guidelines 2015 and CPD Advisories), the following shall prevail (in order of precedence): (a) CPD Rules 2012; (b) CPD Guidelines 2015; (c) CPD Advisories; (d) CPD Guide 2016.**

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## A. CPD REQUIREMENTS

### 1. Introduction

- 1.1. Phase 1 of the Continuing Professional Development Scheme ('CPD Scheme') was implemented on 1 April 2012. Phase 2 of the CPD Scheme took effect on 1 January of 2015.
- 1.2. This Guide sets out the CPD Requirements for CPD Year 2016 which will run from 1 January 2016 to 31 December 2016.
- 1.3. This Guide is based on the following sources: Legal Profession (Continuing Professional Development) Rules 2012 ('CPD Rules') and the Guidelines on the Continuing Professional Development Scheme 2015. The Institute recommends that you read this Guide together with – not instead of – these sources. Please also refer to the advisories which the Institute may issue from time to time.

### 2. Lawyers required to undertake CPD Activities

- 2.1. For CPD Year 2016, all advocates and solicitors (including those practising as locum solicitors) admitted to the Singapore Bar **on or after 2 January 2011** ('Newly-qualified Lawyers') OR admitted to the Singapore Bar **between 2 January 2001 and 1 January 2011** ('Senior Lawyers') and holding a Singapore practising certificate ('Practising Certificate') must meet the CPD Requirements set out in the CPD Rules.
- 2.2. For CPD Year 2016, the following lawyers are *not* subject to CPD Requirements under the CPD Rules:
  - 2.2.1. Advocates and solicitors admitted to the Singapore Bar on or before 1 January 2001;
  - 2.2.2. Holders of the Foreign Practitioner Certificate; and
  - 2.2.3. Foreign lawyers.
- 2.3. **In this guide, 'NQL' refers to a Newly-qualified Lawyer and 'SRL' refers to a Senior Lawyer with CPD Requirements for CPD Year 2016 under the CPD Rules.**

### 3. The CPD Year

- 3.1. A CPD Year runs from 1 January to 31 December of a calendar year. 'CPD Year 2016' refers to the period from 1 January 2016 to 31 December 2016.

### 4. CPD Points Requirements for Senior Lawyers (SRLs)

- 4.1. **If you are an SRL, then between 1 January 2016 and 31 December 2016:**

a.	If you hold a Practising Certificate for <b>more than 8 months</b>	You need to obtain <b>8 CPD Points</b> . At least 4 must be Public CPD Points.
b.	If you hold a Practising Certificate for <b>more than 5 months up to 8 months</b>	You need to obtain <b>4 CPD Points</b> . At least 2 must be Public CPD Points.
c.	If you hold a Practising Certificate for <b>5 months or less</b>	You do not need to obtain any minimum CPD Points.

- 4.2. **Table 1** sets out examples of CPD Points Requirements based on the date of taking out a Practising Certificate for SRLs.

**Table 1: Examples of CPD Points Requirements for Senior Lawyers**

**Example 1:** An SRL holds a Practising Certificate from 1 January 2016 until 31 December 2016. Since he holds a Practising Certificate for more than 8 months, the SRL will need to obtain 8 CPD Points and at least 4 must be Public CPD Points.

**Example 2:** An SRL does not hold a Practising Certificate from 1 January 2016 to 31 March 2016. However, he takes out a Practising Certificate on 1 April 2016 and continues to hold his Practising Certificate until 31 December 2016. Since he holds a Practising Certificate for more than 8 months, the SRL will need to obtain 8 CPD Points and at least 4 must be Public CPD Points.

**Example 3:** An SRL holds a Practising Certificate from 1 January 2016 until it expires on 31 March 2016. On 1 September 2016 he takes out a Practising Certificate and continues to hold it until 31 December 2016. Since he holds a Practising Certificate for more than 5 months but less than 8 months, the SRL will need to obtain 4 CPD Points and at least 2 must be Public CPD Points.

**Example 4:** An SRL holds a Practising Certificate from 1 January 2016 to 31 March 2016. He does not take out a Practising Certificate at any time in the remainder of calendar year 2016. Since he holds a Practising Certificate for 5 months or less, he does not need to meet any minimum CPD Points Requirements.

- 4.3. An SRL may obtain CPD Points for CPD Activities which he undertakes in that part of CPD Year 2016 during which he is not holding a Practising Certificate, in order to fulfil his CPD Points Requirements for CPD Year 2016.

**5. CPD Points Requirements for Newly-Qualified Lawyers (NQLs)**

- 5.1. **If you are an NQL, then between 1 January 2016 and 31 December 2016:**

a.	If you hold a Practising Certificate for more than 8 months	You need to obtain <b>16 CPD Points</b> . At least 8 must be Public CPD Points.
b.	If you hold a Practising Certificate for more than 5 months up to 8 months	You need to obtain <b>8 CPD Points</b> . At least 4 must be Public CPD Points.
c.	If you hold a Practising Certificate for 5 months or less	You do not need to obtain any minimum CPD Points.

- 5.2. **Table 2** sets out examples of CPD Points Requirements based on the date of taking out a Practising Certificate for NQLs.

