



CPD POLICY
September 2010

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) **POLICY AND GUIDELINES**

Surveyors Boards across Australia are aware of the benefits of promoting consistency across State borders and their obligations to promote and encourage surveyors to continue to meet the expectations of the community by requiring them to participate in the continuing development and enhancement of their professional skills.

Continuing Professional Development is the process by which a person maintains the quality and relevance of their professional ability and is identified by two key components:

1. Professional Experience; and
2. Continuing Education.

1. CPD POLICY OBJECTIVES

The Surveyors Board of South Australia (the Board) accepts the responsibility for active involvement in the field of continuing professional development with the objectives of:

- preserving and enhancing high standards of professional performance by Registered and Licensed Surveyors and Registered Surveying Graduates throughout their career
- ensuring of currency in surveying knowledge by Registered and Licensed Surveyors and Registered Surveying Graduates
- increasing individual surveying capability as a contribution to national recognition/reciprocity
- providing a formal structure to support and deliver Continuing Professional Development activities to Registered and Licensed Surveyors and Registered Surveying Graduates
- ensuring Registered and Licensed Surveyors and Registered Surveying Graduates undertake an adequate level of Continuing Professional Development
- formally recognising Registered and Licensed Surveyors and Registered Surveying Graduates achievements in Continuing Professional Development
- supporting the inclusion of relevant Continuing Professional Development activities by the employers of professional surveyors as part of the employees normal duties

2. CPD Program Notification / Advertising of Approved Courses

In conjunction with the Surveying and Spatial Sciences Institute (SSSI), the Board will develop and promote necessary CPD events. The Board may nominate events as **%Surveyors Board endorsed+** at their discretion. These Board endorsed events will have a specific Cadastral Surveying focus. (Please note: any Surveyors Board endorsed event will also be SSSI Endorsed) Surveyors Board endorsed events will be recorded and made available through the Board website to cater for surveyors unable to attend these sessions.

3. Confidentiality

The Board, through the Registrar, will have access to the CPD records to enable the Board to fulfil its requirements under the Survey Act 1992.

Confidentiality will be strictly maintained. An official record sheet is to be used to assist both the Board and Registered/Licensed Surveyors to keep accurate records.

4. Administration of CPD Policy

The Board acknowledges the need to identify, develop and promote to surveyors appropriate CPD activities and to assess and audit compliance with the CPD policy.

Surveyors must maintain individual records on the proforma sheet provided with licence or registration renewal or a copy is available for download from the Board's website.

Registered/Licensed Surveyors will be required at the renewal of their registration/licence, to acknowledge that they have met the requirements of the CPD policy. Registered/Licensed Surveyors are required to submit details of their CPD activities on renewal of their registration/licence on the Personal Record Form provided. Should insufficient professional development be recorded by year ending June 30, the surveyor will be given 12 months to meet all requirements which includes current year and past year shortfalls. Failure to do so will result in the non-renewal of registration/license until suitable evidence of compliance is presented.

Registered Surveying Graduates will be administered through their Professional Training Agreement with the Board

Surveyors can seek exemption from the Board where extended breaks occur in their professional career, due to sickness, travel, maternity/paternity leave, career change etc. Exemptions will be applied proportionally to the time taken.

The Board will implement an annual sampling / audit of surveyors (approx. 5-10%) at its discretion. Should an audit be rated unsatisfactory (insufficient evidence of CPD events attended), the Registered/Licensed Surveyor will be given 12 months to meet all the requirements of the policy and present the evidence at a second audit. Unless extenuating circumstances apply failure to comply at the second audit will result in the non-renewal of registration/license until evidence of compliance is presented.

5. Operational Guidelines

To minimise duplication and confusion, the Board has chosen to broadly adopt the CPD requirements and accrual methods developed by the SSSI.

To satisfy the Board's CPD requirements a Licensed Surveyor or a Registered Surveying Graduate seeking cadastral endorsement shall:

1. accumulate a minimum of 15 CPD points per financial year, in line with the SSSI CPD requirements and accrual method
2. of these 15 points, a minimum of 6 points must be from attending **Surveyors Board Endorsed** programs which will have a specific Cadastral Surveying focus
3. maintain a record of their CPD activities

4. sign a statement, attached to the annual renewal of licence, acknowledging that they have obtained the required CPD points and hold copies of the necessary records
5. validate in writing, their CPD record for the previous 12 months (to a minimum of 15 points), if requested in writing by the Board
6. the CPD year will commence on 1 July each year.

