



لمباك قنيلاي دان ايجين هرتا تانه نكارا بروني دارالسلام

BRUNEI DARUSSALAM BOARD OF VALUERS AND ESTATE AGENTS

## **GUIDELINE NO. 1**

**VALUERS AND ESTATE AGENTS ORDER, 2009**

**GUIDELINES ON  
CONTINUING PROFESSIONAL EDUCATION (CPE) FOR  
REGISTERED VALUERS AND ESTATE AGENTS**

**UNDER LICENSING REGULATIONS FOR  
VALUERS AND ESTATE AGENTS**

**CONTINUING PROFESSIONAL EDUCATION COMMITTEE**

**23<sup>RD</sup> NOVEMBER 2019**



# لمباك قنيلاي دان ايجين هرتا تانه نكارا بروني دارالسلام

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## PREAMBLE

The role of professional valuers and estate agents in the property market industry is undeniably very important in ensuring the services provided to their clients are done in accordance to global best practices and standards; and tailored to meet the current requirements of the local property market industry. Not forgetting the laws, policies, guidelines and procedures introduced by the relevant government bodies affecting the valuers and estate agents professions.

In providing their professional services to their clients, every professional valuers and estate agents need to equip themselves with the right knowledge, skills and experience and to continuously widen their knowledge through life long education and training throughout their working life.

To retain their relevancy in the property market industry, it is essential for all professional valuers and estate agents to learn, adapt and adopt to the rapid changes of the professions brought about by global advancement in business approaches and cultures, new business requirements and also inevitably by the advancement of technologies. Hence it is a must or obligation of every valuers and estate agents to engage themselves through Continuing Professional Education or CPE.

CPE also known or synonym with Continuous Professional Development (CPD) encompasses the overall process of facilitation to acquire and broaden all related property market industry skills, knowledge and personal qualities. By committing to CPE, ensures all professional valuers and estate agents to keep abreast to the challenges, requirements and evolution of the profession and the property market industry. CPE also ensures every professional valuers and estate agents to remain relevant and capable of responding rapidly to all matters that impact their professional activities. CPE also intends to promote credibility, trustworthiness and professionalism of the professional valuers and estate agents in providing their services to their clients and enhancing their professional skills further during the execution of their duties to their clients.

The Licensing Regulations of Valuers and Estate Agents (Part 2, Rule 26) under Valuers and Estate Agents Order (VEAO) 2009 requires CPE to be continuously undertaken by every registered professional valuers and estate agents to ensure the services they provided and delivered to their clients are of high standard and quality and foremost reflects their professionalism.





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## 1.0 INTRODUCTION

The main purpose of this booklet is to set out the guideline on the implementation and requirements of CPE for Valuers and Estate Agents. This booklet will also provide guidelines on how Valuers and Estate Agents can participate, record and monitor their CPE activities to meet the CPE requirements as part of their renewal of registration.

## 2.0 POWER TO IMPOSE CONTINUING PROFESSIONAL EDUCATION

It empowers and impose the requirement for registered members to compulsory take CPE to meet certain minimum points as one of the criteria for the annual renewal of registration. Board of Valuer and Estate Agents (BoVEA) has decided that Valuers and Estate Agents shall participate in CPE programmes and are to accumulate the required credit points, before an application for the renewal of registration is submitted to BoVEA.

## 3.0 DATE OF IMPLEMENTATION

With effect from 1st January 2019, it is mandatory for all Valuers and Estate Agents to participate and maintain records of their participation in CPE. All renewals of registration with BoVEA, for the year 2019 onwards shall include evidence that they have undertaken and accumulated the required minimum CPE credit point.

## 4.0 INTERPRETATION

For the purpose of this Guideline:-

Part 1:

- a. 'continuing professional education points' means a CPE or can be referred to as a CPD point which a registered Valuers or registered Estate Agents obtains by successfully completing any continuing professional education or continuing professional development programme;
- b. 'continuing professional education programme means any activity, course or programme in the list of activities, courses or programmes
- c. 'qualifying period' means the period of 12 months immediately preceding the date on which the practicing certificate in respect of which he has made an application is to commence;



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d. 'requisite continuing professional education points' means the number of continuing professional education points he is required to obtain

e. 'structured activity' means any activity, course or programme identified under BoVEA;

f. 'unstructured activity' means any activity, course or programme identified under BoVEA

## 5.0 CPE REQUIREMENTS

### 5.1 The said professionals who are subjected to CPE

The following categories of the said professionals subjected to CPE are :-

- i) All Registered Valuers
- ii) All Registered Estate Agents

### 5.2 CPE Requirements of Registration and CPE Credit Point

i) In general, the Board may refuse to issue a practicing certificate to a Registered Valuers and Registered Estate Agents should said professionals failed to satisfy the BoVEA and the requisite CPE points during the qualifying period. However, the BoVEA may overrule this condition under special circumstances as deemed warranted.