**Table 2: Examples of CPD Points Requirements for Newly-Qualified Lawyers**

Example 1: An NQL holds a Practising Certificate from 1 January 2016 until 31 December 2016. Since he holds a Practising Certificate for more than 8 months, he will need to obtain 16 CPD Points and at least 8 must be Public CPD Points.

Example 2: An NQL does not hold a Practising Certificate from 1 January 2016 to 31 March 2016. However, he takes out a Practising Certificate on 1 April 2016 and continues to hold his Practising Certificate until 31 December 2016. Since he holds a Practising Certificate for more than 8 months, the NQL will need to obtain 16 CPD Points and at least 8 must be Public CPD Points.

Example 3: An NQL holds a Practising Certificate from 1 January 2016 until it expires on 31 March 2016. On 1 September 2016 he takes out a Practising Certificate and continues to hold it until 31 December 2016. Since he holds a Practising Certificate for more than 5 months but less than 8 months, the NQL will need to obtain 8 CPD Points and at least 4 must be Public CPD Points.

Example 4: An NQL holds a Practising Certificate from 1 January 2016 to 31 March 2016. He does not take out a Practising Certificate at any time in the remainder of calendar year 2016. Since he holds a Practising Certificate for 5 months or less, he does not need to meet any minimum CPD Points Requirements.

5.3. An NQL may obtain CPD Points for CPD Activities which he undertakes in that part of CPD Year 2016 during which he is not holding a Practising Certificate, in order to fulfil his CPD Points Requirements for CPD Year 2016.

**6. No carrying over of excess CPD Points**

6.1. The CPD Points Requirements represent the minimum expected of lawyers. As such, lawyers may not carry over excess CPD Points obtained in one CPD Year to another.

**B. MEETING YOUR CPD POINTS REQUIREMENTS FOR CPD YEAR 2016**

**7. Obtaining Public CPD Points**

7.1. Generally, Public CPD Points are obtained by attending Accredited CPD Activities.

Public CPD Points	
a.	<p>Attending a conference, lecture, seminar or workshop accredited by the Singapore Institute of Legal Education ('Institute'). Accredited activities are listed at: <a href="http://www.silecpdcentre.sg/calas/">http://www.silecpdcentre.sg/calas/</a></p>
b.	<p>Teaching in or contributing in various roles in the Preparatory Course leading to Part B of the Singapore Bar Examinations ('Part B Course'), as appointed by the Institute.</p> <ul style="list-style-type: none"> <li>• Subject Coordinator (including Deputy Subject Coordinator) – <b>8 Public CPD Points</b> for each session of the Part B Course;</li> <li>• Tutor – <b>2 Public CPD Points</b> per practice session, workshop or class conducted (regardless of the length of the session);</li> <li>• Instructional Designer – <b>2 Public CPD Points</b> for developing teaching</li> </ul>

Public CPD Points	
	<p>materials for each practice session, workshop or class (regardless of the length of the session);</p> <ul style="list-style-type: none"> <li>• FMS Mentor – <b>6 Public CPD Points</b> for each session of the Part B Course;</li> <li>• Lecturer (live lecture) – <b>1 Public CPD Point</b> for each 0.5 hour that he speaks, excluding breaks for refreshments etc.</li> </ul>
c.	<p>Foreign Practitioner Examinations</p> <ul style="list-style-type: none"> <li>• Chief Examiner – <b>8 Public CPD Points</b> for each session of the examinations;</li> <li>• Principal Examiner – <b>8 Public CPD Points</b> for each session of the examinations.</li> </ul>

## 8. Obtaining Private CPD Points

8.1. Generally, Private CPD Points are obtained by undertaking a range of other CPD Activities. The table below gives an overview of how Private CPD Points may be obtained.

Private CPD Points	
a.	<p>Attending a conference, lecture, seminar or workshop which is <b>not accredited</b> by the Institute.</p> <p><b>1 Private CPD Point</b> per hour; Minimum activity length of 1 hour.</p>
b.	<p>Attending an <b>in-house seminar</b> conducted by a law practice for its own lawyers.</p> <p><b>1 Private CPD Point</b> per hour; Minimum activity length of 1 hour.</p>
c.	<p>Attending a <b>small group discussion</b> organised by a group of lawyers or law practices.</p> <p><b>1 Private CPD Point</b> per hour; Minimum activity length of 1 hour.</p>
d.	<p>Reviewing a multimedia, Internet-based, audio-visual, audio or video programme or material. (Note: A lawyer will only be able to obtain Private CPD Points for viewing a recording of an accredited CPD Activity.)</p> <p><b>1 Private CPD Point</b> per hour; Minimum programme/material length of 20 minutes.</p>
<p><i>Criteria for (a) – (d):</i>  <i>The CPD Activity must:</i>  <i>(1) comprise significant intellectual or practical content;</i>  <i>(2) deal primarily with matters relating to the practice of law; and</i>  <i>(3) seek to extend your knowledge or skill in one or more areas that are relevant to your practice needs.</i>                      Or  <i>(1) comprise significant intellectual or practical content; and</i>  <i>(2) deal primarily with, and seek to extend your knowledge or skill in at least one of the following areas:</i>  <i>(a) financial literacy;</i>  <i>(b) information technology and computer literacy;</i>  <i>(c) office productivity and management skills;</i>  <i>(d) presentation and communication skills;</i>  <i>(e) personal management and development skills;</i>  <i>(f) any non-legal specialist knowledge relevant to your practice needs.</i></p>	

