



Government of Nepal



---

# Continuing Professional Development (CPD)

---

## Rural Access Programme (RAP) Phase 3

---

### Log Book

---

November 2014

---

---

## Continuing Professional Development, Log Book

<b>1. What is Continuing Professional Development? .....</b>	<b>3</b>
<b>2. RAP3 CPD Requirements .....</b>	<b>3</b>
2.1. <i>Annual LRN Engineering Course and Examination .....</i>	<i>3</i>
2.2. <i>On the Job Training – Modules and Practical Experience.....</i>	<i>8</i>
2.3. <i>Self-Study.....</i>	<i>10</i>
<b>3. Recording CPD Activities .....</b>	<b>11</b>
<b>RAP 3 CPD Log Book .....</b>	<b>14</b>
<i>Annual LRN Engineering Course and Examination .....</i>	<i>15</i>
<i>On the Job Training – Modules and Practical Experience.....</i>	<i>16</i>
<i>Self-Study.....</i>	<i>17</i>
<i>CPD Programme Results and Awards.....</i>	<i>39</i>

---

## 1. WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT?

Continuing Professional Development (CPD) is defined as the systematic maintenance, improvement, and broadening of knowledge and skills, and the development of personal qualities, necessary for the execution of professional and technical duties throughout your working life.

For engineers to compete and succeed in the constantly evolving global marketplace, they must perform to high standards. This is possible only if engineers continuously maintain and improve their technical, managerial and professional competence.

RAP3 aims to support the development of the LRN sector in Nepal through the RAP3 CPD programme which all engineers working on RAP3 must participate in.

## 2. RAP3 CPD REQUIREMENTS

### 2.1. ANNUAL LRN ENGINEERING COURSE AND EXAMINATION

As a member of a RAP3 engineering team (RAP3 and SC staff) you are required to participate in the annual 'LRN Engineering Course' and pass the associated examination. The 'LRN Engineering Course' covers all aspects of the LRN annual programme cycle and forms the basis for the RAP3 CPD programme.

New engineering staff members will be required to review the 'LRN Engineering Course' materials and pass the associated examination before being issued a contract.

The modules covered by the 'LRN Engineering Course' are listed below under the five main themes; Planning, Design, Procurement, Implementation, and Road Safety.

<b>Theme 1: Planning</b>	
<b>Module</b>	<b>Contents</b>
(1A) RAP3 LRN Overview (Intro to Planning)	LRN Component, budget, guiding principles, etc.
(1B) DTMP	Background, importance of DTMP in district transport planning process, DRCN principles and ID, Brief stepwise process of DTMP preparation, common errors experienced in past practices and how to overcome, and scope of review of DTMP guideline
(1C) ARAMP 1	Overview of ARAMP principles (Background, difference between old and new (ARMP vs. ARAMP) and key revisions in YR-2 update
(1D) Rapid Condition Survey and Compilation and analysis of information	Types of maintenance, intro to Rapid Condition Surveys, and steps involved in conducting a Rapid Condition Survey
(1E) ARAMP 2	Stepwise procedures of ARAMP preparation in detail
(1F) ARAMP Practical	Explanation of 'red cells' in hypothetical ARAMP excel template
(1G) Implementation Plan	Implementation Modality Strategy, Packaging, Annual Implementation Plan, Procurement Plan, and Yearly Expenditure Forecast

<b>Theme 2: Design</b>	
<b>Module</b>	<b>Contents</b>
(2A) Nepal Rural Road Standards (Intro to Design)	Overview of all the key aspects of the NRRS and their implications
(2B) Stage 1 Survey and Design	Stage 1 Survey Procedures, Stage 1 Design and Estimates Procedures (including lessons learned from RAP3 stage 1 design)
(2C) Stage 2 Survey and Design Detailing	Detailed procedures of Stage 2 Survey, key aspects of design of horizontal and vertical alignment in relation to design standards, design of structures, drainage provisions, optimisation of road alignment and its effects on mass balancing /management, mass management plan, quantity surveying
(2D) Maintenance/Improvement Design	Type of defect and possible solution, highlight maintenance-specific treatment selection, improvement design/design issues, and maintenance treatment selection based on road condition survey
(2E) Environmental Design	Over view of safeguard regulatory frameworks-acts, rules, guidelines, and framework, IEE Procedures, 'sensitive' designs/alignment choices, EMPs, bio-engineering, and disaster resilience and climate change adaptation

