



## Continuing Professional Development (CPD) TYPES AND EXAMPLES

**General**

At the time of applying for registration on the NER you are required to demonstrate how much CPD you have completed in the three (3) years prior to applying. Some applicants may be able to show that they have completed 150 hours CPD in the previous three (3) years. If you haven't completed 150 hours CPD in the last three (3) years, you must be able to show at least 50 hours in the twelve (12) months prior to applying.

All registrants will be subject to a practice review every five (5) years, which includes a review of your CPD records and a statement of experience. The timing of the first practice review will depend on how many hours of CPD you have accrued in the three (3) years prior to lodging your application. If you have recorded 150 hours CPD in the previous three (3) years, you will be subject to review in five (5) years. If you can only show 50 hours CPD (in the immediate preceding twelve (12) month period at the time of your NER application) your practice review will be earlier.

At least 50% of your CPD activity should be focused on your technical area of expertise.

Activity Type of CPD	Examples
<b>A. Any tertiary course taken either as an individual course or for a formal post-graduate award</b>	<ul style="list-style-type: none"> <li>• Study may be either on campus or by distance education.</li> <li>• All such activities should involve some form of assessment</li> </ul>
<b>B. Short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings</b>	<ul style="list-style-type: none"> <li>• Technical meetings including Engineers Australia presentations</li> <li>• Seminars and workshops delivered or facilitated by third party practitioners in the field.</li> </ul>
<b>C. Learning activities in the workplace that extend competence in the area of practice</b>	<ul style="list-style-type: none"> <li>• Workshops, seminars and discussion groups for employees (activities that are normal work activities cannot be claimed as learning activities in the workplace).</li> </ul>
<b>D. Private study which extends your knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Private study includes the reading of books, journals, transactions, manuals etc. Sufficient records must be kept of claimed personal reading (e.g. date, title, author and time invested) to address an auditor's inquiry.</li> <li>• This information should be recorded after you have read the article for audit purposes</li> </ul>



## Continuing Professional Development (CPD) TYPES AND EXAMPLES

<p><b>E. Community engagement representing the engineering team</b></p>	<p>Service to the engineering profession may include:</p> <ul style="list-style-type: none"> <li>• serving in a volunteer capacity on boards and committees (not for profit organisations);</li> <li>• being a panel member on tertiary course accreditation visits;</li> <li>• being an interviewer on chartered status assessment panels;</li> <li>• reviewing technical publications prior to publication;</li> <li>• serving as a volunteer on other boards and committees which advance the engineering team;</li> <li>• mentoring a colleague for work experience purposes;</li> <li>• preparation of written submissions / contributions to, and participation in technical standards related meetings of organisations, such as Standards Australia, on areas relevant to your engineering work (whether representing Engineers Australia or another organisation).</li> </ul>
<p><b>F. The preparation and presentation of material for courses, conferences, seminars and symposia</b></p>	<p>The time for research, drafting and presentation of material can be claimed for CPD purposes if the material is prepared and presented by you and the activities contribute to the advancement of the profession.</p>
<p><b>G. Any other structured activities not covered by A to F above that meet the objectives of the CPD policy.</b></p>	
<p><b>H. NER registrants may claim a credit for 10 hours if they work in a firm which has a third party audited management system in place compliant with:</b></p>	<ul style="list-style-type: none"> <li>• AS/NZS ISO 31000:2009 Risk management—Principles and guidelines; and/or</li> <li>• AS/ISO9001 2015 Quality management systems; and/or</li> <li>• AS/150 1400: Environmental Management; and or</li> <li>• AS/ N@S 480:2001 Occupational Health &amp; Safety; or</li> <li>• by completing the work practices management self-declaration checklist.</li> </ul>