

CONTINUING PROFESSIONAL DEVELOPMENT PROCEDURE

PROCEDURE

1. This procedure implements the Continuing Professional Development Policy

WHO DOES THE PROCEDURE APPLY TO

2. This procedure applies to:
 - Chartered Members of Engineers Australia
 - Applicants for Chartered status
 - NER Registrants
 - Employees of Engineers Australia.
 - External Organisations engaging Engineers Australia as CPD audit & practice review assessment entity.

PROCEDURE

Continuing Professional Development (CPD) Requirements

3. A Chartered Member, NER Registrant and applicants for Chartered status must undertake 150 hours of CPD activities over the previous 3 years. The 150 hours shall include:
 - a) At least 50 hours of professional development activities related to the member or registrant's area of professional engineering practice; and
 - b) At least 10 hours of professional development activities related to risk management; and
 - c) At least 15 hours of professional development activities related to business and management skills.
2. The remaining hours of CPD may cover a range of activities relevant to the member or registrant's career; and, in addition, if the member or registrant is an engineering academic or an engineering teacher, the member has undertaken at least 40 hours of industry involvement in the relevant period.
3. Without limiting the CPD activities required, the activities described in Schedule 1 of this procedure will be generally regarded as appropriate professional development activities.

Career Breaks

4. A person is regarded to have had a career break if he or she has a period of leave from the workforce of at least 6 months but less than 5 years for any proper cause. To avoid doubt, the following may be proper causes:

- a) A serious illness;
- b) Parental leave;
- c) Extended travel;
- d) Caring for family members;
- e) Involuntary unemployment; or
- f) Elite sporting or cultural pursuits.

Record Keeping

- 5. Each chartered member and NER Registrant must make and keep accurate and comprehensive records of CPD activities that the member or registrant undertakes, sufficient to allow them to be properly audited under this Procedure.

Conduct of CPD Audits

- 6. The Chief Executive Officer or delegate will appoint a suitably qualified person to conduct a CPD audit of a member or registrant. A staff member may be a CPD auditor. The assistance of the relevant Colleges in identifying suitable auditors may be sought.
- 7. The member is to be given reasonable notice of the audit. The notice must include:
 - a) A summary of the audit process; and
 - b) A statement of the member or registrant's obligations under these Procedures in respect of the audit; and
 - c) A statement that an *unsatisfactory* assessment from the audit can be reviewed.
- 8. The member or registrant must promptly and co-operatively participate in the audit, including by providing the CPD auditor with any information and records that the auditor, acting reasonably, asks for and providing, on request, explanations of the contents of those records.
- 9. A CPD audit may be conducted wholly or partly on-line, as the CPD auditor elects
- 10. A CPD auditor may, for the purpose of conducting a CPD audit, do any of the following:
 - a) Review and assess information provided by the member or registrant, by Engineers Australia or otherwise available to the auditor;
 - b) Require the member or registrant or Engineers Australia to provide any relevant documentation in his, her or its possession;
 - c) Access, inspect and copy documents provided to the auditor in connection with the audit;
 - d) Determine whether a member or registrant has been, or is, on a career break.

CPD Assessments

- 11. For each CPD audit, the CPD auditor must make an assessment whether the member or registrant's compliance with the CPD requirements is *satisfactory* or *unsatisfactory*.
- 12. The CPD auditor must not make an assessment that the member or registrant's compliance with the CPD requirements is *unsatisfactory* unless:

- a) The auditor has notified the member or registrant of the proposed assessment, including the reasons for it; and
- b) The member or registrant has been given reasonable opportunity (at least 10 business days) to comment on the proposed assessment; and
- c) The auditor takes into account, in deciding whether to make the assessment, any comments made by the member or registrant.

13. Engineers Australia will notify the member of an assessment. If the assessment is *unsatisfactory*, the notice must:

- a) Set out the respects in which the member or registrant's compliance is *unsatisfactory*; and
- b) Inform the member of the right to have the assessment reviewed, and how to apply for such a review.

Applications for Review of CPD Assessments

14. A chartered member or NER registrant dissatisfied with an *unsatisfactory* assessment on a CPD audit may apply to the Chief Executive Officer for review of the assessment.

15. The application:

- a) Must be in writing; and
- b) Must set out enough detail to enable it to be properly investigated and determined in accordance with this Procedure; and
- c) Must be given to the Chief Executive Officer within the period specified in Procedure 25;
- d) Is to be limited to the grounds that the CPD auditor:
 - i. Did not take all relevant material into account; or
 - ii. Took irrelevant material into account; or
 - iii. Did not follow due process in a specified respect; or
 - iv. Demonstrated bias that disadvantaged the member in the making of the decision.

16. The period is:

- a) If, as a result of the CPD audit, the member's chartered status or a registrant NER registration has been revoked – 90 days after the member or registrant has been given notice of the revocation;
- b) In any other case – 30 days after the member or registrant receives the notice of the assessment;

but the Chief Executive Officer or delegate may extend this period, and may do so after the period has ended.

Review Committees

17. A CPD assessment review must be conducted by a Review Committee, comprising at least 3 chartered members and/or NER registrants appointed by the Chief Executive Officer who may consult with relevant Colleges. The CPD auditor concerned is not to be a member of the Committee.
18. The Chief Executive Officer or delegate must appoint one of the Review Committee members to be Chair of the Committee.
19. Regulations 2.20 and 2.21 apply to a member of a Review Committee.

Note: Regulation 2.20 requires compliance with the Office Bearer Code of Conduct. That Code can be found in Schedule 6 of the General Regulations.

Note: Breach of the Office Bearer Code of Conduct is grounds for a complaint under Part 2 Division 4 of the General Regulations.

