

# **CONTINUING PROFESSIONAL DEVELOPMENT POLICY**

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## TABLE OF CONTENTS

2. Background .....	3
3. Objectives of Continuing Professional Development.....	3
4. Requirements for Registered Surveyors and/or Degree Qualified Individuals.....	4
4.1 CPD Activities.....	4
4.1.1 Professional Experience.....	4
4.1.2 Continuing Education.....	5
4.2 Assessment of Professional CPD Points.....	7
5. Requirements for Individuals to with Diploma or Advanced Diploma Level Qualifications.....	7
5.1 CPD Activities.....	7
5.1.1 CPD activities.....	7
5.2 Assessment of CPD Points.....	7
6. Requirements for All Individuals With No Formal Qualifications Relevant To Their Position.....	8
6.1 CPD Activities.....	8
6.1.1 Acceptable activities .....	8
6.2 Assessment of CPD Points.....	8
7. Sanctions for Non-compliance.....	8

## 2. BACKGROUND

The Professional Surveyors Occupational Association (the Association) recognises that Continuing Professional Development (“CPD”) is essential for all individuals in an organisation as a risk management strategy.

For professional individuals this policy has been based on the Board of Surveying & Spatial Information (BOSSI) CPD Policy for registered surveyors. For TAFE qualified and other individuals the policy has been determined by the Board of the Association.

All members of the Association are required to attempt to meet the requirements of this policy on an annual basis. A report of CPD activities should be kept to enable accurate reporting to the Association.

Members will be randomly audited to ensure compliance.

## 3. OBJECTIVES OF CONTINUING PROFESSIONAL DEVELOPMENT

- To maintain services provided by professional surveying organisations at the peak level of competence;
- To encourage the sharing of ideas amongst professionals in the industry;
- To increase individual professional’s capabilities as a contribution to national development;
- To extend employee’s knowledge and understanding of their role within an organisation;
- To maintain all employees at the peak level of performance.

## **4. REQUIREMENTS FOR REGISTERED SURVEYORS AND/OR DEGREE QUALIFIED INDIVIDUALS**

The Association requires all Registered Surveyors and/or degree qualified individuals to undertake a minimum of 15 recognised CPD points between 1 July and 30 June of the following year. For assessment purposes 1 CPD point equals 1 hour of CPD. Recognised CPD may take the form of a lecture, seminar, workshop, conference or demonstration. Points may also be awarded for the research, preparation and initial presentation of papers at such activities and/or for the publication of technical papers.

### **4.1 CPD ACTIVITIES**

Any CPD undertaking should seek to complement and update existing knowledge, enhance skills or prepare a professional for additional responsibilities or tasks. Courses and activities must be relevant to the professional's immediate or long-term needs, in relation to the industry.

In addition to technical content, content could include education for, and acquisition of, other skills and related professional practices including business management, environmental management, and professional responsibilities.

#### **4.1.1 PROFESSIONAL EXPERIENCE**

Acceptable CPD activities include but are not restricted to:

- Being a personal member of a professional organisation which issues a professional journal, accruing 1 CPD point per organisation to a maximum of 2 CPD points per CPD period;
- Attendance, to a total maximum allowable points for all service on all Committees and Sub-Committees of 6 CPD points per CPD period:
  - at a professional surveying organisation's meetings (for example, the Executive Committee of the Association of Consulting Surveyors NSW Inc or the Division Committee of the Institution of Surveyors NSW Inc or AIMS - Australian Institute of Mine Surveyors Limited);

- at a professional surveying organisation's sub-committee meetings (for example, the Institution's Survey Practice & Legislative Subcommittee, Mine Survey and Drafting Directions Committee);
- Supervising Surveyor activities for enrolled, financial, candidates to a maximum of 3 points per CPD period;
- Unsupervised structured self-education. Prior to undertaking these activities, a professional must submit the proposed program and intended learning outcomes to the Association for assessment of CPD points.

It is emphasised that undocumented self assessed points are not acceptable. Suitable supporting evidence must be available to assist the Association in evaluating the claim if it is subject to audit.

Activities which do not warrant the allocation of CPD points include but are not restricted to:

- Unstructured conversations with other professionals;
- General meetings with clients, lawyers, government officers, instrument companies or similar;
- Unstructured learning of instrument operations;
- Attending and contributing to community service organisation meetings or local government association (local Council) meetings;
- Marking out a sports oval or similar setting out work for charitable organisations;
- Ad hoc training of field hands and assistants.

