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GUIDELINE FOR THE ENGAGEMENT OF CPD SERVICE PROVIDERS

EBK/CBA/FEP/08

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FOREWORD

The Engineers Board of Kenya is a statutory body established by the Engineers Act 2011. The Board has the responsibility of regulating the engineering activities and conduct of engineers and engineering consulting firms.

The core functions of the Board include, inter alia the planning, coordinating and overseeing continuing professional training and development, thus, professional development of engineers is among the major mandates of the Board. To this end the Board has designed a programme for Continuous Professional development for all registered engineers.

The CPD programme is intended to enable engineers to keep abreast with changes in technology and thus be up to date with the current practices and therefore remain competitive. CPD is viewed as a professional obligation.

Taking cognizance of the importance of CPD to practicing engineers, the Board is looking to partner with various service providers who will provide courses from various knowledge areas. This guideline therefore will serve as a useful tool in the recruitment and appointment of CPD service providers.

Eng. Erastus K. Mwongera, CE, FIEK, CBS

Chairman

Engineers Board of Kenya

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PREFACE

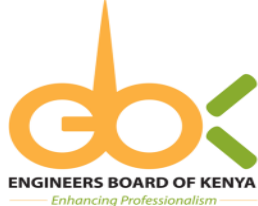
In order to deliver world class CPD training, the Board is going to partner with various facilitators who qualify to deliver CPD courses for the Board.

The Board has developed a CPD Policy that outlines various categories and activities from which registered engineers can obtain professional development units. The CPD courses have been delivered by the Board and various service providers who have been engaged.

This Guideline has been developed to strengthen the engagement framework of CPD service providers to ensure the CPD programme is relevant, efficient and effective, is of the standard and continuous monitoring and evaluation for constant improvement.

The Board is commits to implementation of this guideline in order to ensure that it offers quality CPD programmes for all its registered engineers.

Eng. Margaret Ogai, CE
Registrar/Chief Executive Officer
Engineers Board of Kenya

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ABBREVIATIONS

CPD – Continuing Professional Development

EOI – Expression of Interest

HOD – Head of Directorate

PDU – Professional Development Units

SRC – Salaries & Remuneration Commission

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DEFINITIONS

CPD: Learning that helps the registered engineer fulfil his/her present or future roles more effectively, maintain a sufficiently high standard of professional competence, and remain current in an ever competitive job market.

Consulting Engineer: Refers to a person registered under Section 16 of the Engineers Act 2011.

Graduate Engineer: Refers to a person registered under Section 18 of the Engineers Act 2011.

PDU: Points earned on attendance of CPD activities

Professional Engineer: Refers to a person registered under Section 16 of the Engineers Act 2011.

Registered Person: Refers to a person registered under Section 16, 18 and 23 of the Engineers Act 2011.

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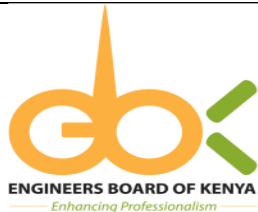
REFERENCED DOCUMENTS

Engineers Act 2011

Engineers Rules 2019

Engineers (Scale of Fees for Professional Engineering Services) Rules 2022

CPD Policy

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CHAPTER ONE: INTRODUCTION & BACKGROUND

1.0 About the Board

Engineers Board of Kenya (EBK) is a statutory body established under Engineers Act 2011. The object and purpose of the Board includes responsibility for the registration of engineers and engineering firms, regulation of engineering professional services, setting of standards, development, and general practice of engineering.

1.1 Our Vision

“A safe, efficient and effective engineering infrastructure, systems and processes”

1.2 Our Mission

“To ensure production of competent engineers and quality engineering services through regulation, capacity building and enforcing compliance with set engineering standards for improved socio-economic development”.

1.3 Our Core Values

All members of staff of the Board will uphold the following core values in their day-to-day operations: Integrity; Professionalism; Teamwork; Fairness; Inclusiveness; and Diversity.

1.4 Background

The Act gives the Board powers to cause Continuing Professional Development for Engineers.

As a result, the Board rolled out a Continuing Professional Development (CPD) programme in January 2018. CPD is a programme that helps persons registered as engineers under the Act to fulfill their present and future roles more effectively, maintain a sufficiently high standard of professional competence, and remain current in an ever-competitive job market.

The implementation of the CPD Programme is guided by the CPD policy and the Fifth Schedule of the Engineers Rules 2019. CPD activities are broadly categorized into Structured Activities and Unstructured Activities and registered engineers are required to garner at least fifty (50) Professional Development Units (PDUs) per calendar year as a legal requirement for renewal of annual practicing license.

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The Board develops an annual CPD calendar of activities based on feedback collected from Training and Learning Needs Assessment (TLNA) surveys . Delivery of CPD activities is conducted by the Board and Accredited Service Providers.