Private CPD Points		
e.	Writing an article relating to the practice of law that is published in an <b>Approved Publication</b> .	1 <b>Private CPD Point</b> for the first 1,000 words; 0.5 <b>Private CPD Point</b> for every subsequent block of 500 words; Minimum article length of 1,000 words (excluding footnotes, endnotes and bibliography).
f.	Serving as a member (including a chairperson) of any committee, sub-committee, working party or advisory panel (' <b>Approved Committee</b> ') of the Law Society of Singapore, the Singapore Academy of Law and Singapore Institute of Legal Education.	A maximum of <b>2 Private CPD Points per CPD Year regardless of the number of Approved Committees</b> you participate in within a calendar year. You must have served at least 4 months in the CPD Year of the term of your appointment to the Approved Committee.
g.	Participating in the Pro Bono Programme for Law Students as a supervisor. For a list of the Approved Pro Bono Work, refer to <a href="http://www.sile.edu.sg/pro-bono-programme">http://www.sile.edu.sg/pro-bono-programme</a> .	A maximum of <b>2 Private CPD Points per CPD Year regardless of the number of Approved Pro Bono Works</b> you perform in within a calendar year.

## 9. Obtaining CPD Points by teaching etc. for Senior Lawyers (SRLs) only

- 9.1. Apart from the above CPD Activities, Senior Lawyers will be able to obtain CPD Points for speaking, teaching or participating in a panel discussion in any conference, lecture, seminar or workshop which deals primarily with matters relating to the practice of law.
- 9.2. **An SRL who speaks or teaches etc. in other non-legal categories of learning activities, e.g. financial literacy, office productivity and computer literacy, does not obtain any CPD Points.**
- 9.3. An SRL who speaks or teaches at an Accredited CPD Activity will obtain **Public CPD Points**. An SRL who speaks or teaches at a non-accredited CPD Activity which deals primarily with matters relating to the practice of law will obtain **Private CPD Points**.
- 9.4. CPD Points may only be obtained for speaking at a 'live' learning activity only. No CPD Points may be obtained for time or effort expended in making a video recording of a learning activity.
- 9.5. In general, an SRL shall obtain 3 CPD Points for each hour in which he is engaged as a speaker, trainer or member of a panel discussion. (This is in contrast to 1 CPD Point for each hour for which a lawyer attends a CPD Activity as a learner.) The minimum engagement period shall be 20 minutes (excluding breaks), for which an SRL shall obtain 1 CPD Point. For a panel discussion, the duration of the entire discussion shall last at least 20 minutes. Each panellist will obtain CPD Points corresponding to the duration of the entire discussion.

**10. Examples on CPD Points fulfilment**

10.1. The examples in **Table 3** illustrate how to determine whether an SRL has met the CPD Points Requirements. In these examples, the lawyer in question has held a Practising Certificate for 8 months or more.

**Table 3: Examples on CPD Points Fulfilment for Senior Lawyers (SRLs)**

Example 1:

No.	CPD Activity	CPD Points
1.	Attended a 1-day conference organised by the Singapore Academy of Law (an Accredited Institution) and accredited by the Institute.	6 Public CPD Points
2.	Spoke at a lunch-time seminar for 1 hour organised by the Law Society of Singapore (An Accredited Institution) and accredited by the Institute.	3 Public CPD Points
<b>Conclusion:</b> The SRL has met the CPD Points Requirements for CPD Year 2016. <i>Lawyers may meet all the CPD Points Requirements through Public CPD Points.</i>		

Example 2:

No.	CPD Activity	CPD Points
1.	Attended a 4-hour workshop organised by the Singapore Mediation Centre (an Accredited Institution) and accredited by the Institute.	4 Public CPD Points
2.	Wrote a 1,800-word article for the Law Gazette (an Approved Publication).	2 Private CPD Points
3.	Reviewed a 50-minute video entitled "How to Mentor Your New Employee".	1 Private CPD Point
4.	Supervised 1 NUS Law Student at a CLAS Legal Clinic.	2 Private CPD Points
<b>Conclusion:</b> The SRL has met the CPD Points Requirements for CPD Year 2016. <i>SRLs may meet all the CPD Points Requirements through a combination of Public and Private CPD Points, provided they have obtained at least 4 Public CPD Points.</i>		

Example 3:

No.	CPD Activity	CPD Points
1.	Attended a 1-hour seminar hosted by the Law Society of Singapore (an Accredited Institution) and accredited by the Institute.	1 Public CPD Point
2.	Attended a 3-day legal conference in Sydney, Australia.	18 Private CPD Points
<b>Conclusion:</b> The SRL has not met the CPD Points Requirements for CPD Year 2016. <i>The SRL has not attained the minimum of 4 Public CPD Points for SRLs, even though he has obtained 18 Private CPD Points.</i>		



10.2. The examples in **Table 4** illustrate how to determine whether an NQL has met the CPD Points Requirements. In these examples, the lawyer in question has held a practising certificate for 8 months or more.

