



Policy ISNSW-P6

CONTINUING PROFESSIONAL DEVELOPMENT

INSTITUTION OF SURVEYORS
NEW SOUTH WALES Inc.

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CONTINUING PROFESSIONAL DEVELOPMENT

2 Background

‘Continuing Professional Development’ (“CPD”) has been defined as *“the process by which a professional surveyor maintains and develops the ongoing quality and relevance of his/her professional practice.”*

To enable CPD to be consistently and fairly administered and to assist members to comply with the CPD Policy of the Institution of Surveyors NSW Inc. (the Institution), the Executive has prepared this document for distribution to all members.

Pursuant to a decision by the Institution’s CPD Sub-Committee in 2003, the submission of a “CPD Record Sheet” is no longer a prerequisite to annual membership; however it is still mandatory for a member to certify compliance with the Institution’s requirements. .

3 Objectives of Continuing Professional Development

Through the implementation and maintenance of a Continuing Professional Development Policy, the Institution has set a number of objectives for members:

- ◆ To maintain professional service in surveying at the peak level of competence;
- ◆ To encourage the sharing of ideas amongst surveyors in common fora;
- ◆ To improve the quality of surveying services to the community;
- ◆ To extend an individual’s professional knowledge;
- ◆ To preserve and enhance the high standard of professional performance by surveyors throughout their career;
- ◆ To increase an individual surveyor’s capabilities as a contribution to national development;
- ◆ To encourage relevant Continuing Professional Development activities by employers of professional surveyors as part of their employees’ normal duties.

4 Requirements for Membership

The Institution requires members applying for renewal of annual membership to certify that they have met the continuing professional development (CPD) requirements set by the Institution for the period prior to renewal.

This CPD period is aligned to the financial year, extending from 1 July in one year to 30 June in the following year.

Proof of compliance with the Institution’s Continuing Professional Development Policy is demonstrated through the member’s attainment of CPD ‘points’. As a rule, one CPD point is awarded for each hour in attendance at any recognised and assessed CPD activity as detailed in Section 5. This may take the form of a lecture, seminar, workshop, conference or demonstration. Points may also be awarded for the research, preparation and initial presentation of papers at such activities and/or for the publication of technical papers, in accordance with the Institution’s CPD Policy.

The requirements for compliance with the Institution's CPD Policy are:

1. a minimum of 15 points per annum without provision for carry over of surplus points into the following year.
2. for registered land surveyors, at least 3 NSW specific cadastral points to be included in this minimum of 15 points.
3. for registered mining surveyors, at least 3 NSW specific mining surveying points to be included in this minimum of 15 points.
4. for other members, at least 3 NSW specific points in the member's specialty area.
5. the remainder of the 15 points are in 'Survey Practice'.

'Survey Practice' includes survey matters related to:

- Technology Use related to Surveying
- Infrastructure and Engineering
- Environment and Planning
- Building Development
- Subdivision Development
- Project Management
- Professional Practice Management
- Mine Planning and Development
- Risk Management

Members seeking a Compliance Certificate for registration as both land and mining surveyors need only acquire a minimum of 15 points. However, of these points, the surveyor must obtain a minimum of 3 in Cadastral activities and 3 in Mining Surveying activities.

Any excess cadastral or mining activity points can be counted as 'Survey Practice' points in the total of 15 points (minimum) gained during the CPD period.

For the purpose of CPD assessment, 'cadastral' has been defined as "anything to do with the determination and delimitation of rights and interests of parties in real property".

For the purpose of CPD assessment, 'mining' has been defined as "anything to do with the application of surveying technologies and/or principles in extractive, metalliferous or coal mining industries".

