

## Continuing Professional Development (CPD)

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### 1. Objective

CPD activities are to extend or update a practitioner's knowledge, skill or judgment in their area or areas of practice and enable them 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. Minimum Requirement

A practitioner's CPD records must document a minimum of 150 hours of structured CPD over a three-year period.

### 3. Specific Requirements

3.a. for all practitioners, of the 150 hours:

- at least 50 hours must relate to the practitioner's area(s) 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 practitioner's career.

3.b. for engineering academics and teachers: in addition to the 150 hours, practitioners must demonstrate at least 40 hours industry involvement in any three-year period. (If the industry involvement satisfies the other CPD criteria, it may be included as part of the submitted CPD hours. Otherwise, the industry involvement is an additional requirement.)

### 4. CPD Activities

CPD records may include participation in the following activities, providing that they satisfy the **Objective in paragraph 1 and the Specific Requirements in paragraph 3 above**:

- a) formal post-graduate study leading to an award or individual tertiary course units not taken for award purposes;
- b) short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings;
- c) learning activities in the workplace that extend competence in the area of practice;
- d) private study which extends 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. CPD Conditions and Notes

Conditions and notes on the various types of CPD are available from the NERB website at [www.nerb.org.au](http://www.nerb.org.au) >Guidelines.

### 6. CPD Record Sheet

A CPD Record Sheet and summary are available from the NERB website at [www.nerb.org.au](http://www.nerb.org.au) >Guidelines.

During the transition from the former to current CPD policy (ie until end of 2009), if you have recorded your CPD in the earlier format, it will be assessed in accordance with the earlier policy.

### 7. Further Information

Further information, including Frequently Asked Questions, can be downloaded from the NERB website [www.nerb.org.au](http://www.nerb.org.au) >Guidelines.