**Table 4: Examples on CPD Points Fulfilment for Newly-Qualified Lawyers (NQLs)**

Example 1:

No.	CPD Activity	CPD Points
1.	Attended a 3-day conference organised by the Singapore Academy of Law (an Accredited Institution) and accredited by the Institute.	18 Public CPD Points
<b>Conclusion:</b> The NQL has met the CPD Points Requirements for CPD Year 2016. <i>A lawyer may meet all the CPD Points Requirements through Public CPD Points.</i>		

Example 2:

No.	CPD Activity	CPD Points
1.	Attended a 2-hour workshop organised by the Singapore Mediation Centre (an Accredited Institution) and accredited by the Institute.	2 Public CPD Points
2.	Attended a 2-hour seminar organised by an organiser ( <b>not</b> an Accredited Institution) and accredited by the Institute.	2 Public CPD Points
3.	Taught 2 sessions of drafting class for the 2016 session of the Part B Course.	4 Public CPD Points
4.	Attended a 4-hour in-house seminar organised by law practice.	4 Private CPD Points
5.	Wrote a 1,800-word article for the Law Gazette (an Approved Publication).	2 Private CPD Points
6.	Reviewed a 120-minute video entitled "How to attain work-life balance in the modern workplace".	2 Private CPD Points
<b>Conclusion:</b> The NQL has met the CPD Points Requirements for CPD Year 2016. <i>NQLs may meet all the CPD Points Requirements through a combination of Public and Private CPD Points, provided they have obtained at least 8 Public CPD Points.</i>		

Example 3:

No.	CPD Activity	CPD Points
1.	Attended a full-day conference organised by the Law Society of Singapore (an Accredited Institution) and accredited by the Institute.	6 Public CPD Points
2.	Attended a 3-day legal conference in Sydney, Australia.	18 Private CPD Points
3.	Reviewed a 50-minute video entitled "Negotiation strategies for lawyers".	1 Private CPD Point
<b>Conclusion:</b> The NQL has not met the CPD Points Requirements for CPD Year 2016. <i>The NQL has not attained the minimum of 8 Public CPD Points, even though he has obtained 19 Private CPD Points.</i>		

## 11. Attendance Policy

11.1. The following Attendance Policy is applicable if you (SRLs and NQLs) wish to claim CPD Points for attending a conference, lecture, seminar, workshop or discussion group, regardless of whether it is for Public CPD Points or Private CPD Points:

11.1.1. If the CPD Activity is 1 hour long, you must attend the whole activity. You must arrive punctually and you cannot leave the activity before it has ended.

11.1.2. If the CPD Activity is more than 1 hour long, you may be absent from it for up to 15 minutes only.

11.2. The examples in **Table 5** illustrate how the Attendance Policy is applied for a CPD Activity that is longer than 1 hour:

**Table 5: Examples on Attendance Policy Application**

Example 1: You arrive 10 minutes late but leave when the CPD Activity ends. You may obtain CPD Points for the activity.

Example 2: You arrive punctually but leave 15 minutes before the CPD Activity ends. You may obtain CPD Points for the activity.

Example 3: You arrive 10 minutes late and leave 10 minutes before the CPD Activity ends. You shall not obtain any CPD Points for the activity.

Example 4: You arrive punctually and leave the CPD Activity when it ends. However, you step out for 25 minutes during the CPD Activity. You shall not obtain any CPD Points for that activity.

11.3. For CPD Activities accredited by the Institute ('Accredited CPD Activities'), your attendance is monitored by the organiser. For an in-house seminar, your attendance is monitored by your law practice. For a small group discussion, your attendance is monitored by the chairperson of the discussion. Generally, attendance is monitored using a "sign-in, sign-out" system. Please cooperate with those who have to monitor your attendance.

11.4. For all other conferences, lectures, seminars, workshops or discussion groups, claiming of CPD Points is based on an honour system. You should ensure that you have complied with the Attendance Policy before you claim any CPD Points for attending the activity.

### C. ACCREDITED CPD ACTIVITIES (PUBLIC CPD POINTS)

## 12. Accredited CPD Activities

12.1. Accredited CPD Activities are conferences, lectures, seminars or workshops accredited by the Institute. Such activities may be conducted by the Accredited Institutions listed at **Annex A** and/or other organisers.

12.2. For a listing of Accredited CPD Activities, check out the Calendar of Accredited Learning Activities ('CALAS') at <http://www.sileCPDcentre.sg/calas/>. You should also see the Institute's accreditation logo or other indication of accreditation in the publicity materials of Accredited CPD Activities. If in doubt, please clarify with the provider or with the Institute.

12.3. If you wish to claim Public CPD Points for attending an auditing programme conducted by the National University of Singapore Faculty of Law or the Singapore Management University

School of Law, you will need to comply with the Attendance Policy for each session of the programme. You will also need to attend at least 75% of the sessions for the programme audited.

#### **D. OTHER CPD ACTIVITIES (PRIVATE CPD POINTS)**

##### **13. CPD Activities not accredited by the Institute**

13.1. You may obtain Private CPD Points for attending a conference, lecture, seminar or workshop which is not accredited by the Institute. However, the subject matter of the event should deal primarily with matters relating to the practice of law, and meet the other criteria for CPD Activities under the CPD Rules. These CPD Activities may be conducted in Singapore or overseas. It is incumbent on you to ensure that you have complied with the Attendance Policy before you claim any CPD Points for participating in these CPD Activities.

