



**ENGINEERS
AUSTRALIA**

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

Approved by the Council of Engineers Australia
19 February 2009

1. APPLICATION

- 1.1 This policy applies to:
 - Chartered members of Engineers Australia
 - Registrants on the National Engineering Registers, including non-members
- 1.2 Pursuant to paragraph 5(a) of the Royal Charter and Bye-law 24.1, Council has the power to audit the CPD records of Chartered members and may delegate this power.
- 1.3 Registrants on the National Engineering Registers, including non-members, are bound by this policy as a consequence of a declaration made by each individual, as a condition of their inclusion on the registers.
- 1.4 The Membership Regulations prescribe the requirements for obtaining Chartered status and the rules regarding the continued use of the Chartered post-nominal, including the consequences of an unsuccessful audit outcome.

2 OBLIGATIONS

- 2.1 Council expects Chartered Members and Registrants to maintain records of CPD activities that extend or update their knowledge, skill or judgment in their area or areas of engineering practice. Council expects that these activities will enable the individual to:
 - maintain technical competence;
 - retain and enhance their effectiveness in the workplace;
 - be able to help, influence and lead others by example;
 - successfully deal with changes in their career; and
 - better serve the community.

- 2.2 Council expects Chartered Members and Registrants to be able to demonstrate an active participation in their area or areas of engineering practice during the five years prior to an audit. Council's Career Breaks Policy makes allowances for individuals who have taken a period of leave from the workforce of over 6 months but less than 5 years

3. CPD RECORDS

- 3.1 An individual's CPD records must demonstrate a minimum of 150 hours of structured CPD in the last three years.
- 3.2 Of the 150 hours:
- at least 50 hours must relate to the individual's area of practice;
 - at least 10 hours must cover risk management;
 - at least 15 hours must address business and management skills; and
 - the remainder must cover a range of activities relevant to the individual's career.
- 3.3 In addition, engineering academics/teachers must demonstrate at least 40 hours industry involvement in any three year period.
- 3.4 An individual who has worked predominately in a part-time capacity (less than 24 hours a week) over the three years prior to an audit may demonstrate the required minimum of 150 hours of structured CPD over the last five years rather than the last three years.
- 3.5 Council's Career Breaks Policy makes allowances for individuals who have taken a period of leave from the workforce of over 6 months but less than 5 years.

4. STRUCTURED CPD

- 4.1 For the purpose of audit, Council will accept as evidence of compliance with this policy, CPD records of participation in the following activities providing that they meet the objectives of 2.1:
- a) formal post-graduate study leading to an award or individual tertiary courses or units;
 - b) short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings,
 - c) learning activities in the workplace that extend a member's competence in their area of practice;
 - d) private study which extends a member's knowledge and skills;
 - e) service to the engineering profession;
 - f) the preparation and presentation of material for courses, conferences, seminars and symposia; and
 - g) any other structured activities not covered by a) – f) above.

5. AUDITING OF CPD RECORDS

- 5.1 The Chief Executive is authorised to conduct CPD audits and may delegate this responsibility.
- 5.2 An audit may be undertaken
- on a random or periodic basis;
 - if the individual has been the subject of a complaint;
 - if the individual is working in a high risk area of practice;
 - to meet requirements set down in legislation; or
 - to meet other requirements or priorities set down by Council from time to time.
- 5.3 The decision to select a particular individual or group of individuals for audit is not an appealable decision.
- 5.4 The Chief Executive or delegate is to consult as appropriate with relevant units of Engineers Australia in the conduct of audits.
- 5.5 An individual who has received an audit notice is required to respond within three months by submitting the required CPD records and a statement of participation in their area or areas of engineering practice.
- 5.6 An individual who is unable to provide the information within three months may seek an extension of time to comply. A reasonable explanation must be provided at the time of the request for extension.
- 5.7 An individual who is no longer in engineering practice and intends to discontinue unqualified use of the Chartered post-nominal or to remove themselves from the National Engineering Registers must respond to the audit notice by advising of this decision.
- 5.8 An individual who has received a notice of an unsuccessful audit outcome may be given a further 12 months in which to comply, at the discretion of the Chief Executive, who may delegate this authority.