1.5 Legal Basis

Section 7(1)(q) of the Engineers Act 2011 mandates the Board to plan, arrange, co-ordinate and oversee continuing professional training and development and facilitate internship of graduate engineers.

Section 7(1)(r) of the Act allows the Board to collaborate with engineering training institutions, professional associations, engineering organizations and other relevant bodies in matters relating to training and professional development of engineers.

Rule 18 of the Engineers Rules 2019 (the Rules) states that pursuant to section 7(1)(o) of the Act the Board shall cause Continuing Professional Development for engineers to be held in accordance with the Fifth Schedule.

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CHAPTER TWO: SITUATION ANALYSIS

The Engineers Board of Kenya was established as a strategic agency for the regulation and development of engineering education, training and practice in Kenya. The objective of the Board is to ensure that professional engineering services are safe, efficient, and effective for the delivery of all engineering infrastructure systems and processes in Kenya and that there is value for money to users of professional engineering services. Further, the Board is expected to continuously create the required capacity across the engineering value chain (education, training and practice) for increased productivity to spur economic growth.

One of the key mandates of the Board is to register engineers and engineering consulting firms. The Board registers engineers in the following categories: -

- i) Graduate Engineers
- ii) Professional Engineers
- iii) Consulting Engineers
- iv) Engineering Consulting Firms
- v) Temporary Professional Engineers
- vi) Accredited Checkers

If Kenya is to achieve its development goals as outlined in the development blueprint, Vision 2030, there needs to be a deliberate effort to ensure that there the registered engineers continuously build on their professional competence through attending relevant CPD courses which will sharpen their skills and knowledge in their chosen area of practice. This can only be done through ensuring that the Board provides production of competent engineers and quality engineering services through regulation, capacity building and enforcing compliance with set engineering standards for improved socio-economic development.

As an Engineering regulator, the Board oversees the application of sound engineering principles in the public and private sectors where professional engineering services are provided. It is therefore critical that the Board develops sound continuing professional development programmes that:

- i) Fosters excellence in the profession
- ii) Enhances the domain of practice

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- iii) Facilitates mobility of engineers within the region and globally
- iv) Prevents professional obsolescence
- v) Ensures engineers are up to date with emerging technologies and engineering issues.

The organizational framework within which the Board's CPD programme takes place is characterized by several stakeholders and implementation partners that are external to the Board. The key stakeholders and implementation partners include the engineers, education and training institutions, employers/industry, professional associations, engineering consulting firms, training institutions, etc.

The Board recognizes that each of these stakeholders has a unique role to play in promoting the CPD programme, hence, it is critically important that there is a framework that guides these relationships in a manner that creates a conducive environment for CPD activities to prosper.

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CHAPTER THREE: PURPOSE, SCOPE AND OBJECTIVES

This section covers the purpose, scope and the objectives of the policy.

3.1 Purpose of the Guideline

Section 7(1)(q) of the Engineers Act 2011 requires the Board to plan, arrange, coordinate and oversee continuing professional training and development.

Section 7(1)(r) of the Engineers Act 2011 allows the Board to collaborate with engineering training institutions, professional associations, engineering organizations and other relevant bodies in matters relating to training and professional development of engineers.

This guideline therefore provides a framework for the Board to engage the services of facilitators to offer facilitation of CPD courses in various areas of knowledge.

The Board is guided by the provisions of this guideline in engaging trainers/facilitators to offer facilitation of CPD courses in various areas of knowledge. This guideline aims at ensuring that:

- i) The quality of CPD Programmes is of highest standard
- ii) There is transparency in selection process of CPD service providers
- iii) There is continual improvement of the CPD Programmes through monitoring and evaluation

3.2 Scope of the Policy

The scope of the policy covers all applications to become a CPD service provider with the Board.

3.3 Objectives

The objective of these guidelines is to establish procedures for engagement of CPD service providers to enhance the quality of the Board's CPD programmes.

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CHAPTER FOUR: GUIDELINE IMPLEMENTATION

4.1 Roles and Responsibilities

4.1.1 Roles of the Board of Directors

- To approve the Guidelines and subsequent amendments; and
- To oversight the implementation of the policy.