For the purpose of CPD assessment, 'Infrastructure and Engineering' has been defined as anything to do with:

- Urban road design; Urban drainage design; Urban contract supervision
- Rural road design; Rural drainage design; Rural contract supervision
- Water mains design; Water mains contract supervision
- Sewer mains design; Sewer mains contract supervision
- On site detention and drainage design

For the purpose of CPD assessment, 'Environment & Planning' may include Project Management; Effective Communication, Negotiation & Mediation; Economics of Development; Professional Ethics and Legislation & Governance as included in the Certified Practising Planner course provided by the Planning Institute of Australia.

5 CPD Activities

Any CPD undertaking should seek to complement and update existing knowledge, enhance skills or prepare a member for additional responsibilities or tasks. Courses and activities must be relevant to the member's immediate or long-term needs, in relation to the practice of surveying.

A member's CPD should relate to the theory and general practice of surveying in its broadest sense. However, content could also include education for, and acquisition of, other skills and related professional practices including business management, environmental management, and professional responsibilities.

Evidence of CPD must be made available to the Institution's CPD Sub-Committee for the assessment of compliance with the Institution's CPD Policy.

5.1 Professional Experience

Acceptable CPD activities include but are not restricted to:

- Being a personal member of a professional organisation which issues a professional journal, accruing 1 CPD point per organisation to a maximum of 2 'Survey Practice' CPD points per CPD period;
- Attendance, to a *total maximum allowable points for all service on all Committees and Sub-Committees of 6 CPD points per CPD period:*
 - at a professional surveying organisation's meetings (for example, the Executive Committee of the Association of Consulting Surveyors NSW Inc or the Division Committee of the Institution of Surveyors NSW Inc or AIMS - Australian Institute of Mine Surveyors Limited);
 - at a professional surveying organisation's sub-committee meetings (for example, the Institution's Survey Practice & Legislative Subcommittee, Mine Survey and Drafting Directions Committee);
 - at **technical** committee meetings of Local Government or State Government instrumentalities;
- Supervising Surveyor activities for enrolled, financial, candidates to a maximum of 1 'specialty' and 2 'Survey Practice' points per CPD period;
- Attendance as a demonstrator at a "Maths in Surveying" or "Surveying Spectacular" event (or similar all day event to promote the Surveying profession) accruing 2 'Survey Practice' CPD points per event. Extra points may be allocated to individual members involved in creating exercises for these events depending on the preparation time and will be determined on a case-by-case basis. In addition "Adopt-a-school" program school visits and preparation for same may attract survey practice CPD points, again to be determined on a case by case basis. A maximum of 4 'Survey Practice' CPD points per CPD period may be obtained by a member attending, preparing for and participating in these "promotion of the profession" type events.
- Unsupervised structured self-education (whether by print material or electronic media, including internet, DVD and so on, or any other form of private study) is not encouraged, because of the difficulty of ensuring diversity of content and opinion. Some self-education will be accepted, but it is to be limited to 3 points and is counted at 0.5 point per hour of study. Prior to undertaking any self education activities, a surveyor **must** submit the proposed program and intended learning outcomes *to the Institution* for assessment of CPD points or show that it has been assessed by another professional association's CPD Committee.

Notes:

- i. Any completely unstructured self-education, which could extend to such activities as generally searching the internet for surveying material, or reading a book without a prior plan, is not acceptable.

- ii. Activities which provide confirmation of supervision, such as interactive internet based activities, are not regarded as unsupervised self-education, but are still limited to a maximum of 3 CPD points.

Undocumented self assessed points are not acceptable. Suitable supporting evidence must be available to assist the Sub-Committee in evaluating the claim if it is subject to audit. Failure to provide sufficient detail introduces an undesirable delay as it invariably involves the Sub-Committee requesting the member to substantiate the claim. Inability to satisfactorily support any claim will lead to its rejection.

Activities which **do not warrant** the allocation of CPD points include but are not restricted to:

- Unstructured conversations with other surveyors or professionals;
- General meetings with clients, lawyers, government officers, instrument companies or similar;
- Unstructured learning of instrument operations;
- Attending and contributing to community service organisation meetings or local government association (local Council) meetings;
- Marking out a sports oval or similar setting out work for charitable organisations;
- Ad hoc training of fieldhands and assistants.
- Manning booths at careers expo days.
- Golf day (however a relevant and structured technical session, before or after, the golf may attract CPD points).