13.2. Starting from 1 January 2015, you may obtain Private CPD Points for attending a conference, lecture, seminar or workshop which does not deal primarily with matters relating to the practice of law, but which covers one or more of the following areas:

13.2.1. Financial literacy (e.g. understanding financial statements, understanding audit standards)

13.2.2. Information technology and computer literacy (e.g. use of word processing software, presentation software)

13.2.3. Office productivity and management skills (e.g. understanding document and record management strategies, appraising and assessing a supervisee)

13.2.4. Presentation and communication skills (e.g. writing, drafting, public speaking)

13.2.5. Personal management and development skills (e.g. time management, resilience training)

13.2.6. Any non-legal specialist knowledge relevant to the solicitor's practice needs (e.g. shipping trends for a lawyer in admiralty practice, technology updated for an IT or IP lawyer, medical knowledge for a lawyer who handles personal injury claims)

##### **14. In-house seminars**

14.1. An **in-house seminar** is a conference, lecture, seminar, workshop or discussion group which is organised by your law practice solely or predominantly for the lawyers in the law practice. An activity organised for clients, even if attended by lawyers, does not qualify as an in-house seminar.

14.2. Your law practice is responsible for monitoring your attendance in accordance with the Attendance Policy, and giving the Institute a copy of the attendance list upon request.

##### **15. Small group discussions**

15.1. A **small group discussion** is a seminar, workshop or discussion group organised by a group of lawyers or law practices.

15.2. In order to qualify for Private CPD Points, the discussion must be attended by at least 3 lawyers, and we recommend not more than 8 lawyers. The discussion must be organised in advance, and must be structured. For example, there must be a prepared agenda for the discussion, or learning objectives set out.

- 15.3. A chairperson should be appointed for each discussion. The chairperson should: (a) monitor your attendance in accordance with the Attendance Policy; (b) send a copy of the attendance list to all participants of the discussion; and (c) cause notes of the discussion to be recorded and circulated to all participants. Items (b) and (c) should be done within 1 week from the conclusion of the discussion.

## 16. Reviewing multimedia programmes etc.

- 16.1. You may obtain Private CPD Points for **reviewing a multimedia programme or material**.
- 16.2. In order to qualify for Private CPD Points, the programme or material reviewed must be structured. You must be able to identify a block of time during which you either listen to a recording or watch a programme. For example, if a programme only requires you to read a series of slides, it does not qualify for Private CPD Points.
- 16.3. Additionally, you must review the entire programme or material presented before you claim any Private CPD Points for it. This includes reading any accompanying materials and completing any accompanying quizzes or questionnaires. You should also ensure that you do not breach any intellectual property rights relating to the programme or material.
- 16.4. Reviewing the video recording of a previously-Accredited CPD Activity will allow you to obtain Private CPD Points (and **not** Public CPD Points). Do note that you may in some instances obtain a lower number of Private CPD Points compared to the number of Public CPD Points for the actual live event as the video may have been edited to exclude certain portions of the live event. Please ascertain the length of the programme carefully to determine the number of CPD Points you can obtain before updating your CPD records.
- 16.5. The Institute may, from time to time, identify specific programmes or materials which you may review and claim Private CPD Points for doing so.

## 17. Writing articles

- 17.1. You may obtain Private CPD Points by **writing an article and having it published in an Approved Publication**.
- 17.2. Your article must:
- 17.2.1. deal primarily with matters relating to the practice of law;
  - 17.2.2. be of significant intellectual or practical content;
  - 17.2.3. be written and published in the English language;
  - 17.2.4. not be written or published in breach of the intellectual property rights of another party;
  - 17.2.5. not be pay-to-publish or self-published; (Note: 'Pay-to-publish' means an author who pays to have his article published in a publication.)
  - 17.2.6. not be an advertorial, book review, biography, autobiography or work of fiction;
  - 17.2.7. be published in an Approved Publication as defined below.
- 17.3. In order to qualify for Private CPD Points, your article must be written and published in English. It should be at least 1,000 words long, and it must not be written or published in breach of the intellectual property rights of another party. The relevant date for claiming the Private CPD Points is the date of the publication of the article, and not the date you completed writing it or submitted it to the publisher.

17.4. Your article must be published in an Approved Publication which:

- 17.4.1. may be a book (e.g. textbook, reference book, monograph etc.), journal, periodical or any other publication of a similar nature;
- 17.4.2. may exist in print or electronic format;
- 17.4.3. is substantially about the law or the practice of law;
- 17.4.4. is targeted predominantly at the legal community;
- 17.4.5. is peer-edited and/or refereed if it is a journal or is similar to a journal;
- 17.4.6. is not a client, in-house or commemorative publication.

17.5. You may only claim Private CPD Points **once** in relation to a published article. You must not make another claim for an identical or materially similar article which has been published in another approved publication.

**18. Approved Committee**

18.1. You may obtain **2 Private CPD Points per CPD Year** for serving as a member in an **Approved Committee**, i.e. any committee, sub-committee, working party or advisory panel of the Singapore Academy of Law, Law Society of Singapore and the Institute, which meets the following criteria:

18.1.1. The work of the Approved Committee must deal primarily with matters relating to the practice of the law; and

18.1.2. The work of the Approved Committee must:

- (a) extend the knowledge or skill of a solicitor serving in the Approved Committee; or
- (b) contribute to the continuing professional development of a solicitor serving in the Approved Committee.

