



Republic of the Philippines
Professional Regulation Commission
Manila



CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
COUNCIL OF AERONAUTICAL ENGINEERING
Resolution No. 01
Series of 2021

GUIDELINES ON THE EVALUATION AND GRANTING OF CPD CREDIT UNITS TO ACTIVITIES UNDER INFORMAL LEARNING AND PROFESSIONAL WORK EXPERIENCE INCLUDING ACTIVITIES UNDERTAKEN DURING THE STATE OF PUBLIC HEALTH EMERGENCY DUE TO COVID-19 CRISIS THAT MAY EARN CPD CREDIT UNITS

WHEREAS, the Commission issued Resolution No.1208 (s. 2019) or the “Guidelines on the Accreditation of Informal and Professional Work Experience”. Section 5 thereof states that the Continuing Professional Development (CPD) Councils shall determine the appropriate number of CPD credit units;

WHEREAS, the Commission issued Resolution No. 1240 (s. 2020) reiterating ways of learning that can earn CPD credit units particularly during the State of Public Health Emergency due to COVID-19 crisis;

WHEREAS, there is a need to issue guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, in order to guide the professionals.

NOW THEREFORE, the CPD Council of Aeronautical Engineering **RESOLVES** to issue these guidelines on the evaluation and granting of CPD credit units to activities under Informal Learning and Professional Work Experience including activities undertaken during the State of Public Health Emergency due to COVID-19 crisis that may earn CPD credit units, as follows:

Section 1. Informal Learning. — Refers to learning that occurs in daily life and which can contribute to a qualification. The parameters for the evaluation and granting of informal learning are as follows:

A. Activities Undertaken During the State of Public Health Emergency Due to COVID-19 that may Earn CPD Credit Units:

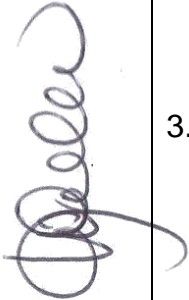
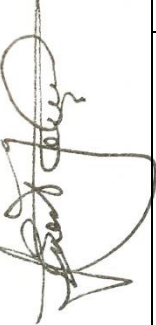

For professionals working locally and overseas:

| ACTIVITY | DURATION | LEARNING OUTCOMES | APPLICABILITY | CPD CREDIT UNITS EARNED |
|---|----------|--|--|---|
| | | <i>By the end of the activity, the professional should be able to:</i> | <i>The professional can apply the information or experience gathered to:</i> | <i>Maximum of 30 % of the required CPD Credit Units for the renewal cycle and Documentary Requirement/s</i> |
| INFORMAL LEARNING ACTIVITIES NOT RELATED TO THE PROFESSION | | | | |

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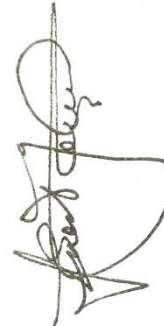

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|  <p>Private study 1. Reading (books, journal articles, technical manuals or online materials) 2. Enrollment in online courses or seminars/webinars; 3. Learning through video presentations (e.g. YouTube)</p> | Variable | <p>Be able to summarize and apply the ideas that have been learned through reading.</p> <p>Examples: 1. Urban gardening 2. New ICT tools 3. Arts and crafts such as jewelry making, photography, etc.</p> | <p>1. Successfully grow vegetables and harvest them for home consumption or for additional income. 2. Explore and apply modern tools to facilitate innovation in one's personal life/professional practice and with an understanding of their limitations 3. Successfully make jewelry, take pictures, etc.</p> | <p>Maximum of 10% of the required CPD Credit Units for the renewal cycle per activity</p> <p>Documents: Photographs; Self-Declaration of 200 words about what has been learned and applied.</p> |
|  <p>Interactive discussions with experts/peers</p> | 4 hours | Have learned how to coordinate with other technical experts in investigating complex professional problems and applying them to the workplace | Communicate and work effectively with peers in formulating new technical standards in professional practice | 4 CU |
|  <p>Applying management and leadership principles learned from a workshop</p> | One month | Have learned which management and leadership style works for a given situation in the work place | Successfully apply management and leadership principles to the workplace | Maximum of 15% of the required CPD Credit Units for the renewal cycle |
| Other activities that are <i>not</i> related to the | | | | As may be approved by |

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| professional as may be approved by the CPD Council | | | | the CPD Council |
|--|----------|---|---|---|
| INFORMAL LEARNING ACTIVITIES RELATED TO THE PROFESSION | | | | |
| ACTIVITY | DURATION | LEARNING OUTCOMES | APPLICABILITY | CPD CREDIT UNITS EARNED |
| | | <i>By the end of the activity, the professional should be able to:</i> | <i>The professional can apply the information or experience gathered to:</i> | <i>Maximum of 30 % of the required CPD Credit Units for the renewal cycle and Documentary Requirement/s</i> |
| Private study 1. Reading (books, journal articles, technical manuals or online materials) 2. Enrollment in online courses or seminars/webinars; Learning through video presentations (e.g. YouTube) | Variable | Be able to summarize and show understanding of the knowledge that have been acquired through reading. Examples: 1. Latest regulation or policy issued by the Civil Aviation Administration of the Phil. (CAAP), Federal Aviation Administration (FAA), European Aviation Safety Agency (EASA) or any other aviation body related to aeronautical engineering 2. New techniques | Explore and apply modern interpretation or tools to facilitate innovation in professional aeronautical engineering practices and with an understanding of their limitations | Maximum of 30 % of the required CPD Credit Units for the renewal cycle per activity Documents: Photographs; Self-Declaration of 200 words about what has been learned and applied. |

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| | | in aircraft design or manufacture | | | |
|  | Interactive discussions with experts/peers in the aviation/aeronautical industry | 4 hours | Have learned how to coordinate with aviation technical experts in investigating complex professional problems and applying them to the workplace | Communicate and work effectively with peers in formulating new technical standards in professional aeronautical engineering practices | 8 CU |
|  | Applying aviation management and leadership principles learned from a workshop | One month | Have learned which aviation management and leadership style works for a given situation in the work place | Successfully apply aviation management and leadership principles to the workplace | Maximum of 20% of the required CPD Credit Units for the renewal cycle |
|  | Other activities deemed relevant to aeronautical engineering or could be given CPD credit units. | | | | |

Section 2. Professional Work Experience. — Refers to any participation that the professional gains while working in a specific field and workplace.

