



ENGINEERS
AUSTRALIA

Continuing professional development policy

Policy statement	The purpose of the <i>Continuing professional development</i> policy is to realise the expectations of continuing professional development (CPD) as referenced in the Engineers Australia General Regulations.	
How to use this document	<p>CPD is defined as the undertaking of development activities that lead to the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout an individual's engineering career.</p> <p>CPD must be of a kind that will assist in enabling an individual to:</p> <ul style="list-style-type: none">• Maintain and enhance technical competence.• Maintain and enhance management skills.• Help, influence and lead others.	
Who should use this document	<p>This policy applies to:</p> <ul style="list-style-type: none">• Chartered members of Engineers Australia• Registrants on the National Engineering Register (NER), including non-members.	
Who to contact for more information	If you are unsure about what to do in a particular circumstance, contact the Office of Chief Engineer at Engineers Australia.	
Date created	Document authoriser	Next review date
30 September 2024	Engineers Australia Board	11 December 2026



ENGINEERS
AUSTRALIA

Detailed policy statement

Undertaking CPD is a core requirement of maintaining your Chartered or NER credentials. Individuals with Chartered or NER credentials will be subject to regular CPD Audit and Practice Reviews.

CPD requirement

To meet Engineers Australia's requirements for CPD, an individual must undertake a minimum of 150 hours of CPD activities over the previous three-year period. The 150 hours must include the following professional development activity breakdown:

- At least 50 hours must relate to an individual's area of engineering practice.
- At least 10 hours must relate to risk management.
- At least 15 hours must relate to business and management skills.
- The remainder must cover a range of activities relevant to an individual's engineering career.

If an individual has more than one area of engineering practice, their 150 hours must include a minimum of 50 hours allocated to each area of engineering practice. If technical CPD activities overlap, then the same hours can be used for each area of engineering practice.

If an individual is an engineering academic or teacher, their 150 hours must include a minimum of 40 hours of industry involvement over the three-year period.

The CPD - Types and Conditions document can be used as a guide to meet the CPD requirements.

CPD audit and practice review

The standard CPD audit and practice review cycle is five years. Individuals can expect to be audited at least once during a five-year cycle and may be subject to additional audits.

Part-time employment

Part-time employment is defined as working less than 24 hours per week over the previous three-year period, in which case the CPD period is extended to five years.

Career break

Career break is defined as a period of leave from the workforce of at least six months and less than five years, in which case the CPD period is extended to five years.

The following may be considered as a career break:

- A serious illness;
- Parental leave;
- Extended travel;
- Caring for family members;



ENGINEERS
AUSTRALIA

- Unemployment;
- Elite sporting or cultural pursuits; or
- Other career breaks as assessed by Engineers Australia on a case-by-case basis.

A career break must be applied for during a CPD audit and practice review.

Reference documents

Engineers Australia General Regulations

CPD - Types and Conditions

Document change history

Date	Version	Change details	Approved by	Authorised by
10/10/2017	1.0	Document created	EGM Professional Standards and Practice	CEO
10/10/2019	1.0	Document reviewed	EGM Professional Standards and Practice	CEO
April 2023	1.4	Policy & Procedure reviewed	EGM Professional Standards and Practice	CEO
11/12/24	2.0	New template format and minor content revisions	Engineers Australia Board	CEO
24/01/25	2.1	Minor style changes applied to template	Bernadette Foley	