18.2. You may only obtain a **maximum of 2 Private CPD Points per CPD Year** regardless of the number of Approved Committees you participate in during the CPD Year.

18.3. You must have served at least 4 months of the term of your appointment within the CPD Year. Therefore, you must be appointed to the Committee **on or before 1 September** of a CPD Year before you may obtain the CPD Points for that CPD Year. The CPD Points may not be pro-rated.

18.4. Each of the Law Society of Singapore, the Singapore Academy of Law and Singapore Institute of Legal Education shall determine whether a committee, sub-committee, working party or advisory panel it has respectively constituted meets the above criteria. You should check with the respective organisation which appointed you to find out if your committee is an Approved Committee.

**19. Pro Bono Programme for Law Students**

19.1. You may obtain **2 Private CPD Points per CPD Year** for performing services in **Approved Pro Bono Work** under the Pro Bono Programme for Law Students. The list of Approved Pro Bono Work may be found at <http://www.sile.edu.sg/pro-bono-programme>.

19.2. You may only obtain a **maximum of 2 Private CPD Points per CPD Year** regardless of the number of Approved Pro Bono Work you serve in during the CPD Year.

## E. ABOUT CPD POINTS

### 20. Calculation of CPD Points generally

- 20.1. CPD Points are counted in full or half points only. No other fraction or percentage of CPD Points will be allowed.
- 20.2. In calculating the duration of a CPD Activity, you should exclude any time allocated for breaks and refreshments. Reasonable time allocated for questions and answers ('Q&A') and panel discussions, however, may be included. If the Q&A portion is not facilitated by a chairperson, then a reasonable length for Q&A for a 1 hour activity is about 10 minutes.
- 20.3. If the duration of a CPD Activity does not result in full or half points, the number of CPD Points shall be **rounded up or down** to the nearest 0.5 CPD Point. The same rule applies if the number of words in a published article does not result in full or half points.
- 20.4. To qualify as a CPD Activity, a conference, lecture, seminar, workshop or discussion group should be **at least 1 hour long**, excluding time allocated for breaks and refreshments. For reviewing multimedia programmes or materials, the programmes or materials should be at least 20 minutes long.
- 20.5. The examples in **Table 6** illustrate how CPD Points are calculated for different kinds of CPD Activities:

**Table 6: Examples on Calculation of CPD Points**

Example 1: A seminar lasts for 1 hour, but has a 10-minute refreshment break. You may not claim any CPD Points.

Example 2: A seminar lasts for 1 hour and 40 minutes. This translates to 1.66 CPD Points. You can claim 1.5 CPD Points. (Rounded down)

Example 3: A workshop lasts for 2 hours and 45 minutes. This translates to 2.75 CPD Points. You can claim 3 CPD Points. (Rounded up)

Example 4: The length of your published article is 2,400 words. This translates to 2.4 CPD Points. You can claim 2.5 CPD Points. (Rounded up)

Example 5: You reviewed a multimedia programme which lasts for 20 minutes – which is the minimum length for this category of CPD Activity. This translates to 0.33 CPD Point. You can claim 0.5 CPD Point. (Rounded up)

- 20.6. If you have any queries on calculating Private CPD Points, please send an email to [cpd@sile.sg](mailto:cpd@sile.sg).
- 20.7. For Accredited CPD Activities, generally, the Public CPD Points to be allocated will be determined by the Institute and indicated on the registration form and other publicity materials for the activity.

## 21. Calculation of CPD Points for teaching, etc. by Senior Lawyers (SRLs)

- 21.1. In general, an SRL may obtain 3 CPD Points for each hour in which he is engaged as a speaker, trainer or member of a panel discussion. The minimum engagement period shall be 20 minutes (excluding breaks), for which an SRL may obtain 1 CPD Point.
- 21.2. For Accredited CPD Activities, generally, the Public CPD Points to be obtained by the speaker, facilitator, etc. will be determined by the Institute during the accreditation process and communicated to the provider organising the activity. The Public CPD Points will be automatically updated in your SILE ePortfolio account when the attendance records for the activity have been processed.
- 21.3. To calculate the number of Private CPD Points obtained by teaching, etc., multiply the number of minutes of the engagement period by 3. Divide the resulting number by 60 to obtain the number of CPD Points. Where the resulting quotient is not a whole number or in a multiple of 0.5, the number of CPD Points shall be **rounded up or down** to the nearest whole or 0.5 CPD Point.
- 21.4. The examples in **Table 7** illustrate how CPD Points are calculated for various periods of engagement a Senior Lawyer undertakes teaching, etc. The engagement periods used for the calculation are based on the timings published in the respective activity programmes, rather than actual times.

**Table 7: Examples on Calculation of CPD Points for Teaching, etc.**

Example 1: You speak for 2 hours on a non-legal topic. You may not claim any CPD Points.

Example 2: You give an introductory welcome address which lasts for 15 minutes. You may not claim any CPD Points.

Example 3: Your speaking segment at a non-accredited legal seminar (according to the programme) lasts for 25 minutes.  $25 \text{ minutes} \times 3 \div 60 = 1.25$ . You will obtain 1.5 Private CPD Points (rounded up).

Example 4: After a number of speakers have spoken at a legal conference, you chair a panel discussion scheduled for 30 minutes based on the programme which overran to 40 minutes.  $30 \text{ minutes} \times 3 \div 60 = 1.5$ . You will obtain 1.5 Private CPD Points. Each of the Senior Lawyers who was in the same panel discussion will also obtain 1.5 Private CPD Points.