4.1.2 Roles of the Registrar/CEO

- Coordinate the implementation of this guideline
- Allocate resources for the implementation of the guideline

4.1.3 Evaluation Committee

- To develop criteria for engagement of CPD service providers approval by the Board
- To give advisory on areas of CPD training that are considered relevant for engineers and are aligned to the Board's strategic intent for development of the industry
- To evaluate applications received and prepare reports

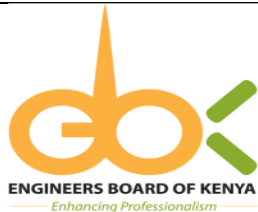
4.1.4 Roles of HOD

- To ensure all applications to become a CPD service provider are evaluated against the provisions of the guideline
- To prepare board papers for applications of CPD service providers
- To conduct the annual Training and Learning Needs Assessment Surveys
- To prepare the and publish the Calendar of Activities
- To prepare quarterly reports for on implementation of CPD programmes

4.2 Cycle of Development of the Calendar of Activities

The following describes the cycle of development of the annual CPD Calendar of Activities: -

- An Expression of Interest (EOI) will be advertised in local dailies of wide circulation and the Board's website by the beginning of July of every calendar year.
- Evaluation of all submissions will be done by end of August of the calendar year
- The Calendar of Activities will be developed by the end of September of every calendar year
- The evaluation report will be tabled at the Board Meeting for approval

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- v) Upon approval by the Board, the Calendar of Activities will be published by January of the following calendar year.

Applications will be evaluated every quarter and the Calendar of Activities will continuously be updated to reflect approved courses. The list of CPD Service Providers will be updated throughout the year to ensure that facilitators from specialized disciplines and emerging areas of knowledge are able to apply.

4.3 Establishment of Committee for Selection of CPD Service Providers

The Registrar/CEO will appoint a Committee. The evaluation committee will be industry-based and will be constituted as follows: -

- i) Director, Capacity Building & Accreditation – Chairperson
- ii) 4No. representatives from the Institution of Engineers of Kenya
- iii) 4No. representatives from the Association of Consulting Engineers of Kenya
- iv) 1No. representative from the Council of Engineering Deans and Principals
- v) Secretariat - EBK

The Committee shall meet every quarter to evaluate applications from interested CPD Service providers and prepare a report and submit to the Registrar/CEO Officer for approval.

The Committee shall co-opt relevant professionals on a needs basis to assist in evaluating applications from the specific areas of knowledge.

4.4 Management of CPD Programmes

The CPD programmes will be managed in two modes as follows: -

- i) Internally Managed CPD Programmes – these will be CPD programmes that will be run by the Board and these include workshops and conferences on emerging regulatory matters, sensitization on Board's guidelines, standards and tools, the Graduate Engineers Internship Programme, Pre-submission conferences, mandatory CPD Programmes to be run by the Board and any other programme that the Board may deem fit to mount.
- ii) Externally Managed CPD Programmes – these will be CPD programmes that will be run by selected service providers

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CHAPTER FIVE: PROCEDURE FOR IDENTIFICATION OF CPD SERVICE PROVIDERS

5.1 Basic Eligibility Criteria

Those eligible to apply include professional societies, universities, firms whose core business is training, engineering consulting firms and individuals.

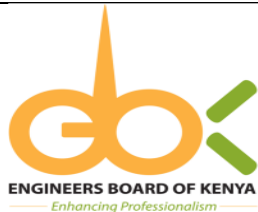
A person or firm who wishes to express interest must meet the following basic criteria:

a) Individual Facilitator

- i) Have a bachelors university degree, in relevant area;
- ii) Professional qualifications
- iii) Relevant experience
- iv) References (include persons or institutions and contact addresses (phone, email) who can be contacted on the same)
- v) CV, certificates and testimonials, to demonstrate their expertise in the relevant subject matter or topical area;
- vi) A current license or certificate of practice issued by the relevant professional body;
- vii) A valid tax compliance certificate.

b) Firms

- i) Certificate of Incorporation/Certificate of Business Registration)
- ii) Valid Tax Compliance, PIN Certificate and VAT Certificate
- iii) A certified copy of the county Government Business permits
- iv) Letter of recommendations from five major clients (give period and name of contact person in each organization).
- v) Demonstrate relevant experience in the area of specialization (attach proof of LSO/Contracts/service level agreements and letter of awards)
- vi) Evidence of Physical address and premises (Attach copies of utility bills e.g. Electricity/water or lease agreement /title deed).
- vii) Duly licensed by a relevant professional body and members in good standing in the professional association

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- viii) Audited accounts for the last two years or Bank statements for the last 6 months. (Applies to Consulting Firms)
- ix) Certified copy of Certificate of Confirmation of Directors and Shareholding (CR12) (Issued within the last 12 Months from the date of application)
- x) Power of Attorney
- xi) Provide a profile demonstrating core business of the firm.
- xii) CVs and testimonials of facilitators in the firm

5.2 Application Process

All those who are eligible to become CPD Service Providers will be required to: -

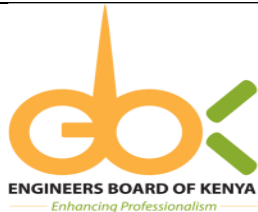
- i) Fill in the relevant application form which can be downloaded from the Board's website (See Annex I).
- ii) Attach all the required documents
- iii) Submit all applications to the Registrar/CEO
- iv) Upon approval, the selected CPD service providers will be required to pay the prescribed accreditation fees of Kshs. 100,000 and Kshs. 10,000 per course for the accreditation period (accreditation will be valid for one year).

