CPD Matters - 2016 Quick Guide

Continuing Professional Development ('CPD') is your investment in the continued currency and quality of your practice. CPD Requirements include

- Obtaining CPD Points to meet the minimum requirements
- Keeping a record and evidence of your participation in CPD Activities
- Verifying your compliance with CPD Requirements if selected for audit

When does the CPD Year run?

A CPD Year runs from 1 January to 31 December of the corresponding calendar year

How many CPD Points do I need to obtain?

You need to obtain CPD Points if you are a Newly Qualified Lawyer ('NQL') or a Senior Lawyer ('SRL').

An **NQL** is a lawyer who was admitted to the Singapore Bar on or after 2 January 2011. For the CPD Year 2016, NQLs need to obtain 16 CPD Points, 8 of which must be Public CPD Points.

An **SRL** is a lawyer who was admitted to the Singapore Bar between 2 January 2001 and 1 January 2011 (both dates inclusive). For the CPD Year 2016, SRLs need to obtain 8 CPD Points, 4 of which must be Public CPD Points.

How do I obtain CPD Points?

How to obtain Public CPD points:

SILE | ACCREDITED CPD ACTIVITY

Attend an Accredited CPD Activity – **1 Public CPD Point per hour** (unless otherwise specified). More examples can be found at www.sileCPDcentre.sg/Lawyer/CPD-Requirement/Public-CPD-Points. Refer to **CALAS** at www.sileCPDcentre.sg/calas/ for upcoming Accredited CPD Activities.

Examples on how to obtain Private CPD Points:

Review a multimedia, Internet-based, audio-visual, audio or video programme or material – **0.5 Private CPD Point per half hour**

Attend a non-legal learning activity that enhances your professional skills – **1 Private CPD Point per hour**

Attend an in-house seminar conducted by a law firm – **1 Private CPD Point per hour**

Participate in the pro bono programme for law students – **maximum of 2 Private CPD Points per year**

What do I need to note for CPD Activities?

Before activity – Indicate that you will be claiming CPD Points when registering for an activity. This is usually done by ticking a relevant checkbox and/or writing your AAS number on the activity's registration form.

During activity – Comply with the Attendance Policy. This includes signing in on time and signing out only after the end of the activity. Other conditions specific to a particular activity will be set out in its promotional materials.

After activity – Keep records and evidence of your participation. These include, but are not limited to, proof of your registration, confirmation of your attendance and a copy of the activity's notes or handouts.

How do I keep track of my CPD Points?

You have an ePortfolio account through which you can record and monitor the CPD Points you obtain. Your ePortfolio is accessible through the SILE CPD Centre at www.sileCPDcentre.sg.
- Public CPD Points obtained are automatically reflected in your ePortfolio within a month
- Private CPD Points must be self-updated in the Learning History page of your ePortfolio
- Ensure that personal details in your ePortfolio are kept current

Singapore Institute of Legal Education

More information
Check the SILE CPD Centre at www.sileCPDcentre.sg for full details of the CPD Scheme and your CPD requirements.
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