To satisfy the Board's CPD requirements a Registered Surveyor or a Registered Surveying Graduate seeking endorsement in a category other than cadastral shall:

1. accumulate a minimum of 15 CPD points per financial year, in line with the SSSI CPD requirements and accrual method
2. maintain a record of their CPD activities
3. sign a statement, attached to the annual renewal of registration, acknowledging that they have obtained the required CPD points and hold copies of the necessary records
4. validate in writing, their CPD record for the previous 12 months (to a minimum of 15 points), if requested in writing by the Board
5. the CPD year will commence on 1 July each year.

6. CPD ACTIVITIES and Point Allocations (Refer to SSSI CPD Requirements being attachment A)

Registered/Licensed Surveyors who believe that they have undertaken a relevant CPD activity that does not appear to fit the categories listed should refer the activity to the Board for a determination.

Evidence of attendance at activities to be kept by surveyors for up to three years. This evidence may need to be provided to the Board if requested.



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CONTINUING PROFESSIONAL DEVELOPMENT RECORD

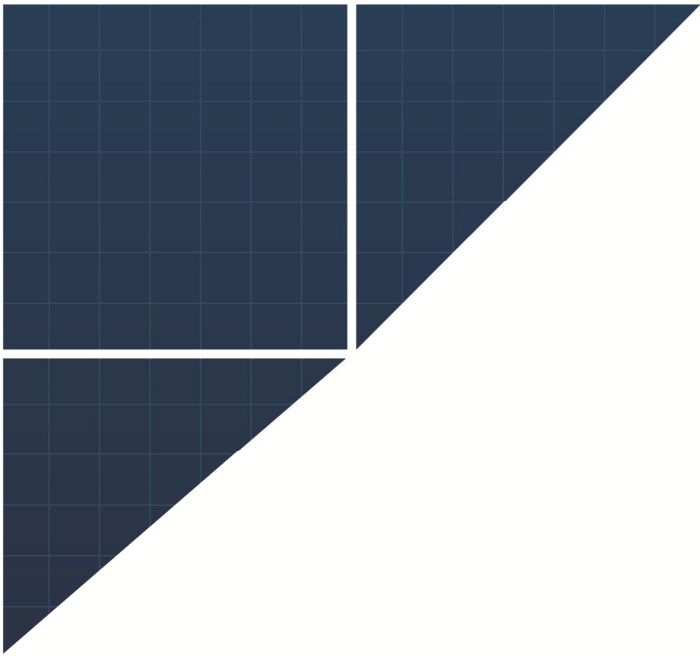
PERSONAL RECORD SHEET FOR THE PERIOD:/...../20ō to/...../20...ō ...

NAME: Licensed / Registered Surveyor: _____

DATE	CPD ACTIVITY	CPD PROVIDER	CORE CPD HOURS	NON-CORE CPD HOURS
Total CPD Points claimed				

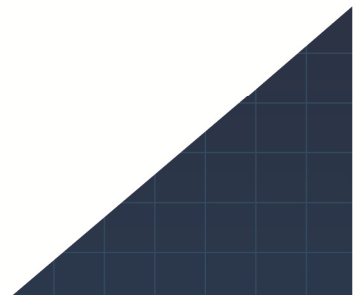
I declare that the information provided in this Record is true and correct. (Note: Proof of attendance may be requested)

SIGNATURE.....DATE.....



SSSI CPD POLICY - July, 2010

Attachment 'A' to the Surveyors Board
SA CPD Policy – September 2010



Surveying and Spatial Sciences Institute Continuing Professional Development Policy

SSSI recognises the importance of Continuing Professional Development (CPD) and is committed to providing innovative, up to date and relevant opportunities for members. SSSI defines CPD as *an individual's commitment to lifelong learning and professional obligation to maintain currency within the spatial industry.*

1. Why CPD?

All individuals who provide a service to the community, government and members of the public are expected to offer quality information that can be relied upon. Inherent in this is an expectation of currency of knowledge. Continuing to use this designation means complying with regulations which includes ensuring professional skills are kept up to date. SSSI wish to protect the market reputation of their members, and ensure a high level of quality assurance can be supplied to all members of the community. This Continuing Professional Development program upholds these requirements and will add greater credibility and reliance on the service spatial professionals provide.