5.3 Evaluation Criteria

The evaluation criteria will include and will be weighted as shown in table 1 below: -

Table 1: Evaluation Criteria

S/No.	Criteria	Weight
1	Programme Design	35%
2	Qualifications of the Service Provider	25%
3	Cost Analysis	10%
4	Firms General and Specific Experience	20%
5	Local Participation (Local firms/joint ventures with Foreign Firms)	10%

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Foreign firms are encouraged to work with local firms through joint ventures.

The detailed evaluation criteria will be prepared by the Evaluation Committee.

The minimum pass mark will be 70%.

5.4 Terms of Engagement of CPD Service Providers

Upon approval by the Registrar/CEO, the selected provider will be informed of the terms of engagement in writing.

The facilitator shall be required to accept the appointment and the terms of engagement before facilitating the CPD course.

In case the selected facilitator declines the appointment, another facilitator who meets the selection criteria shall be appointed.

The Board may, from time to time, write to Professional Bodies/Relevant Authorities/Institutions charged with the mandate on certain topical areas requesting for resource persons as it may deem fit.

5.5 Renewal of Accreditation

The accreditation will be valid for one (1) year and will run from the date of appointment. Upon expiry of the accreditation period, a service provider will be required to apply for re-accreditation as described in section 5.2.

5.6 Application for Addition or Discontinuation of Courses

In case any accredited service provider would want to discontinue any course that was earlier approved, they will be required to write to the Registrar/CEO stating the reasons for removal of the course.

CPD service providers who would want to add any course shall do so in writing to the Registrar/CEO giving the following details: -

- i) Facilitators
- ii) Duration of course
- iii) Key learning outcomes
- iv) Target audience

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v) Methodology

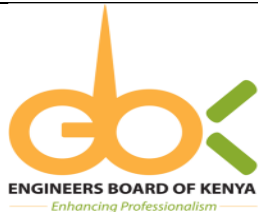
vi) Course fees

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CHAPTER SIX: RENUMERATION BY THE BOARD ON INTERNALLY RUN PROGRAMMES

For the internally managed CPD programmes, the Board will remunerate the selected individual facilitators as follows: -

- i) Individual professional and consulting engineers will be remunerated based on the time based fees as prescribed in the Engineers (Scale of Fees for Professional Engineering Services) Rules 2022.
- ii) Other professionals will be remunerated as per the existing professional scale of fees for that profession.
- iii) For professions that do not have professional scales of fees, remuneration will be based on the SRC remuneration guidelines for private sector facilitators.
- iv) Public servants engaged to facilitate courses will be remunerated based on approved SRC remuneration guidelines.

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CHAPTER SEVEN: MONITORING & EVALUATION OF APPROVED CPD SERVICE PROVIDERS

7.1 Performance of CPD Service Providers

CPD service providers will be required to submit to the Board: -

- i) Presentation 3 days prior to the course
- ii) List of course attendees in prescribed format
- iii) Training report

The CPD service providers will be required to issue certificates of participation to all participants.

CPD service providers who do not perform may be deregistered.

7.2 Monitoring & Evaluation of Approved CPD Service Providers

Facilitators shall be monitored and reviewed through digital survey form approved by the Board.

The survey shall be administered at the end of the course and results submitted to the Board not later than 2 weeks after the end of the course.

Key areas that shall be monitored and evaluated include:

- i) Ability to communicate effectively
- ii) Demonstration of knowledge, experience and expertise in the topical area
- iii) Demonstration of preparedness to facilitate the training
- iv) Ability to engage participants during the training
- v) Demonstration of emotional intelligence in handling the emotions of participants during the training
- vi) Ability to establish positive rapport with the participants
- vii) Ability to allow for discussions and questions
- viii) Respect for diversity and inclusion, i.e., ability to respect different viewpoints of participants
- ix) Time management skills
- x) Presentation skills

A training report will also be submitted to the Board within 2 weeks after the end of the course.

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The monitoring and evaluation report of facilitators shall be included in the training reports that shall be submitted to the Office of the Registrar/CEO for review, approval and support in implementing recommendations for continual improvement.

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CHAPTER EIGHT: REVIEW OF GUIDELINE

This Guideline shall be reviewed every three years or as and when required by the Board.

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ANNEX I: APPLICATION FORM FOR CPD SERVICE PROVIDERS