#### *For Registered Valuers and Estate Agents:*

ii) Where on the date which the application has been made, the requisite CPE points accumulated within that year are required to obtain a practicing certificate as follows:

- (a) Below the age of 60 years, the required minimum CPE points is 20.
- (b) Age 60 and below 70 years, the required minimum CPE points is 15.
- (c) Age 70 and above 70 years, the required minimum CPE points is 10.

### 5.3 CPE Activities and Accreditation

1) Any party other than the BoVEA /B.I.G./PUJA, who wishes to organise in any CPE events with the intention of obtaining 'CPE credit point' must apply in writing or email or through the official website for registration to the Board and for acknowledgement before the proposed date of the event.





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2) The Board shall publish a list of activities, courses and programmes for the purposes of this Part and the number of CPE points which a Registered Valuer or Registered Estate Agent shall obtain by successfully completing each of the activities, courses and programmes.

3) The Board shall, for each activity, course or programme set out in the list, state whether it is structured activity or unstructured activity for the purpose of this part.

## 6.0 ADMINISTRATION OF CPE COMPLIANCE

Unless exempted by the BoVEA, an application for renewal of registration shall comply with the following requirements.

### 6.1 Maintenance of CPE record

The BoVEA from time to time, may request the said professionals to provide evidence of their participations in the CPE events. The said professionals shall maintain all relevant documents and certificates of attendance as proof of their participations.

### 6.2 Submission of CPE record

The said professionals must submit CPE record together with the application for renewal of registration with the Institution. Applicants must complete and submit the 'CPE Submission Form' (Attached as Appendix B) together with all supporting documents for the BoVEA's verification and approval.

### 6.3 Non-Compliance of CPE Requirements

An application for renewal of registration will not be approved if the applicant does not comply with the CPE requirements, unless the BoVEA has approved such non-compliance.

### 6.4 False Declaration

The Board shall revoke registration of any said professionals if the approval for renewal of registration was obtained by means of false declaration regarding CPE requirements.





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## 7.0 CORRESPONDENCE

All correspondence relating to CPE shall be addressed to:-

The Registrar,  
Brunei Darussalam Board of Valuers and Estate Agents (BoVEA)  
Ground Floor, Ministry of Development Building,  
Jalan Pembangunan, Bandar Seri Begawan, BB 3510,  
Negara Brunei Darussalam.

The Secretariat office contact detail:

Telephone number : +673 2383222  
Faximile number : +673 2382076

## 8.0 EXPLANATORY NOTES ON CPE CREDIT POINT TABLE

Registered Valuers and Estate Agents are encouraged to participate in various CPE activities or events recognised by BoVEA and accumulate the required credit points per year to be eligible for submission of application for renewal of registration of Practising Certificate in the preceding year as listed in CPE Credit Point Table (Appendix 'A').

This is to encourage the said professionals to participate in various categories of CPE activities/ event and offers opportunity to a wider range of choices to accumulate the required CPE credit point. In carrying out the CPE event, BoVEA from time to time, may accredit professional bodies where the said professionals may obtain CPE credit points by serving as committee and/or sub-committee member or attend seminar, conference, workshops, CPE talk, short courses or technical visit organised by them.

### 8.1 Attendance at the Meeting

For Registered Valuers and Estate Agents attending qualified event under this category considered as unstructured activity, an attendance at a meeting, will be accorded with the cumulative maximum credit points annually as listed in Appendix 'A'.

