

LEGAL PROFESSION ACT  
(CHAPTER 161)  
LEGAL PROFESSION (CONTINUING PROFESSIONAL  
DEVELOPMENT) RULES 2012

GUIDELINES ON THE CONTINUING PROFESSIONAL  
DEVELOPMENT SCHEME 2012  
*(with effect from 1 April 2012)*

Pursuant to rule 14 of the Legal Profession (Continuing Professional Development) Rules 2012, the Singapore Institute of Legal Education (“the Institute”) issues the following Guidelines on the continuing professional development scheme:

PART I

**Accredited CPD activities**

1.—(1) The persons authorised to organise and administer accredited CPD activities are listed in the First Schedule to these Guidelines. These persons may also be referred to as “Accredited Institutions”.

(2) A CPD activity organised by an Accredited Institution and registered with the Institute before it has been conducted shall qualify as an accredited CPD activity.

(3) The Accreditation Committee may from time to time approve specific CPD activities as accredited CPD activities.

(4) A CPD point obtained by a solicitor by undertaking an accredited CPD activity may also be referred to as a “public CPD point”.

(5) Unless otherwise permitted by the Accreditation Committee, all accredited CPD activities shall be conducted in Singapore, and shall be open for all solicitors who register to attend, whether for a fee or otherwise.

PART II

**Other CPD activities**

2.—(1) A CPD point obtained by a solicitor by undertaking a CPD activity other than an accredited CPD activity may also be referred to as a “private CPD point”.

(2) A CPD activity other than an accredited CPD activity may be conducted or undertaken in Singapore or elsewhere.

### **CPD activities not conducted by Accredited Institutions**

**3.—**(1) A solicitor may obtain private CPD points for attending CPD activities under rule 3(1)(a) not conducted by Accredited Institutions.

(2) A solicitor shall ascertain that the CPD activity he is attending meets the requirements under rules 3(2) and 3(3) before claiming any CPD points.

(3) Distance learning programmes and any programme without any structured contact time between the solicitor and an instructor do not qualify as CPD activities.

### **In-house seminars**

**4.—**(1) A solicitor may obtain private CPD points for attending an “in-house seminar”.

(2) An in-house seminar is a CPD activity under rule 3(1)(a) which is organised by a law practice solely or predominantly for the solicitors of that law practice.

(3) The law practice organising an in-house seminar shall monitor the attendance of the solicitors in accordance with the Attendance Policy, and at the request of the Institute, furnish a copy of the attendance list to the Institute.

### **Small group discussions**

**5.—**(1) A solicitor may obtain private CPD points for attending a “small group discussion”.

(2) A small group discussion is a CPD activity under rule 3(1)(a) which is organised by a group of solicitors or law practices.

(3) In order to qualify for private CPD points, the following guidelines shall apply to a small group discussion:

- (a) The discussion must be attended by at least 3 solicitors;
- (b) The discussion must be structured, as may be evidenced by the presence of an agenda for discussion, and must be organised in advance;
- (c) One of the solicitors attending the discussion shall be appointed as chairman of the discussion group; and
- (d) The chairman of the discussion group shall:
  - (i) be responsible for monitoring the attendance of solicitors at the discussion in accordance with the Attendance Policy;
  - (ii) cause an attendance list to be circulated to all solicitors who participated in the discussion within 1 week from the conclusion of the discussion; and

- (iii) cause notes of the discussion to be recorded and circulated to all solicitors who participated in the discussion within 1 week from the conclusion of the discussion.

### **Reviewing multimedia programmes etc.**

**6.—(1)** A solicitor may obtain private CPD points for reviewing programmes or material under rule 3(1)(b).

(2) In order to qualify for private CPD points, the following guidelines shall apply to an CPD activity under rule 3(1)(b):

- (a) The programme or material reviewed must be structured. There must be an identifiable block of time during which the solicitor either listens to a recording or watches a programme. A solicitor who reviews a programme or material which is not structured, e.g. a programme consisting only of reading a series of slides, will not obtain any private CPD points.
- (b) The review of the programme or material must not be undertaken in breach of the intellectual property rights relating to the programme or material.
- (c) A solicitor shall review the entire programme or material presented in order to obtain any private CPD points. This includes reading any accompanying materials and completing any accompanying quiz or questionnaire.

(3) The Accreditation Committee may from time to time identify specific programmes or materials for which solicitors may claim private CPD points for reviewing.

### **Writing articles**

**7.—(1)** A solicitor may obtain private CPD points for writing an article under rule 3(1)(c).

(2) In order to qualify for private CPD points, the following guidelines shall apply to the writing of an article under rule 3(1)(c):

- (a) The article shall be written and published in the English language.
- (b) The length of the article shall be at least 1,000 words.
- (c) The article shall not be written or published in breach of the intellectual property rights of a third party.
- (d) The article shall have been published in one of the publications listed in the Second Schedule to these Guidelines.

(3) A solicitor may only claim private CPD points once in relation to a published article. A solicitor shall not claim private CPD points for an

identical or materially similar article which is published in different publications.

