

Guide to using the Teaching Cap function in ePortfolio

With effect from CPD Year 2025, **Group 1 Lawyers** and **Group 2 Lawyers** may only obtain up to **half** of the standard number of CPD Points required for the CPD Year by speaking activities under rule 3(1)(g) of the [Legal Profession \(Continuing Professional Development\) Rules 2012](#).

The cap on teaching does not apply to Group 3 Lawyers or s36B Foreign Lawyers.

Please see paragraphs 15.5 and 18.3 of the [Guide to the CPD Scheme](#) for more information.

How the Teaching Cap affects updating of CPD Points

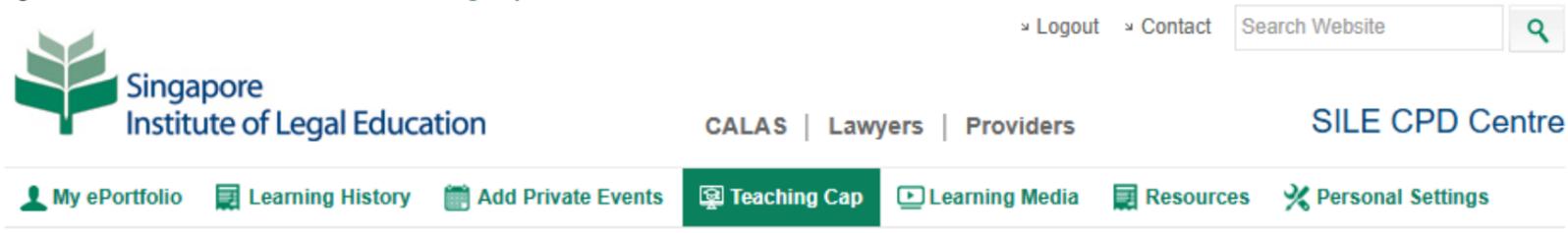
If you are a Group 1 Lawyer or a Group 2 Lawyer and you have obtained **Public** CPD Points from teaching an Accredited CPD Activity, note that the Public CPD Points will no longer be automatically reflected in your SILE ePortfolio **Learning History**. Instead, the Public CPD Points will be updated in the **Teaching Cap** tab in your SILE ePortfolio account. You will need to select the CPD Points you wish to rely on and save your submission in order for the CPD Points to appear in your SILE ePortfolio **Learning History**.

Similarly, if you obtained **Private** CPD Points and created an entry for the same in your SILE ePortfolio account, the Private CPD Points will be reflected in the **Teaching Cap** tab, and will need to be selected and submitted before they appear in your SILE ePortfolio **Learning History**.

The **Teaching Cap** tab in ePortfolio enables you to change which CPD Points you wish to rely on throughout the CPD Year. *For example, in January, a Group 1 Lawyer who can only count 8 CPD Points from teaching teaches an in-house seminar and obtains 10 Private CPD Points for the same. Later, in February, the lawyer is invited to teach an Accredited CPD Activity and obtain 8 Public CPD Points for the same. The lawyer wishes to rely on the 8 Public CPD Points instead of the 10 Private CPD Points. The lawyer may use the **Teaching Cap** function to indicate the same. It does not matter that they obtained the 10 Private CPD Points first.*

Selecting CPD Points in the Teaching Cap tab to count towards your CPD Points Requirements

1 Log in to ePortfolio and click on the **Teaching Cap** tab



2 The columns marked in **red** indicate the **total** number of CPD Points (inclusive of any MEC Points) you have obtained for a given CPD activity. The columns marked in **green** indicate the CPD Points that you wish to count towards your CPD Points Requirements for the corresponding CPD Year. You can edit the columns marked in **green**.

Public CPD Teaching Activity

No.	Event Code	Event Title	Event Date	Practice Area	Public Teaching Points	MEC Points	CPD Points to Count	MEC Points to Count
1	ARE-01G-240029-01	Example Public 1	10 Oct 2024	Alternative Dispute Resolution	4	1	2	1
2	ARE-06A-240028-01	Example Public 2	07 Oct 2024	Family	4	4	0	0
3	ARE-09A-240024-01	Example Public 3	22 Sep 2024	Personal Injury	5	2	0	0
4	Adh-03A-250002-01	Example Public 4	05 Dec 2024	Corporate / Commercial	1	0	0	0

Total Public CPD Points : 2

Private CPD Teaching Activity

No.	Event Type	Event Title	Event Date	Practice Area	Private Teaching Points	MEC Points	CPD Points to Count	MEC Points to Count
1	Speaking in Conferences, etc.	Example Private 1	10 Oct 2024	Alternative Dispute Resolution	54	2	0	0
2	Speaking in Conferences, etc.	Example Private 2	04 Oct 2024	Alternative Dispute Resolution	1.5	0	0	0
3	Speaking in Conferences, etc.	Example Private 3	15 Oct 2024	Building & Construction	4	1	0	0
4	Speaking in Conferences, etc.	Example Private 4	21 Oct 2024	Alternative Dispute Resolution	4	0	0	0
5	Speaking in Conferences, etc.	Example Private 5	30 Oct 2024	Government	25	0	3	0

Total Private CPD Points : 3

3	<p>Enter the number of CPD Points which you wish to count towards your CPD Points Requirements for the current CPD Year in the green columns. The total number of CPD Points to be counted (i.e., the sum of “Total Public CPD Points” and “Total Private CPD Points”) cannot exceed the teaching cap applicable to your lawyer category. <i>For example, if you are a Group 1 Lawyer, you may obtain no more than 8 CPD Points in a given CPD Year from teaching. Therefore, the sum of the “Total Public CPD Points” and “Total Private CPD Points” cannot be more than 8.</i></p> <ul style="list-style-type: none"> Note that MEC Points are a subset of CPD Points. For example, if you enter the “CPD Points to count” for a given activity as “2”, and the “MEC Points to count” for that activity as “1”, this means that you will be applying to count 2 CPD Points (of which 1 is an MEC Point) from that activity, not 3 CPD Points. See activity no. 1 in the Public CPD Points Teaching Activity table above for an illustration.
4	<p>Click Save once you have determined the number of CPD Points you wish to count towards your CPD Points Requirements for the corresponding CPD Year, and from which CPD activities.</p> <div style="text-align: center;">  </div>
5	<p>You will now be able to see the CPD Points you applied to be counted in the Learning History tab.</p> 
6	<p>Do note the following:</p> <ul style="list-style-type: none"> The “CPD Points to Count” you enter for a specific activity cannot be greater than the total number of CPD Points you have obtained in respect of that activity. <i>For example, if you have obtained 2 Public CPD Points for teaching at an Accredited CPD Activity, the number of CPD Points to Count cannot be more than 2.</i> Any CPD Points you do not select to count towards your teaching cap will not count towards your CPD Points Requirements. If you indicate the number of CPD Points for a given activity to count as “0”, that activity will not be displayed in the Learning History tab. You will, however, still be able to view the activity in the Teaching Cap tab at any time.
7	<p>Should you wish to modify:</p> <ul style="list-style-type: none"> the number of CPD Points to count towards your teaching cap for a given activity: Click on the “Teaching Cap” tab, click on the number of CPD Points (or MEC Points) to count, make the relevant amendments and click Save again. the details of the activity (e.g., date, title, total number of CPD Points obtained): Create a fresh entry for the activity under the Add Private Events tab, then reselect the number of CPD Points to count from the new entry under the Teaching Cap tab. Delete the old entry for the activity.

If you encounter any difficulties or require assistance with using the **Teaching Cap** tab, please contact us via the contact page at <https://silecpdcentre.sg/contact/>.