5.2 Continuing Education

CPD points may also be gained through attendance at CPD events. All such CPD events, activities and courses must be of significant technical, intellectual and practical content and should deal primarily with matters directly relating to the practice of surveying. Presenters of any course must have the appropriate practical experience or academic qualifications in the course subject. Acceptable CPD points may be gained through the following categories:

5.2.1 Conferences, Congresses and Conventions:

These include conferences, congresses or conventions run by professional bodies and which provide subjects of interest and education for surveyors.

5.2.2 Courses, Seminars, Workshops and Lectures:

Similarly, these can include those provided by a wide range of organisations including educational bodies, government departments, and private providers.

5.2.3 Institution of Surveyors Regional Group Meetings and Discussion:

Institution Group meetings should provide a regular opportunity for regional members to gain CPD points. Attendance at these functions is highly recommended.

5.2.4 Development Activities:

It is recommended that a member submit the proposed program to an organisation ratified by the Board of Surveying and Spatial Information (BoSSI) for assessment of CPD points prior to undertaking the activity. Supporting information must outline the content, duration and proposed learning outcomes of the program. Members must ensure they receive a record of attendance as proof of completion of the activity. Such activities include:

- *Structured in-house learning.*
This type of CPD activity is presented by in-house experts and is common in larger enterprises. It may also be a joint activity conducted by a number of smaller enterprises.
- *Structured learning - external provider.*
These would be similar to structured in-house learning except the provider is external to the enterprise.

5.2.5 Tertiary Courses:

These are specific education courses delivered by accredited adult vocational, Registered Training Organisation or university institutions.

5.2.6 Research and Writing of Technical Publications and Presentation of Technical Paper:

This would include preparation of papers published in seminar papers or professional journals.

6 CPD Compliance

6.1 Assessment of CPD Points

The Institution of Surveyors NSW Inc. has been ratified by BoSSI to:

- assign CPD points to their own activities;
- assess any activities of other organisations and assign CPD points accordingly;
- at their discretion, assess any other activities of a surveyor, whether a member or a non-member, and assign CPD points accordingly.

The Institution shall not assess the activities of another organisation ratified by BoSSI but shall accept the assessment made by other organisation of its own activities.

When assigning CPD points, ISNSW when relevant can identify “Survey Practice” points as “Infrastructure and Engineering” or “Environment & Planning”. This breakdown is to enable an individual to demonstrate CPD in these areas for other interested parties such as Councils. CPD in either “Infrastructure and Engineering” or “Environment & Planning” is not mandatory.

6.2 Certification

Members are required to certify, as part of their membership renewal, that they comply with the Institution’s requirements. They shall certify that the required number of CPD points, in the required categories, has been obtained during the relevant CPD period.

6.3 CPD Compliance Certificate

The Institution may, from time to time issue Certificates of CPD Compliance to surveyors who meet CPD compliance requirements. CPD Compliance Certificates will only be processed for and issued to members who have submitted a current, signed and dated, “CPD Record Sheet” indicating activities undertaken during the CPD year.

Certificates of CPD Compliance shall identify the ‘specialty’ area claimed by the surveyor (for example, cadastral and/or mining).

A CPD Compliance Certificate issued by ISNSW indicates compliance with the BoSSI CPD requirements for renewal of registration.

7 Audit

The Institution’s CPD Sub-Committee shall audit approximately 5% of members each year. Although this audit is nominally of a random nature, the Sub-Committee reserves the right to audit member’s claims to the extent where they are satisfied that they have met the objectives of the Institution’s CPD Policy.

Members selected for audit are required to provide documentary evidence to support that they have met the Institution’s CPD requirements. One example of documentary evidence could be a CPD Certificate issued by another organisation ratified by BoSSI.