(4) Only articles which are published will qualify for private CPD points. A solicitor shall not claim any private CPD points for an article which was commissioned by a publication but subsequently not published, regardless of the reason for non-publication.

(5) The relevant date for obtaining the private CPD points is the date of publication of the article, and not the date of completion or submission of the article.

### PART III

#### **Attendance Policy**

**8.**—(1) The guidelines in this paragraph may be referred to as the “Attendance Policy”, and shall apply in relation to attendance at CPD activities under rule 3(1)(a).

(2) A solicitor may obtain CPD points for undertaking a CPD activity under rule 3(1)(a) only if the following conditions are met:

- (a) For a CPD activity of 1 hour in duration, the solicitor must attend the entire CPD activity i.e. the solicitor shall arrive punctually, and cannot leave the CPD activity before it has ended.
- (b) For a CPD activity of more than 1 hour in duration, a solicitor may be absent from the CPD activity for up to 15 minutes during the CPD activity.

*Illustration:*

- (i) *A solicitor who arrives 10 minutes late but leaves when the CPD activity ends may obtain CPD points for that activity;*
- (ii) *A solicitor who arrives punctually but leaves 15 minutes before the CPD activity ends may obtain CPD points for that activity;*
- (iii) *A solicitor arrives 10 minutes late and leaves 10 minutes before the CPD activity ends shall not obtain any CPD points for that activity;*
- (iv) *A solicitor arrives punctually and leaves the CPD activity when it ends, but steps out for 25 minutes during the CPD activity shall not obtain any CPD points for that activity.*

(3) A solicitor who wishes to obtain public CPD points by attending an accredited CPD activity should indicate to the Accredited Institution in advance so that his attendance may be taken at the accredited CPD

activity. It is the solicitor's responsibility to ensure that the Accredited Institution has noted his attendance.

(4) Accredited Institutions are obliged to enforce the Attendance Policy at accredited CPD activities, and may use a "sign-in, sign-out" method of monitoring attendance, or such other method as may be approved by the Accreditation Committee. Solicitors are requested to cooperate with the Accredited Institutions.

(5) The chairman of a small group discussion shall enforce the Attendance Policy at the discussion, and shall use a "sign-in, sign-out" method of monitoring attendance, or such other method as may be approved by the Accreditation Committee.

(6) A solicitor who attends an auditing programme conducted by the National University of Singapore Faculty of Law or the Singapore Management University School of Law may claim public CPD points provided he complies with the Attendance Policy for each session of the programme, and attends at least 75% of the sessions for the programme.

(7) For CPD activities which are not conducted by Accredited Institutions, a solicitor shall ensure that he complies with the Attendance Policy before claiming private CPD points for them.

(8) The Attendance Policy does not apply to the reviewing of a recording described in rule 3(1)(a).

## PART IV

### **CPD Points**

**9.**—(1) The CPD points to be obtained for undertaking any one CPD activity are counted in full or half points only. No other fraction or percentage of CPD points will be allowed.

(2) CPD points obtained by a solicitor in a calendar year in excess of the requirements under rule 9(b) for that calendar year may not be carried over to satisfy the requirements under rule 9(b) for subsequent calendar years.

### **Calculation of CPD points for CPD activities under rule 3(1)(a) – attending conferences etc.**

**10.**—(1) The following guidelines shall apply for determining the number of CPD points a solicitor may obtain by undertaking a CPD activity under rule 3(1)(a):

- (a) A solicitor shall obtain 1 CPD point for each full hour of a CPD activity attended, including reasonable time allotted for questions and answers, but excluding breaks for refreshments.

- (b) Where, as a result of the duration of a CPD activity, the calculation of the CPD points to be obtained for undertaking that 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.
- (c) The minimum duration of a CPD activity under rule 3(1)(a) shall be 1 hour.
- (d) A solicitor must, subject to the Attendance Policy, attend the entire CPD activity in order to be entitled to obtain any CPD points for that activity.

*Illustration:*

*A solicitor who attends only 1 hour of a 3-hour lecture is not entitled to claim any CPD points for the partial attendance.*

- (e) The Director shall determine the number of CPD points to be assigned to an accredited CPD activity in consultation with the Accreditation Committee and Accredited Institution.

**Calculation of CPD points for CPD activities under rule 3(1)(b) – reviewing multimedia programmes etc.**

**11.—(1)** The following guidelines shall apply for determining the number of CPD points a solicitor may obtain by undertaking a CPD activity under rule 3(1)(b):

- (a) A solicitor shall obtain 1 CPD point for each full hour of a programme or material reviewed.
- (b) Where, as a result of the duration of a CPD activity, the calculation of the CPD points to be obtained for undertaking that 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 of an hour.
- (c) The minimum duration of a programme or material to be reviewed under rule 3(1)(b) shall be 20 minutes.
- (d) A solicitor must review the entire programme or material in order to be entitled to obtain any CPD points for that activity.
- (e) For specific programmes identified by the Accreditation Committee under paragraph 5(3), the Director shall determine the number of CPD points to be assigned to a CPD activity in consultation with the Accreditation Committee.