<b>Theme 3: Procurement</b>	
<b>Module</b>	<b>Contents</b>
(3A) Intro to Procurement	Overview of all the key aspect of procurement
(3B) Public Procurement Act & Rules	Overview of PPA & PPR and procurement of works or goods for different types of contract
(3C) Procurement Plan	Choice of Implementation modality, package size and project requirement, and timing/season
(3D) RAP3 Procurement Procedures (in detail)	Procurement procedures and their application under RAP3 (Procurement Procedures: Requirement finalised, estimation, approval of estimate, Preparation of Bid Document, Invitation for tender, Bid submission, Bid evaluation, Negotiation, LoA, Contract Award.)
(3E) Detailed Bid Evaluation	Roles and responsibilities of DTA (fund flow mechanism from tripartite agreement), procedure for bid evaluation, practical application of Act & Rules, 'pitfalls', low-bid safeguards, approval procedures, technical evaluation, and cost comparison
(3F) Pre-Contract Award Procedures	Bid review and negotiation procedures and scope and pre-award formalities

<b>Theme 4: Implementation</b>	
<b>Module</b>	<b>Contents</b>
(4A) Intro to Implementation	Overview of all the key aspects of implementation
(4B) Contract Administration	Staff Organisation/logistics
(4C) Quality Management Plan	Work plan, Inspections (frequency & timing), priority works/key issues , appropriate testing (labs), and routine vs suspect works
(4D) Work Supervision	Method statements for different work items, checklist for supervision of major work items, site inspection record books, written site instructions, and construction and site safety
(5A) Ethics	What is corruption and what are the effects of corruption, how to avoid corruption in the workplace, how to report corruption
(4E) Environmental Management	EMP, basic safeguards & precautions, impacts, issues, and mitigations, lessons learned on mitigation and bio-engineering, monitoring, and auditing
(4F) Works Measurement and Valuation	Pre-works survey/record, principles for main work categories, invoicing procedures, and work

	measurement/valuation formats and procedures
(4G) RMG Refresher	Overview of RMGs, issues faced during implementation, monthly work plan, inspection, and payment

<b>Theme 5: Road Safety</b>	
<b>Module</b>	<b>Contents</b>
(5A) Guidelines for carrying out Road Safety Assessments	A practice for assessing safety for rural earth construction roads
(5B) Principles for achieving a safe road	Identifying road hazards, Safety Checklist for rural (earth construction) roads in Nepal, the importance of Warning Signs
(5C) Low cost Road Safety Engineering	
(5D) Engineering for pedestrian safety	
(5E) Accident data and accident management	Guidelines for treating accident black spots in Nepal
(5F) Speed management	



---

## 2.2. ON THE JOB TRAINING – MODULES AND PRACTICAL EXPERIENCE

Before beginning each component of the RAP3 programme cycle, you will be required, along with the other engineering team members (RAP3, DTO, and SC staff) to cover the relevant modules from the LRN Engineering Course (as per the modules listed above).

For example, before beginning the ARAMP preparation you will have to cover the ARAMP modules (1C, 1E, and 1F) and complete a short examination based on the content of these modules. The materials required for the 'On the Job Training' will be made available in the CPD section of the [RAP website](http://www.rapnepal.com/) (<http://www.rapnepal.com/>).

The practical implementation of the modules, i.e. carrying out the associated work / activity, will also count towards the CPD programme, and must be documented, along with the modules covered, in the RAP3 CPD log book. The record of practical experience must be supported by a daily record of activities / tasks carried out that you must maintain in your own 'Day Book'. Your 'Day Book' can be a notebook or diary, and each day you must record all the details of the activities / tasks that you carried out. Some examples of details to be documented are given below:

- Meetings: who with, what about, etc.
- Site visits: where, what was observed, activities / tasks undertaken at the site, site instructions issued, etc.
- Reports / documents prepared: title of documents, summary of content, etc.
- Surveys: location, type of survey, findings of survey, etc.
- Design work: what was designed, what standards / guidelines were used for the design, etc.
- Measurement of works: location, method of measurement used, etc.