- (a) Three (3) CPE credit points per event for attending BoVEA meeting
- (b) Three (3) CPE credit points for attending BoVEA committee meeting
- (c) Three (3) CPE credit points for attending BoVEA sub-committee meeting
- (d) Three (3) CPE credit points for attending Technical meeting
- (e) Three (3) CPE credit points for attending committee meeting
- (f) Two (2) CPE credit points for attending sub-committee meeting



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The said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

- i) Proof of appointment as the BoVEA member and/or committee member and/or sub-committee member serving in the Board/ accredited professional bodies; or
- ii) Proof of attendance at the meeting.

### 8.2 Attendance at Annual General Meeting (AGM)

Attendance at the Institution AGM considered as structured activity, Institution Division' AGM or AGM of any accredited professional bodies (structured activity):

- (a) For Registered Valuers and Estate Agents, the CPE credit points is five (5).

For above, only maximum of two (2) events only per registered year

The said professionals are to submit supporting documents together with Appendix B (CPE Submission Form) as proof of attendance.

### 8.3 Attendance at Seminar, Conference, Workshop, CPE Talk, Short Course and Technical Visit

Registered Valuers and Estate Agents are encouraged to attend Seminars, Conferences, Workshops, CPE Talks, Short Courses and Technical Visits organised by the BoVEA or professional bodies /organisations ie B.I.G., whose events are recognised by BoVEA to develop their core skills and knowledge of the said professionals and other relevant knowledge development event.

The said professionals attending qualified event under this category may be accorded with credit points as follows:-

- (i) Twelve (12) CPE credit points for a two day or more
- (ii) Six (6) CPE credit points for full day (8 hrs)
- (iii) Three (3) CPE credit points for half day (4 hrs)
- (iv) Three (3) CPE credit points for a technical visit

As listed in Appendix 'A', the said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

- i) Certificates of attendance; or
- ii) Proof of attendance.





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#### 8.4 Speaker on Professional Matters

To encourage the said professionals to share knowledge and experience in a particular topic with fellow said professionals:

- (a) Five (5) CPE credit points

However, for presentation of paper where the event is not organised by the BoVEA, the presenter shall provide two (2) copies of synopsis for the paper presented, before the event for BoVEA acknowledgement. The contents of the paper presented should be relevant to develop the said professionals' core skills and knowledge of the said professionals respectively and other relevant knowledge development event. The said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

- i) Proof of presentation
- ii) Summary paper on the topic presented.

#### 8.5 Research or Post-Graduate Studies

For any Registered Valuers and Estate Agents undertaking;

- (a) full-time study for a duration of not less than six (6) months on subject related to Valuation or Marketing earns ten (10) CPE credit points.
- (b) full-time study for a duration of twelve (12) months or more on subject related to Valuation and Marketing earns twenty (20) CPE credit points.
- (c) part-time study/Correspondence/Distance Learning Course for a duration of not less than two (2) years leading to a Post-graduate Diploma or Master degree on subject related to Valuation and Marketing earns ten (10) CPE credit points.

This is to develop the said professionals core skills and knowledge of the said professionals and other relevant knowledge development. The said professionals are to submit proof of attendance/registration/certificate for attending the recognized full time or part time study/correspondence/distance learning courses as supporting documents together with Appendix B (CPE Submission Form).

#### 8.6 Authorship and Publication

The said professionals may gain CPE credit point through authorship and publication of technical articles or books on **relevant topics** to develop the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development. Article or book published in professional journals as recognized by BoVEA:





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For Registered Valuers and Estate Agents, for articles published in professional journals as recognized by BoVEA:

- (a) Five (5) CPE credit points for original/research paper.
- (b) Two (2) CPE credit points for non-original/review paper.
- (c) Ten (10) CPE credit points for original published books registered by ISBN.
- (d) Five (5) CPE credit points for translation of published books registered by ISBN.

The said professionals are to submit proof of authorship and publication of articles or books and BoVEA approval as supporting documents together with Appendix B (CPE Submission Form).

### 8.7 In-house Training

To encourage firms/public companies/government agencies employing the said professionals to provide in-house training especially for their junior staff to assist in their professional development and also encourage the transfer of technical skills within the organization via application to the BoVEA by the firms/public companies/government agencies, CPE credit point may be accorded to the presenters and participants in the event.

The said professionals presenting or participating in firms/public companies/ government agencies in-house training on topics relevant to develop the said professionals core skills and knowledge of the said professionals and other relevant knowledge development may be accorded:

- (a) Three (3) CPE credit points for Registered Valuers and Estate Agents for presenting.
- (b) Two (2) CPE credit points for Registered Valuers and Estate Agents for participating.