### **Calculation of CPD points for CPD activities under rule 3(1)(c) – writing articles**

**12.**—(1) The following guidelines shall apply for determining the number of CPD points a solicitor may obtain by undertaking a CPD activity under rule 3(1)(c):

- (a) The length of the article shall be at least 1,000 words. A solicitor shall obtain 1 private CPD point for the first 1,000 words.
- (b) For each subsequent block of 500 words, a solicitor shall obtain 0.5 private CPD points.
- (c) Where as a result of the number of words in the article, the calculation of the private CPD points to be obtained does not result in full or half points, the number of private CPD points shall be rounded up or down to the nearest 0.5 CPD point.

## **PART V**

### **Record of CPD activities**

**13.** The record of the CPD activities undertaken to be maintained by a solicitor under rule 10(1)(a) shall, at the minimum, include the following information:

- (a) Date CPD activity undertaken;
- (b) Detailed description of CPD activity undertaken:
  - (i) For a CPD activity under rule 3(1)(a): name of the CPD activity and name of the organiser;
  - (ii) For a CPD activity under rule 3(1)(b): name of programme or material reviewed, name of author/presenter/organiser; and source of programme or material (e.g. Internet website address);
  - (iii) For a CPD activity under rule 3(1)(c): title of article, name of publication, date of publication and number of words.
- (c) Number of public or private CPD points obtained.

### **Evidence of CPD activities**

**14.** The evidence of the CPD activities undertaken to be maintained by a solicitor under rule 10(1)(b) shall consist of the following, where available:

- (a) For activities under rule 3(1)(a) and 3(1)(b) generally:
  - (i) Proof of the solicitor's registration for the CPD activity;
  - (ii) Receipt of payment for the CPD activity;

- (iii) Confirmation of the solicitor's attendance or completion by the organiser of the CPD activity e.g. through a copy of a certificate of completion or attendance setting out the solicitor's full name;
  - (iv) Copy of presentation notes or other materials issued for the CPD activity.
- (b) For small group discussions:
- (i) Proof of organisation of activity e.g. the e-mail invitation to the discussion;
  - (ii) List of participants as recorded by the chairman of the discussion;
  - (iii) Copy of notes recorded during the discussion and circulated by the chairman of the discussion.



## FIRST SCHEDULE

Paragraph 1

PERSONS AUTHORISED TO ORGANISE AND ADMINISTER  
ACCREDITED CPD ACTIVITIES

1. Singapore Institute of Legal Education
2. Chartered Institute of Arbitrators
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
12. College of Law, United Kingdom

## SECOND SCHEDULE

Paragraph 7

APPROVED PUBLICATIONS FOR THE PURPOSES OF  
RULE 3(1)(C)

1. Air Finance Annual
2. Annual Review of Insurance and Reinsurance Law
3. Asia IP Bulletin
4. Asia Pacific Law Review
5. Asialaw
6. Asian Counsel
7. Asian International Arbitration Journal
8. Asian Journal of Comparative Law
9. Asian Journal of International Law
10. Asian Journal of Law and Economics
11. Asian Journal on Mediation
12. Asian Leading Arbitrators' Guide to International Arbitration,  
The
13. Asia-Pacific Restructuring & Insolvency Guide, The
14. Bloomberg Law Report
15. Building and Enforcing Intellectual Property Value
16. Columbia Journal of Asia Law
17. Company Secretary
18. Computer & Telecommunications Law Review
19. Computer Law & Security Report
20. Computer Law and Security Report, The
21. Copyright World
22. European Intellectual Property Review
23. Focus: Arbitration
24. Focus: Regulation and Compliance
25. Global Counsel Handbooks – Dispute Resolution
26. Global IP Rights Management
27. Global Legal Group
28. Global Turnaround
29. INSOL World
30. Insurance Day
31. Intellectual Asset Management Magazine
32. Intellectual Property Quarterly
33. International Arbitration Law Review
34. International Co & Commercial Law Review
35. International Construction Law Review, The
36. International Energy Law & Taxation Review
37. International Financial Law Review
38. International Mergers & Acquisitions Review
39. IPASIA

40. IPBA Journal
41. Journal of Business Law, The
42. Journal of Intellectual Property Law and Practice
43. Journal of International Arbitration
44. Journal of International Banking Law
45. Law Gazette, The (Singapore Law Society)
46. Managing Intellectual Property
47. Patent Journal, The
48. PLC Magazine
49. Project Finance
50. Project Finance International
51. Singapore Academy of Law Annual Review of Cases in Singapore
52. Singapore Academy of Law Journal
53. Singapore Academy of Law legal textbooks and publications
54. Singapore Journal of Legal Studies
55. Trademark World
56. World Internet Law Report
57. World Online Gambling Law Report
58. World Securities Law Report
59. World Trademark Law Report
60. World Trademark Law Review