---

For every task / activity carried out, you must explain what your role was in that task / activity, e.g. you organised and led a meeting with the DDC / you participated in a meeting with the DDC / you prepared the minutes of a meeting with the DDC.

Your 'Day Book' must be signed each day by the DTL / EO (for Districts with SEDO DTLs).

### 2.3. SELF-STUDY

As part of the RAP3 CPD programme you are required to complete a minimum of 6 days self-study per year. These do not have to be full days, or consecutive days; you may choose any configuration for the use of the 6 days, e.g. 12 half days of self-study, 24 quarter days of self-study, etc.

The mechanisms for self-study which are considered appropriate for the RAP3 CPD programme are as follows:

- Professional Association Activities
- Continuing Professional Development Programmes
- Personal Learning from the Internet
- Peer Guidance and Group Discussions
- Self-study using textbooks or study packs
- Distance and Open Learning Courses
- Validated and Accredited Qualifications
- Conferences
- Study Tours
- Training Audio and CD Rom
- Technical Presentations
- In House Presentations
- Seminars & Workshops
- Knowledge Sharing

- 
- Job Secondment
  - Work Shadowing
  - Learning on the Job

As part of the self-study component RAP3 will provide a CPD stipend, to all participants in the CPD programme, of 1,000 NPRs / day, up to a total of 6,000 NPRs. The CPD allowance must be used to cover the costs associated with self-study, such as the purchase of books, attendance at workshops or study tours, participation in e-learning courses, etc., and will be reimbursed on presentation of receipts. The CPD stipend will be paid based on the number of self-study days completed, i.e. if you only complete 2 days of self-study you will only be entitled to 2,000 NPRs.

### 3. RECORDING CPD ACTIVITIES

Recording the CPD activities completed during the year is an essential part of the CPD programme. All the CPD activities that you complete during the programme must be recorded in the RAP3 CPD log book. CPD activities which are not recorded in the CPD log book will not count towards the CPD programme.

There are three sections in the CPD log book and CPD activities must be recorded in the relevant section of the log book. Details of the three sections, and how they should be filled in, are provided below:

- 1. Annual LRN Engineering Course and Examination:**
  - a. Record score achieved in annual LRN examination
  - b. Must be signed off by the Engineering Team Leader
  
- 2. On the Job Training – Modules and Practical Experience:**
  - a. Record modules revised prior to carrying out work / activities
  - b. Record practical experience gained

- 
- c. Clearly indicate, by including a (1), (2), or (3) after the details of the practical aspect of the CPD activity, if the practical work involved you:
    - i. Observing the work being completed by others (1),
    - ii. Completing the work under the supervision of others (2), or
    - iii. Managing the work (3).
  - d. Record of practical experience must be supported by 'Day Book' entries
  - e. The DTL / EO (for Districts with SEDO DTLs) must sign off on all 'On the Job Training' activities

**3. Self-Study:**

- a. You must complete a minimum of 6 days per year self-study
- b. All details of the self-study completed must be provided in the log book, including mechanism for study, topics covered, and duration
- c. If you deliver training, this can also be included in the self-study section of the log book
- d. The DTL / EO (for Districts with SEDO DTLs) must sign off on all Self-Study' activities



# RAP 3 CPD LOG BOOK

<b>Name:</b>	
<b>Job Title:</b>	
<b>District:</b>	

---

## ANNUAL LRN ENGINEERING COURSE AND EXAMINATION

Instructions:

- a. Record score achieved in annual LRN examination
- b. Must be signed off by the Engineering Team Leader

Score (%)	Distinction/ Pass	Year	Date	Signed

## ON THE JOB TRAINING – MODULES AND PRACTICAL EXPERIENCE

Instructions:

- a. Record modules revised prior to carrying out work / activities
- b. Record practical experience gained
- c. Clearly indicate, by including a (1), (2), or (3) after the details of the practical aspect of the CPD activity, if the practical work involved you:
  1. Observing the work being completed by others (1),
  2. Completing the work under the supervision of others (2), or
  3. Managing the work (3).
- d. The DTL / EO (for Districts with SEDO DTLs) must sign off on all 'On the Job Training' activities