2. Benefits of CPD

- Professional members of SSSI who meet the requirements of the program will be entitled to the post nominal: FSSSI (Fellow); MSSSI (Member); (ASSSI) Associate and (AFSSSI) Affiliate.
- The CPD acknowledgement framework program recognises and rewards participation in professional development activities.

3. SSSI's CPD Program

It is expected that all members of SSSI will be active in their professions and make contributions to their professional skills through CPD. CPD will be recognised and accrued through initiatives presented and endorsed by SSSI and their Sustaining Partners.

SSSI is committed to ensuring each member has the opportunity to fulfill their CPD requirements and will;

- Be responsive to the industry
- Ensure all CPD initiatives correspond to workplace application and extend member knowledge
- Endeavour to ensure individuals receive value for money and 'Return on CPD'
- Provide opportunities for development across career streams
- Consider local, regional and national priorities
- Fully reciprocate and support the investment individuals make to their own development
- Adhere to the SSSI Code of Ethics and Constitution

4. Disclaimer

While SSSI will endeavour to provide a range of accurate and timely information, individuals are responsible for their own CPD, its maintenance and upkeep. The information contained on the SSSI website should be used as a guide and is not warranted to be correct or complete.

5. SSSI CPD Requirements

A professional member must accumulate 15 CPD points per financial year. Points must be accrued within the stated financial year. Additional points gathered **will not** roll into the next period. Individuals will be required to submit their total points per category and sign a declaration that will accompany their membership renewal. It is expected that Members attend at least one conference or seminar per year in order to participate in the networking and technical exhibitions that such events offer. The specific CPD requirements of the membership categories of SSSI are:-

- Honorary Fellow (member), Fellow, Member, Associate, Graduate – 15 points
- Affiliate – 8 points

Methods of accrual will be administered solely by SSSI. Membership categories and circumstances where members are exempt from the CPD points system is outlined in Section 6.

Points can be accrued in the following methods:

5.1 Attendance at conferences, seminars and workshops

Attendance at SSSI endorsed conferences, workshops, seminars that follow structured activities, agendas or programs. It is expected that Members attend at least one conference or seminar per year.

1 point per hour

5.2 Teaching or presenting a workshop or conference

Teaching or presenting a workshop at a SSSI endorsed event that is additional to the participants usual work activities. Repeat presentations, unless there are significant variations from the original program will not attract points.

1 point per hour of presentation; 1 point in addition if written information is developed will be allocated per article, set of slides or chapter. (For initial presentation only, repeat presentations will not attract points.); limited to 5 points per year.

5.3 Participation in SSSI or Special Interest Groups

Those who participate as members of a Committee or Special Interest Group designed to further SSSI capability and performance.

0.5 points per hour; limited to 5 points per year. To claim points in this category members must demonstrate active involvement which can be reflected through attendance at meetings and actively undertaking specific tasks.

5.4 Publication and Peer Review of Papers

CPD points can be achieved for the publication and peer review of journal and conference papers.

Writing paper – 1 point per hour – limited to 5 points per year

Peer review of paper – 0.5 points per hour – limited to 5 points per year

5.5 e-CPD

SSSI will provide online learning opportunities in the form of podcasts, webinars or internet based learning that will be available on the SSSI website.

1 point per hour, extra points can be earned if an attached quiz receives 90% correct answers. Points limited to 8 points per year

5.6 Independent Study, Self Directed Learning and Workplace Learning Activities

Self-paced learning in a private setting according to a program set by a learning organisation or similar body (e.g. a web based learning package). This type of learning is usually structured and involves the testing of knowledge gained in some way.

1 point per hour; points limited to 5 points per year.

The private review of publications, journals, videos, etc that enhances an individual's professional development and knowledge

1 point per year; 1 extra point per year can be gained if supporting evidence such as handwritten notes are supplied

Workplace committees, organisations or on-the-job training activities that provide further enhancement of skills and capabilities will attract points, however must be demonstrated through meeting agendas, attendance or course notes.