The said professionals are to submit the following supporting documents together with Appendix B (CPE Submission Form):

#### Presenter:

- i) Appreciation letter at approved in-house training; or
- ii) Invitation letter to deliver topics on in-house training

#### Participant:

- i) Certificates of attendance at approved in-house training; or
- ii) Any proof of attendance at approved in-house training.

### 8.8 Private Studies

The said professionals (especially those residing in rural areas) may be concerned that they cannot attend the Institution or other Institution approved CPE events. Private Studies such as reading books, articles and other publications are acceptable as fulfilling the requirements. The said



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professionals in remote areas can also learn from audio and video medias obtained from members for their home viewing or at the Institution Headquarter or through e-learning. The topics covered should be relevant to develop the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development.

Each approved relevant topic covered through reading, learning from audio or video tapes or e-learning through web pages may be accorded with:

- (a) Two (2) CPE credit points for Registered Valuers and Estate Agents

For above, only maximum two (2) study material per registered year.

The said professionals are to submit a summary and/or synopsis of reading or viewing; and listening to audio and video medias or viewing of web pages as supporting documents together with Appendix B (CPE Submission Form). Submission contents of synopsis (not less than 150 words) should include:-

- a) Brief description of main elements of topic reading
- b) Significant learning points that can be applied to current application
- c) Conclusion

## 8.9 Community or Committee Activities

- (a) Two (2) CPE credit points for Registered Valuers and Estate Agents

For the above, only a maximum of one (1) event per registered year, can be attained by taking part in community or committee activities arranged in the country.

The said professionals are to submit supporting documents together with Appendix B (CPE Submission Form) as proof of attendance.





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### 8.10 Arbitration Hearing

The said professionals appointed as member in Arbitration Process, Alternative Dispute Resolution (ADR) or Mediation and involved as expert witness or as a party representative in Arbitration may be accord:

- (a) Two (2) CPE credit points for Registered Valuers and Estate Agents

For above, only maximum of two (2) events per registered year as per Appendix 'A'.

The said professionals are to submit the following applicable supporting documents together with Appendix B (CPE Submission Form):

- i) Summary of the case attended.
- ii) Proof of attendance e.g. appointment or request letter.

### 8.11 Industry Involvement (for academicians)

The said professionals employed in academic positions are expected to foster links with industry or institutions for the benefit of engineering education, research and practice. This requirement also ensures that they are exposed to developments in engineering practice outside their university. Industry or institutions involvement will normally be in the form of consulting services. However, where one has close ties with industry or institutions, he/she can include supervision of industry/institutions-sponsored research. Supervision of projects carried out for industry and field trips may also be counted if they have contributed to the above objectives may be accord:

- (a) Five (5) CPE credit points for Registered Valuers and Estate Agents

The said professionals are to submit supporting documents together with Appendix B (CPE Submission Form) as proof of attendance.





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## 8.12 Others

Participation and contribution as an organizing member at seminar, conference, workshop or talk conducted by professional bodies/government agencies/institutions of higher learning/NGO/societies which are not covered under Category 2 in Appendix 'A' but topics covered are relevant to the said professionals' core skills and knowledge of the said professionals and other relevant knowledge development is accorded:

- (a) Two (2) CPE credit points for Registered Valuers and Estate Agents

For the above, only a maximum of two (2) events per registered year.

Said organizing members are to submit proof of attendance acceptable to the Institution as supporting documents together with Appendix B (CPE Submission Form).