- 21.5. The following are frequently-encountered engagement periods and the corresponding CPD Points which an SRL may obtain for teaching, etc.:
- 21.5.1. 20 minutes: 1 CPD Point;
  - 21.5.2. 25 minutes, 30 minute: 1.5 CPD Points;
  - 21.5.3. 35 minutes, 40 minutes: 2 CPD Points;
  - 21.5.4. 45 minutes, 50 minutes: 2.5 CPD Points;
  - 21.5.5. 55 minutes, 60 minutes: 3 CPD Points;
  - 21.5.6. 90 minutes: 4.5 CPD Points;
  - 21.5.7. 120 minutes: 6 CPD Points.
- 21.6. If you have any queries on calculating Private CPD Points for teaching, etc., please send an email to [cpd@sile.sg](mailto:cpd@sile.sg).

## 22. Claiming CPD Points

- 22.1. The CPD Scheme is based in part on the honour system. You should only claim CPD Points if you have attended or completed the whole CPD Activity. In addition, for attendance at conferences, lectures, seminars, workshops and discussion groups you need to have complied with the Attendance Policy.

## F. OTHER CPD REQUIREMENTS UNDER THE CPD RULES

### 23. Keeping a record of your CPD Activities

- 23.1. You will need to maintain a record of the CPD Activities that you have undertaken in each CPD Year. This record is to be kept for 3 years after the CPD Year it relates to.

- 23.2. At the minimum, the record should include the following information:

23.2.1. Date(s) CPD Activity was undertaken;

23.2.2. Detailed description of CPD Activity undertaken:

- (a) For attending a conference, lecture, seminar, workshop or discussion group: the name of the CPD Activity and name of the organiser;
- (b) For reviewing a multimedia programme or material, etc.: name of programme or material reviewed, name of author/presenter/organiser, and source of programme or material (e.g. Internet website address);
- (c) For writing and publishing an article in an approved publication: title of article, name of publication, date of publication and number of words;
- (d) For teaching or being a subject coordinator, etc. in the Preparatory Course Leading to Part B of the Singapore Bar Examinations ('Part B Course') and for being a subject coordinator or deputy subject coordinator in the Foreign Practitioner Examinations: name of course/examination, year of course/examination and date/term of appointment;
- (e) For serving as a member of an Approved Committee of the Singapore Academy of Law, Law Society of Singapore and the Institute: name of committee, nature of appointment (e.g. Chairperson or member, etc.) and date/term of appointment;
- (f) For performing services for a pro bono programme for law students: name of Approved Pro Bono Work, name of host organisation, date(s) of participation, name and institution of student(s) supervised;
- (g) For speaking, teaching or participating in a panel discussion in any conference, lecture, seminar or workshop (of a legal nature): the name of the CPD Activity, name of the organiser, your role (e.g. speaker, facilitator, panel member), and published duration of engagement in the activity.

23.2.3. Number of Public or Private CPD Points obtained.

- 23.3. You may use the form enclosed at **Annex B**, which is shown with an example of the information recorded. You may download a copy of the blank form for your own use from the 'Resources' section within your SILE ePortfolio account on the [SILE CPD Centre](#).



## 24. SILE ePortfolio System

- 24.1. Instead of keeping a paper record, you may use the SILE ePortfolio system available at [www.silecpdcentre.sg](http://www.silecpdcentre.sg) to keep a record of your CPD Activities. **The use of the SILE ePortfolio is optional but the Institute strongly encourages use of the SILE ePortfolio system.**
- 24.2. The SILE ePortfolio is an easy way of keeping track of your CPD Activities. The records of your attendance at an Accredited CPD Activity (i.e. Public CPD Points) are automatically updated to your personal account so you only need to log in to update the records of your other CPD Activities to track your Private CPD Points obtained.
- 24.3. Your attendance at an Accredited CPD Activity may take up to a month after the event to be updated to your personal account. You will receive an e-mail notification whenever your account is updated by the system. Please notify us at [cpd@sile.sg](mailto:cpd@sile.sg) immediately if your account is updated with an activity you did not attend, or which you attended but failed to comply with the Attendance Policy.
- 24.4. You will need to log into the system to update your e-mail account. Otherwise, you may not be able to receive any e-mail updates. You may also subscribe to or unsubscribe from a range of optional features available through the SILE ePortfolio system.
- 24.5. **Disclaimer.** Please note that the SILE ePortfolio system is a service provided for your convenience. The records of your participation in Accredited CPD Activities are based on information provided to us by organisers of Accredited CPD Activities. You may not rely on the data in the SILE ePortfolio system as conclusive proof of your having obtained the Public CPD Points stated in your records. **You will still need to separately retain evidence of your attendance at Accredited CPD Activities** (see below) in case you are subject to an audit.