Note: Regulation 2.21 deals with conflicts of interest. For a definition of 'conflict of interest' see Regulation 1.04.

20. The Chief Executive Officer may, in writing, remove a member of a Review Committee from office:
 - a) To deal with a conflict of interest; or
 - b) If the Chief Executive Officer considers that otherwise it is not appropriate that the member or registrant continue in office.

Conduct of CPD Assessment Reviews

21. A Review Committee must review the assessment the subject of the review. In doing so:
 - a) The Committee is not bound by the rules of evidence, but may inform itself as it sees fit; and
 - b) May seek specified relevant information from the member or registrant, the CPD auditor, Engineers Australia or another person; and
 - c) Must conduct its review in private; and
 - d) Must conduct its proceedings as promptly as proper consideration of the matter permits; and
 - e) May meet by telephone, video link or any other telecommunications system.
22. A Review Committee must give the member or registrant a reasonable opportunity to provide submissions and information to the Committee in relation to the review.
23. Without limiting what a Review Committee must take into account in a review, it must take into account:
 - a) The information and other material in the member's application for review, and otherwise provided by the member or registrant in connection with the review and;
 - b) The statement of reasons of the CPD auditor for the assessment.

Determinations on Reviews

24. A Review Committee must make 1 of the following decisions:
 - a) Confirm the decision of the CPD auditor; or
 - b) Require a new CPD audit of the member to be undertaken.
25. A decision supported by the majority of the votes cast by the Review Committee members is the decision of the Committee.
26. A decision of a Review Committee is final and is not capable of being subject to any further review or appeal.

Notification of CPD Review Committee's Determination

27. A Review Committee must prepare a statement of reasons for its decision.
28. The Chief Executive Officer or delegate must give the member or registrant a written statement of the decision of the Review Committee, including the statement of reasons.
29. If a Review Committee's decision is that a new CPD audit of the member or registrant is to be undertaken, the Chief Executive Officer must arrange for that to be done.

Annual Report on CPD Assessment Reviews

30. The Chief Executive Officer must prepare 1 or more reports, at least once every 12 months, on the CPD assessment reviews undertaken in the previous 12 months.
31. The report must not enable individual members or registrants to be identified.
32. The Chief Executive Officer may provide a copy of the relevant report to each College with an area of expertise that is affected by the report.

Review of CPD Audit Process

33. The Chief Executive Officer must undertake a review of the CPD audit process as set out in this Procedure at regular intervals and may consult with the relevant Colleges in doing so.
34. The Chief Executive Officer must present the outcomes of his or her review to the Board at the next occurring regular meeting of the Board.

LINKS TO OTHER POLICIES AND/OR PROCEDURES

This procedure is to be read in conjunction with the following policy:

- Continuing Professional Development Policy

Date Approved by CEO: 11 February 2019 (Revised)	Date of Effect: 11 February 2019	Review Date: Feb 2021
Responsible Officer:	EGM Professional Standards and Practice	

Schedule 1 – CPD Requirements

	For this type of professional development opportunity ...	the following conditions apply ...
1	Formal post-graduate study or individual tertiary course units not undertaken for award purposes	<p>The study must involve some form of assessment undertaken for award.</p> <p>The number of hours that can be counted towards the CPD requirements is the number of hours of lectures, tutorials and laboratory work (not counting preparation and follow up time). If the study is by distance education, the number of hours that can be counted towards the CPD requirements is the number of hours of formal face to face education that would have been involved.</p>
2	Short courses, workshops, seminars, discussion groups, conferences, technical inspections and technical meetings	
3	Learning activities in the workplace that extend the member’s competence in a relevant area of professional engineering practice	<p>No more than 75 hours of these activities may be counted towards the CPD requirements.</p> <p>Normal work activities applying current knowledge cannot be counted towards the CPD requirements.</p> <p>For any of these activities to be counted towards the CPD requirements, the activities must have extended the member’s competence in a relevant area of professional engineering practice.</p>
4	Private study which extends the member’s relevant knowledge and skills	<p>Private study includes reading books, journals, transactions, manuals and the like.</p> <p>The study must be in the area of the member’s professional engineering practice or in a core area (risk management, business or management skills).</p> <p>Reading the monthly Engineers Australia magazine may be counted towards the CPD requirements, but no more than 18 hours may be so counted.</p> <p>No more than 110 hours of activities described in item 3 or 4, combined, may be counted towards the CPD requirements.</p>
5	<p>Service to the engineering profession, including the following:</p> <ul style="list-style-type: none"> (a) serving in a volunteer capacity on a board or committee of Engineers Australia; (b) serving as a panel member on a tertiary course accreditation visit; (c) serving as an 	No more than 50 hours of these activities may be counted towards the CPD requirements.

-
- interviewer on a chartered status assessment panel;
 - (d) serving as a volunteer on other boards and committees which advance the engineering profession;
 - (e) reviewing a technical publication before it is published;
 - (f) conducting a CPD audit;
 - (g) mentoring a colleague for work experience purposes;
 - (h) preparing written submissions or contributions;
 - (i) participation in technical standards related meetings of organisations, such as Standards Australia, on areas relevant to the member's area of professional practice (whether or not representing Engineers Australia).

6	Preparing and presenting material for a course, conference, seminar or symposium	<p>The following limits apply:</p> <ol style="list-style-type: none"> 1. for a paper published in a journal or conference proceedings—no more than 45 hours of these activities for each paper may be counted towards the CPD requirements; 2. for a paper subject to critical peer review prior to publication—no more than 75 hours of these activities for each paper may be counted towards the CPD requirements. <p>Preparation and presentation of the material must be outside the member's ordinary employment duties.</p> <p><u>The material must contribute to the advancement of the profession.</u></p>
---	--	---