The parameters for the evaluation and granting of credit units are as follows:

2.1. **Diagnostic Assessment** -- to establish a particular development need or competency of the professional from basic to advance or advance to expert.

2.1.1. Needed documentation--Work history Curriculum Vitae or Certification of performance from direct supervisor or client or beneficiary/self-declaration for the self-employed

2.2. **Formative Assessment** –to know the progress of an individual’s learning – Evidence that learning has occurred but still needs improvement.

2.2.1. Needed documentation – Photo documentation with brief write-up (captions) and Certification from supervisor or client if self-employed.

2.3 **Summative Assessment** - to know if the professional has acquired the needed competency and can work independently, teach others and write manuals with confidence.

2.3.1 Report of at least 200 words as proof of learning/acquisition of the enabling and needed competencies and if possible accompanied by photos.

2.3.2. Certification of performance from direct supervisor or client or beneficiary or self-declaration for the self-employed. Annual performance appraisal report from the employer or Certification of performance from direct supervisor or client or beneficiary/self-declaration for the self-employed.

The following description of a professional's progress as he/she proceeds to gain experience in his/her profession will be part of the documentation to be submitted to the CPD Council. The professional should check the appropriate box to mark his/her progress.

| RECOGNITION OF PRACTICE OUTCOMES | | ASSESSMENT OF PERFORMANCE | | |
|---|---|---|---|---|
| | | <i>Refers to the Aeronautical Engineer's progress in acquiring the desired competency</i> | | |
| <p>Needed Competency (Only one competency per Application)</p> <p>Competency must fall under one of the four (4) areas of Aeronautical Engineering practices: (1) Research & Development (2) Manufacture of Aircraft (3) Aircraft Operations or Maintenance (4) Education and Training</p> | <p>Enabling Competencies/ Activities</p> | <p>Diagnostic</p> <p><i>Has not done this or has done this but needs improvement</i></p> | <p>Formative</p> <p><i>Has done this well but still needs improvement and confidence</i></p> | <p>Summative</p> <p><i>Has done this with confidence, can teach others and can prepare manuals that other Aeronautical Engineers can use</i></p> |
| | | <p>The column may be filled up either by the Aeronautical Engineer or his/her employer by providing a check (✓) mark</p> | | |

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| <p>For Example:</p> <p>Under <i>Aircraft Operations or Maintenance</i>:</p> <p>Develops, designs, implements and assesses the requirements of continuing aircraft airworthiness or flight safety</p> | <p><i>Creates programs that develop and enhance procedures to ensure aircraft continuing airworthiness or flight safety</i></p> | | | |
| | <p>Other Competencies or Activities that are applicable to any of the four (4) areas of Aeronautical Engineering practices:</p> <p><i>Demonstrates familiarity with the laws and regulations governing the legality of various Aeronautical Engineering practices</i></p> | | | |
| | <p><i>Provides engaging techniques in any part of aircraft manufacturing that would facilitate or improve a manufacturing process</i></p> | | | |
| | <p><i>Demonstrates the ability to evaluate a complex problem in aircraft structures and design or research and development</i></p> | | | |
| | <p><i>Promotes the enhanced or developed method or technique in education or training in Aeronautical Engineering</i></p> | | | |
| | | Work history or Curriculum | Photo documen- | Write up of 150 to 200 |

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| <p>VALIDATION: Documents to be presented</p> | <p>Vitae or Self-Declaration or Certification from employer/client for self-employed</p> | <p>tation with captions for the photos or Certification of performance from employer or client for self-employed</p> | <p>words about the learning and acquisition of the competence with photographs and Certification of performance from employer of client for the self-employed.</p> |
| <p>CPD CREDIT UNITS EARNED</p> | <p>2</p> | <p>4</p> | <p>Maximum of 30% of the Required Credit units per renewal cycle</p> |

* **Awarding of CPD Credit units.** The CPD Council shall:

1) Determine if the Informal Learning and Professional Work Experience applied for merits approval and 2) grant the appropriate number of CPD credit units. For purposes of earning CPD credit units, only Professional Work Experience for the last three (3) years from the date of application shall be accepted.

Section 3. Certificate of Credit units earned. — Certificate of Credit units earned shall be issued upon approval of the CPD Council.

Section 4. Repealing Clause. — Any resolution, memorandum order or circular and any issuances inconsistent with these guidelines are hereby repealed or modified accordingly.

Section 5. Effectivity. — This Resolution shall take effect immediately, copy furnished the U.P Law Center.

Done, this 13th day of January, 2021 in Pasay City, Philippines.

CONTINUING DEVELOPMENT COUNCIL OF AERONAUTICAL ENGINEERING


ERNESTO B. FERRERAS, JR.
 Chairman


ROBIN U. RABIN
 Member


JABEL JAY N. ABELLA
 Member

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Approved by:

PROFESSIONAL REGULATORY BOARD OF AERONAUTICAL ENGINEERING



ERNESTO B. FERRERAS JR.
Chairman



REDENTOR C. MALIA
Member

VACANT
Member