## 25. Keeping evidence of your CPD Activities

- 25.1. You will need to maintain evidence of the CPD Activities that you have undertaken in each CPD Year. This evidence is to be kept for 3 years after the CPD Year it relates to.
- 25.2. The evidence you should maintain shall consist of the following:
- 25.2.1. For conferences, lectures, seminars, workshops and discussion groups generally, as well as for the review of multimedia programmes or materials:
- (a) Proof of your registration for the event;
  - (b) Receipt of payment for the event;
  - (c) Confirmation of your attendance or completion by the organiser of the CPD Activity, e.g. through a copy of a certificate of completion or attendance setting out your full name;
  - (d) Copy of the presentation notes or other materials issued for the CPD Activity.
- 25.2.2. For small group discussions:
- (a) Proof that activity was organised, e.g. an e-mail invitation to the discussion;
  - (b) List of the participants as recorded by the chairperson of the discussion;
  - (c) Copy of the notes recorded during the discussion and circulated by the chairperson of the discussion.

25.2.3. For participation in Part B Course, Foreign Practitioner Examinations and Approved Committees:

- (a) Copy of correspondence evidencing nature of appointment, term of appointment;
- (b) List of practice sessions taught, where applicable.

25.2.4. For participation in Pro Bono Programme:

- (a) Copy of correspondence evidencing nature of involvement in Approved Pro Bono Work;
- (b) List of sessions of Approved Pro Bono Work attended, name of students supervised.

## **26. Complying with audit requirements**

- 26.1. The Institute may require you to produce the record or evidence that you need to maintain under the CPD Rules. You will need to comply with such a requirement within such time as the Institute may specify.
- 26.2. If you fail to comply with the Institute's requirement to produce the record or evidence, you may be liable to the consequences set out in rule 12 of the CPD Rules.

## **G. RENEWING YOUR PRACTISING CERTIFICATE**

### **27. Declarations under section 25(1)(ca) of the Legal Profession Act (Cap 161)**

- 27.1. The CPD Scheme operates largely on an honour system. You are responsible for your compliance with the CPD Scheme.
- 27.2. When applying for a practising certificate, you will need to make **one** of the following declarations:
  - 27.2.1. "I have complied with every CPD requirement that was applicable to me at any time in the calendar year immediately preceding this practice year."
  - 27.2.2. "The Compliance Committee has granted me a waiver of one or more of the CPD requirements that were applicable to me at any time in the calendar year immediately preceding this practice year and I have complied with every other CPD requirement that was applicable to me in that preceding calendar year."
  - 27.2.3. "No CPD requirement was applicable to me at any time in the calendar year immediately preceding this practice year."
- 27.3. The Institute will conduct random audits to verify compliance with CPD Requirements.

## **28. Applications for waivers**

- 28.1. If you fail to meet the CPD Requirements applicable to you, and you are unable to avail yourself of any of the Deemed Waivers referred to in **SILE Advisory CPD-2012-1**, you will need to apply to the Institute's Compliance Committee for a waiver of the requirements.
- 28.2. The waiver application process will open in early 2016 relating to non-compliance with requirements for CPD Year 2015. More information will be available towards the commencement of the process.
- 28.3. If you have any queries on applications for waivers, you may send an email to [cpd@sile.sg](mailto:cpd@sile.sg). Please identify yourself by giving us your full name, AAS number and date of admission to the Singapore Bar.

**Accredited Institutions**

1. Singapore Institute of Legal Education
2. Chartered Institute of Arbitrators (Singapore) Limited
3. IP Academy (Singapore)
4. Law Society of Singapore
5. National University of Singapore Faculty of Law
6. Singapore Academy of Law
7. Singapore Institute of Arbitrators
8. Singapore International Arbitration Centre
9. Singapore Management University School of Law
10. Singapore Mediation Centre
11. Society of Construction Law (Singapore)

Record of CPD Activities – Completed Example

**RECORD OF CPD ACTIVITIES – CPD YEAR [YYYY] (EXAMPLE)**

AAS No:

Date of Admission:

Full name:

**Public CPD Points**

No.	Event Name	Organiser	Date	Remarks	Public CPD Points
1.	Recent Developments in the Law of Evidence	Singapore Academy of Law	10 January [YYYY]		1.5
2.	Accounting & Finance for Lawyers	Singapore Management University	19 April [YYYY]		6
3.	Recent Case Law Developments on Penal Code Defences	National University of Singapore	26 August [YYYY]		2
4.	Ethics and Professional Responsibility for Lawyers	Law Society of Singapore	5 November [YYYY]		3
5.					
<b>Total Public CPD Points obtained</b>					12.5

**Private CPD Points**

No.	Event Name / Programme / Article Title	Organiser / Website / Publication	Date	Remarks	Private CPD Points
1.	Corporate Insolvency Conference 2013 (Sydney, Australia)	Conference-Asia Organisers Pty Ltd	14 and 15 May [YYYY]		12
2.	Lunchtime Seminar on Appellate Cases by Litigation Partner (1 hour 45 minutes)	In-house seminar by MyLawFirm LLP	10 July [YYYY]		2
3.	Article: Vicarious Liability – Recent Developments (2,400 words)	Published in The Law Gazette	August [YYYY] Issue, Pp 18-20		2.5
4.	iTutorial on "Due Diligence in Acquisitions" (30 minutes)	College of Law; <a href="http://www.college-of-law-media.com">www.college-of-law-media.com</a>	Accessed on 9 August [YYYY]		0.5
5.					
<b>Total Private CPD Points obtained</b>					17

CPD Record Form

The blank form may be downloaded from the ‘Resources’ section within your SILE ePortfolio account on the [SILE CPD Centre](#).