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			



---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---



---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---

---

Details of CPD Activity	Duration	Date	Signed
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			
Module: Exam: Practical:			

---



---

**SELF-STUDY**

Instructions:

- a. You must complete a minimum of 6 days per year self-study
- b. All details of the self-study completed must be provided in the log book, including mechanism for study, topics covered, and duration
- c. If you deliver training, this can also be included in the self-study section of the log book
- d. The DTL / EO (for Districts with SEDO DTLs) must sign off on all Self-Study' activities

<b>Mechanism for Study</b>	<b>Topic(s) Covered</b>	<b>Duration</b>	<b>Date</b>	<b>Signed</b>











## CPD PROGRAMME RESULTS AND AWARDS

### CPD Credits

The structure for awarding CPD credits will be as follows:

CPD Component	Year 1	Year 2	Year 3
Annual LRN Course and Exam	1	2	3
On the Job Training			
Exams	0.5 Credit awarded per exam passed		
Practical experience	Based on different levels of experience: (1) observed = 1 credit (2) carried out under supervision = 2 credits (3) managed = 3 credits		
Self-study	6	6	6

#### 1. Annual LRN Course and Exam

- a. RAP3 and SC staff who participate in the annual LRN engineering course and exam will receive 1 credit for passing the LRN examination the 1<sup>st</sup> year they take part, 2 credits passing the LRN examination the 2<sup>nd</sup> year they take part, and 3 credits for passing the LRN examination the 3<sup>rd</sup> year they take part
- b. DTO staff who do not take part in the annual LRN Engineering examination will earn credits for this component based on the number of modules covered as part of the 'On the Job Training'

---

component; if they cover all modules during the annual programme cycle then they will receive 1 credit for the first year, 2 credits for the 2<sup>nd</sup> year, and 3 credits for the 3<sup>rd</sup> year

## **2. On the Job Training**

### **a. Exams**

- i. Half a credit (0.5) will be awarded for every exam passed
- ii. Each exam relates to a particular module of the LRN Engineering course and the relevant modules must be reviewed, and the associated exam must be taken, before beginning each piece of work in the programme cycle

### **b. Practical Experience**

- i. 1 credit will be awarded for practical experience that involved you observing work being carried out
- ii. 2 credits will be awarded for practical experience that involved you carrying out the work under supervision
- iii. 3 credits will be awarded for practical experience where you managed the work

## **3. Self-Study**

- a. 1 credit will be awarded for each day of self-study completed
- b. A minimum of 6 days self-study must be completed each year



Each year the number of credits you have earned will determine which level within the CPD programme you have achieved. There are four CPD levels within the RAP3 CPD Programme:

- Level 1: Manager      100 Credits +
- Level 2: Implementer   75 Credits +
- Level 3: Observer      50 Credits +
- Level 4: Intern        25 Credits +

**CPD Credits for Trainers (DTLs / EOs)**

The DTLs / EOs who will be responsible for delivering the ‘On the Job Training’ modules and will invigilate the associated exams, will also take part in the CPD programme but will earn credits in a different way; as follows:

CPD Component	Year 1	Year 2	Year 3
Annual LRN Course and Exam	1	2	3
<b>On the Job Training</b>			
Delivery of Training modules	1 Credit awarded per module delivered		
Self-study	6	6	6

The four levels within the CPD programme for trainers are as follows:

- First Class Trainer      100 Credits +
- Second Class Trainer    75 Credits +
- Third Class Trainer      50 Credits +
- Fourth Class Trainer    25 Credits +

**CPD Certification**

Once you have achieved the number of certificates required for a certain CPD level, you will be awarded a certificate recognising this. The Certificates awarded will be based on the level achieved, will differ for participants and trainers (DTLs / EOs), and will be as follows:

<b>Participants</b>	
Level 1	LRN Managers Certificate
Level 2	LRN Implementers Certificate
Level 3	LRN Observers Certificate
Level 4	LRN Interns Certificate

<b>Trainers</b>	
Level 1	1 <sup>st</sup> Class Trainer Certificate
Level 2	2 <sup>nd</sup> Class Trainer Certificate
Level 3	3 <sup>rd</sup> Class Trainer Certificate
Level 4	4 <sup>th</sup> Class Trainer Certificate