0.5 points per hour; limited to 5 points per year

5.7 Structured Networking

Unless the event focus is specific to structured networking, it is inherent that networking will occur through conversation and discussions at all events. Networking points will be applied automatically to SSSI events as it is expected that candidates will converse with each other and as such *point allocations are built into events. For structured networking specific events: 0.5 points per hour; limited to 5 points per year.*

5.8 Mentoring

For individuals who establish a formal Mentor/Mentee relationship and have regular contact that can be demonstrated.

0.5 points per meeting; limited to 5 points per year

5.9 Skills Development, Education Enhancements

This category is broadly defined as learning, knowledge transfer and skills development to manipulate information and knowledge into original thought and innovation. Typically this learning is provided by education and training via academic institutions (University, TAFE) or a registered training organisation (RTO).

1 point per hour; limited to 5 points per year

5.10 Events not endorsed or presented by SSSI

Members can receive points for conferences, workshops or seminars hosted by external parties. An application can be made to SSSI outlining the nature of event, agenda and outcomes individuals hope to attain as a result of attendance, provided this furthers the candidate's knowledge and skill. Individuals must demonstrate the correlation between the relevance of the event and outcomes. Applications must be received with sufficient supporting documentation for SSSI to process.

Points limited to 8 per year for Honorary Fellow (member), Fellow, Member, Associate and Graduate.

Points limited to 4 per year for Affiliate.

5.11 Other activities

Activities not outlined in the categories above can be sought on a case by case basis. Applications with adequate documentation and evidence must be made within a timely manner to the SSSI CPD Coordinator.

5.12 SSSI Sustaining Partners

Arrangements by SSSI with reciprocal bodies and Sustaining Partners will be counted towards CPD points. SSSI will endorse these events based upon the categories as dictated by this section of the policy.

6. Exemptions

6.1 Outlined in SSSI's constitution the following membership categories are exempt from the annual CPD requirement;

- Student
- Honorary Fellow Non-member
- Retirees

6.2 Members who can supply supporting documentation will be eligible for exemptions if they take leave (extended sick, maternity/paternity, long service), are on a gap year or those who take a career break. Exemption will be applied proportional to the time taken per year.

6.3 Members who for some reason are short of the 15 points in a financial year may supply supporting documentation and a request to allow them to accrue the shortfall of points in the following year. The accrual will be in addition to the 15 points required of the following year (the essential criteria being the accumulation of 30 points over two years). Individual cases will only be considered where there is a shortfall – excess points in a year cannot roll into the next period.

7. Audits

7.1 SSSI will conduct an audit of 5% of members nationally. These will be selected at random and can occur at any point during the year. Nominated members will be required to produce documentation for the points they have claimed as part of their renewal of membership. Members will be given a four week period to satisfy evidence requirements. It is expected that members retain up to date information using the SSSI database or through individual means.

7.2 For audit purposes professional development requirements of Registration/Licensing Boards will be recognized by SSSI. Where proof of Registration or License is supplied and the CPD requirements of that Regulator are at least equivalent to that of the SSSI Policy (ie; minimum 15 points) no further proof of CPD compliance will be required. If the CPD requirements of the Regulator do not meet the requirements of the SSSI CPD Policy, then the member will need to carry out additional professional development in order to meet the SSSI requirements.

As an example such Regulators are:-

- Board of Surveying & Spatial Information (NSW);
- Surveyor General for the ACT;
- Surveyors Registration Board of Victoria;
- Land Surveyors Licensing Board (WA);
- New Zealand Cadastral Surveyors Licensing Board;
- Other Regulators as recognised by SSSI from time to time.

7.3 The specific professional development requirements of SSSI Specialised Certification (such as GISP-AP) will be recognised as satisfying the requirements of the SSSI CPD Policy where evidence of compliance with the certification is supplied.

8. Inability to meet CPD requirements

Those individuals who do not achieve the required allocation of points within the year will be notified in writing. Members will then be required to fulfill the point requirements by the end of the next financial year. The remaining incomplete points must be completed by the end of the specified period. Members will be required to complete their remaining points in addition to their annual registration requirements. Unless extenuating circumstances apply, at the end of this period the member may face termination or be subject to limitations of their membership.