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## APPENDIX A

CPE CREDIT POINT TABLE				
Category	Qualifying Category of event	Description of Event	Credit Point ** per Event	
			Valuers	Estate Agents
1 Non-structured	Attendance at Meeting	a) Board of Valuers and Estate Agents		
		i) Meeting	3	3
		ii) Committee Meeting	3	3
		iii) Sub-Committee Meeting	3	3
		b) Valuers and Estate Agents serving in the professional bodies acknowledge by BoVEA:		
		i) Technical Meeting	3	3
		ii) Committee Meeting	3	3
		iii) Sub-Committee Meeting	2	2
2 Structured	Attendance at Seminar, Conference, Workshop, CPE Talk, Short Courses and Technical Visit	Organised by BoVEA or others acknowledge by BoVEA		
		i) Seminar, Conference, Workshop, CPE Talk and Short Courses including organized through inhouse		
		2 days or more	12	12
		Full day (8hrs)	6	6
		½ day (4hrs)	3	3
		ii) Technical visit	3	3
3 Structured	Speaker on professional matters	Preparation and delivery as a speaker at talks, seminars, workshop, symposiums, etc on professional matters	5	5
4 Structured	Research or Postgraduate studies	a) Full time study for a duration of not less than six (6) months on subject related to Valuation and/or Marketing	10	10
		b) Full time study for a duration of twelve (12) months or more on subject related to Valuation and/or Marketing	20	20
		c) Part-time Study/ Correspondence/ Distance Learning Course for a duration of not less than two (2) years leading to a Post-graduate Diploma or Master degree related to Valuation or/and Marketing	10	10





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5 Structured	Authorship and Publication	a) Article published in professional journals as recognised by BoVEA:		
		i) Original/Research Paper	5	5
		ii) Non-original/Review Paper	2	2
		b) Published books (register by ISBN):		
		i) Original	10	10
		ii) Translation	5	5

CPE CREDIT POINT TABLE				
Category	Qualifying Category of event	Description of Event	Credit Point ** per Event	
			Valuers	Estate Agents
6 Non-Structured	In-House Training	Presentation/participation at firms/public companies/ Government agencies in-house training related to Valuation and Estate Agent field area.	Presenter	
			3	3
			Participation	
			2	2
7 Non Structured	Private studies	a) Reading books, articles and other publications related to Valuation and/or Marketing b) Learning from audio and video tapes of matters related to Valuation and/or Marketing c) E-Learning on subject matters to Valuation and/or Marketing	(Max 2 events)	
			2	2
			2	2
			2	2
8 Non-Structured	Community Service	Taking part in community service activities arranged in the country	(Max 1 event)	
			2	2
9 Non structured	Arbitration Hearing (on a case to case basis)	a) Arbitration Process b) ADR c) Mediation d) Expert Witness e) Party Representative in Arbitration	(Max 2 events)	
			2	2
			2	2
			2	2
			2	2
			2	2
10 Structured	Industry Involvement (for academicians)	Valuation and Estate Agents, employed in academic positions foster links with industry, Institutes to the benefit of Valuation and Estate Agents education, research and practice.	5	5





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11 Non Structured	Others	Participation and contribution as an organizing member or contributing to any activities related to Valuation or/and Estate Agent for professional bodies/ government agencies/ Institutions of Higher Learning/ NGO/societies as approved by BoVEA (Brunei)	(Max 2 events)	
			2	2
12 Structured	Attendance at (Annual General Meeting)AGM	Attendance at the Institution AGM, Institution Division' AGM or AGM of any accredited professional bodies	(Max 2 events)	
			5	5

Note : Supporting documents shall be submitted to BoVEA for CPE point reference.



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## APPENDIX B

### CPE SUBMISSION FORM

CPE RECORD FOR THE YEAR: .....

Name : \_\_\_\_\_

Membership No: \_\_\_\_\_

Email: \_\_\_\_\_

Contact No : \_\_\_\_\_ (M) \_\_\_\_\_ (O)

Address: \_\_\_\_\_

#### Category of Registered Professional:

##### Valuer

Below 60 years

Between 60 to 70 years

Above 70 years

##### Estate Agent

Below 60 years

Between 60 to 70 years

Above 70 years





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Category	Qualifying Category of Event	Description of Event Attended	Organiser	Date	CPE Credit Point(s) (refer to CPE matrix table)	Total CPE Credit Point(s)
1	Attendance at Meeting					
2	Attendance at Seminar, Conference, Workshop, CPE Talk, Course and Technical Visit, etc					
3	Speaker on Professional Matters related to Valuation and Estate Agent field areas					
4	Research or Postgraduate Studies					
5	Authorship and Publication					



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6	In-House Training					





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Category	Qualifying Category of Event	Description of Event Attended	Organiser	Date	CPE Credit Point(s) (refer to CPE matrix table)	Total CPE Credit Point(s)
7	Private Studies					
8	Community Service					
9	Arbitration Hearing (on a case to case basis)					
10	Industry Involvement (for academicians)					
11	Others					
12	Attendance at AGM					