



22 January, 2014

Dear Member/ Student,

The Institute has committed to enhance the service quality to its members. In order to provide more information about the seminar, the proficiency level of the seminar in future will be indicated in the seminar flyer. The level of proficiency will be categorized into 3 levels. Seminar for some general topics will be categorized as non-technical. Definitions of the level of proficiency are as follow:

Level 1: Foundation
Provide basic knowledge which could be applied in certain simple and fact specific circumstances. Arouse preliminary interest on the technical topics. Generally require no or little pre-requisite understanding and knowledge in relation to the topics.
Level 2: Intermediate
With some level of background knowledge and understanding, provide a deeper thought and discussion on the topical issues. The knowledge and skills could be applied in a range of circumstances and may be able to deal with circumstances containing new fact pattern.
Level 3: Advanced
Based on adequate knowledge and practical experiences in the same or related areas, provide specialized viewpoints and insight on the topical issues and may discuss complicated or innovative concepts. Specialist skills could be applied in extra-ordinary circumstances which contains controversial issues and possible diverse technical viewpoint.
Other: Non-technical
General interest on non-technical topics.

Yours Sincerely,

CPD committee