#### **4.1.2 CONTINUING EDUCATION**

CPD points may also be gained through attendance at CPD events. All such CPD events, activities and courses must be of significant technical, intellectual and practical content and should deal primarily with matters directly relating to the practice of surveying and/or business management. Presenters of any course must have the appropriate practical experience or academic qualifications in the course subject. Acceptable CPD points may be gained through the following categories:

- Conferences, Congresses and Conventions:

These include conferences, congresses or conventions run by professional bodies and which provide subjects of interest and education for professionals in the industry.

- Courses, Seminars, Workshops and Lectures:

Similarly, these can include those provided by a wide range of organisations including educational bodies, government departments, and private providers.

- Institution of Surveyors (etc) Regional Group Meetings and Discussion:

Institution Group meetings should provide a regular opportunity for regional members to gain CPD points. Attendance at these functions is highly recommended.

- Development Activities:

It is recommended that a professional submit the proposed program to the Association for assessment of CPD points prior to undertaking the activity. Supporting information must outline the content, duration and proposed learning outcomes of the program. Surveyors must ensure they receive a record of attendance as proof of completion of the activity. Such activities include:

- ~ Structured in-house learning.

This type of CPD activity is presented by in-house experts and is common in larger enterprises. It may also be a joint activity conducted by a number of smaller enterprises.

- ~ Structured learning - external provider.

These would be similar to structured in-house learning except the provider is external to the enterprise.

- ~ Tertiary Courses:

These are specific education courses delivered by accredited adult vocational, Registered Training Organisation or university institutions.

- ~ Research and Writing of Technical Publications and Presentation of Technical Paper:

This would include preparation of papers published in seminar papers or professional journals.

## **4.2 ASSESSMENT OF PROFESSIONAL CPD POINTS**

If events are to be claimed that have not been formally assessed by a recognised professional organisation it is requested that the program, content and expected learning outcomes of the event are forwarded to the Association for assessment

## **5. REQUIREMENTS FOR INDIVIDUALS TO WITH DIPLOMA OR ADVANCED DIPLOMA LEVEL QUALIFICATIONS**

The Association requires all TAFE qualified individuals to undertake a minimum of 5 CPD points between 1 July and 30 June of the following year. For assessment purposes 1 CPD point equals 1 hour of CPD. CPD may take the form of a lecture, seminar, workshop, conference or demonstration. For any individual working less than a 38 hour week the required CPD hours is 0.3% of hours worked during the year.

### **5.1 CPD ACTIVITIES**

Any CPD undertaking should seek to complement and update existing knowledge, enhance skills or prepare an individual for additional responsibilities or tasks. Courses and activities must be relevant to the individual's immediate or long-term needs, in relation to the industry.

In addition to technical content, content could include education for, and acquisition of, other skills and related practices including soft skills such as time management, communication, report/letter writing etc.

#### **5.1.1 CPD ACTIVITIES**

All activities listed for professionals are accepted activities.

### **5.2 ASSESSMENT OF CPD POINTS**

Formal assessment of CPD is not required. However members will be required to self-assess events so that a report on the activities that have been undertaken can be provided.

## **6. REQUIREMENTS FOR ALL INDIVIDUALS WITH NO FORMAL QUALIFICATIONS RELEVANT TO THEIR POSITION**

The Association requires all individuals with no formal qualifications relevant to their position to undertake a minimum of 2 CPD points between 1 July and 30 June of the following year. For assessment purposes 1 CPD point equals 1 hour of CPD. CPD may take the form of a lecture, seminar, workshop, conference or demonstration. For any individual working less than a 38 hour week the required CPD hours is 0.1% of hours worked during the year.

### **6.1 CPD ACTIVITIES**

Any CPD undertaking should seek to complement and update existing knowledge, enhance skills or prepare an individual for additional responsibilities or tasks. Courses and activities must be relevant to the individual's immediate or long-term needs, in relation to the industry.

In addition to technical content, content could include education for, and acquisition of, other skills and related practices including soft skills such as time management, communication, report/letter writing etc.

#### **6.1.1 ACCEPTABLE ACTIVITIES**

All activities listed for professionals are accepted activities.

### **6.2 ASSESSMENT OF CPD POINTS**

Formal assessment of CPD is not required. However members will be required to self-assess events so that a report on the activities that have been undertaken can be provided.

## **7. SANCTIONS FOR NON-COMPLIANCE**

If when audited a member is found to have made a false declaration relating to CPD compliance a warning will be given to the sole trader, partner or nominated representative of the corporation in writing with an opportunity to explain.

If no suitable explanation is provided, the member will be required to include any missing CPD for any individual as an additional requirement in the following CPD year.

The member will be advised that they will automatically be included in the audit process for the next two years to confirm continued CPD compliance.

Any member who fails to comply for 2 consecutive years will have their membership suspended until proof of compliance has been provided.

Membership may be terminated by the Board after compliance with the procedures set out in the Disciplinary Regulations.