In an audit, members could be called upon to provide evidence of attendance at previously assessed events if attendance records are not already available to the Sub-Committee, an agenda for any particular event, duration and evidence as to how this activity meets the Institution’s policy objectives.

Members must be aware that BoSSI may audit those organizations that they have ratified for the assessment of activities and the assignment of CPD points. This is to provide quality assurance that the process is under control and there is no bias in the assessment procedures between different organisations.

8 Initial Membership

For an initial membership application where an applicant has attained the successful completion of a Professional Training Agreement or the BoSSI’s examinations, it is construed to satisfy the Institution’s CPD requirements for that particular CPD period. This means that surveyors achieving initial membership by these methods during a particular CPD period are exempt from the CPD requirements for the remainder of that period.

Members who are students of Surveying and/or Spatial Information are exempted from the requirements of CPD.

9 Reciprocity

The Institution is committed to the maintenance of reciprocity between the various States in Australia. If an accredited surveyor from another State applies for membership the Institution will accept the application irrespective of any deficiency in CPD points held at that time.

However, the Institution shall require all CPD requirements to be satisfied upon renewal of membership.

10 Exemption or Extension of Time

The Institution is **not permitted** to provide an extension of time for surveyors to complete their CPD requirements for the issue of a Certificate of Compliance, nor can it exempt a surveyor from complying with the BoSSI's CPD requirements, either in part or in full.

The CPD period ends on 30 June and the required CPD points should have been achieved by this date. If an extension of time has been granted by BoSSI points gained during this extension will be accredited to the surveyor's tally provided that a copy of the letter from BoSSI is also submitted with the "CPD Record Sheet". Any points earned after 30 June within the extension period to cover a deficiency in the previous period cannot be used again in the following CPD year.

The Institution will not issue a CPD Compliance Certificate unless all CPD points have been acquired in the relevant CPD (financial) year, irrespective of any exemption or extension of time granted by BoSSI.

11 Surveyors Overseas

Generally members traveling, working or studying overseas may obtain relief from CPD requirements at the discretion of the Sub-Committee by submission of a documented self-assessment of activities undertaken. The member must satisfy the Sub-Committee that he/she maintained professional standards and competence whilst overseas.

12 Right of Appeal

Any assessment of non-compliance with the Institution's CPD Policy may be subject to the right of appeal by a member to the Executive of the Institution of Surveyors NSW Inc.,

13 Late Submissions

The Institution may charge a late processing fee unless a satisfactory explanation for the delayed return is supplied. The amount of this fee is shown on Table 1 appended at the end of this policy document. This late fee is charged for assessment of Record Sheets submitted after 31st August in any year, at the discretion of the CPD Sub-Committee.

14 Assessment of Non Member's CPD Activities

The Institution may assess a non member's CPD return. There will be a charge levied for this assessment. This fee will be determined by the ISNSW Board.

15 Opportunities for CPD

15.1 CPD Delivered by the Institution's Groups

Groups are well placed to provide CPD opportunities, in that they are located across the State, meet regularly and can utilise their member's wide experience and knowledge. A Group CPD meeting should usually consist of a formal presentation on a previously agreed topic followed by discussion.

Groups play an important role in providing valuable opportunities for members to achieve their CPD commitments. It is essential that any CPD activity be carefully planned and promoted in advance through notices in the Institution's CPD Calendar to enable maximum numbers to attend.

It is the obligation of all Groups to provide detailed information of any planned and promoted CPD activity at least one month in advance.

Groups should also provide the CPD Sub-Committee with a list of attendees.

15.2 Promotion of Institution Activities.

The Institution maintains contact with educational bodies, government organizations, other professional organizations and other agencies to develop an active CPD program. The Institution staff will provide advice and assistance to members on availability of suitable CPD activities.

16 Senior Members

CPD Certificates will only be issued to "Working Senior Members".