



Policy ISNSW-P6

CONTINUING PROFESSIONAL DEVELOPMENT

INSTITUTION OF SURVEYORS
NEW SOUTH WALES

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CONTINUING PROFESSIONAL DEVELOPMENT

1 Background

‘Continuing Professional Development’ (“CPD”) has been defined as *“the process by which a professional 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 (the Institution), the Board has prepared this document for distribution to all members.

It is mandatory for a member to comply with the Institution’s requirements. Audits will be conducted by the Institution to verify compliance for membership purposes.

The Institution is one of the organisations ratified by the Board of Surveying and Spatial Information (BOSSI) to assess CPD activities.

Although the Institution is a BOSSI ratified body, the Institution shall not assess any events that are considered to have Mining specialty points. Instead, the Institution shall refer these events to the Australian Institution of Mining Surveyors Limited (AIMS) for their assessment. Similarly, AIMS shall not assess any Cadastral specialty points but shall refer these to the Institution.

2 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 forum;
- ◆ 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.

3 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 4. 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. **Corporate ISNSW Membership** (including Registered Land or Mining Surveyors):
 - 1.1. a minimum of 15 points per annum without provision for carry-over of surplus points into the following year (including non-registered members).
 - 1.2. for registered land surveyors, at least 5 NSW specific cadastral points to be included in this minimum of 15 points, the remainder being Survey Practice points.
 - 1.3. for registered mining surveyors, at least 5 NSW specific mining surveying points to be included in this minimum of 15 points, the remainder being Survey Practice points.
2. **Other Levels of ISNSW Membership:** (can be any combination of Cadastral, Mining or Survey Practice points)
 - 2.1. Graduate members 10 CPD points
 - 2.2. Associate members 10 CPD points
 - 2.3. Affiliate members 5 CPD points
3. **Constitution CPD Variations:**
 - 3.1. Special circumstances exist for members who are either Non-Practising Status or Senior Retired Status. Refer to the Institution's Constitution clauses 11.9 "Non-Practising Status" and 12-13 "Senior Status" for details.

'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 CPD Summary Report 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 5 in Cadastral activities and 5 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”. “NSW specific cadastral” may include cadastral points allocated to lectures, workshops etc. dealing with cadastral matters that are deemed by the Institution to be relevant to survey practice in NSW. Material dealing with inter-state or international jurisdictions may be assessed as ‘survey practice’.

For the purpose of CPD assessment, there is no distinction between cadastral points gained in either NSW or ACT jurisdictions. Refer to the Memorandum of Understanding between BOSSI and the Surveyor General of the ACT.

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”. “NSW specific mining” may include mining points allocated to lectures, workshops etc. dealing with mining matters that are deemed by the Institution to be relevant to survey practice in NSW. Material dealing with inter-state or international jurisdictions may be assessed as ‘survey practice’.

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.

For the purpose of CPD assessment, ‘Risk Management’ includes but is not necessarily restricted to areas such as Risk Averse Procedures and Practices, Work, Health & Safety, Mine Safety Management, Quality Assurance and Professional Liability.

4 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 Committee for the assessment of compliance with the Institution’s CPD Policy.

4.1 Professional Experience

Acceptable CPD activities include but are not restricted to:

- Being a personal member of any of the following professional surveying and spatial information organisations: ISNSW, AIMS, SSSI and APAS. Members can accrue 1 Survey Practice CPD point per organisation to a *maximum* of 2 ‘Survey Practice’ CPD points per CPD period; (*Note: after 30 June 2020 claiming points for personal membership will not be permitted*)
- Attendance, to a *total maximum allowable points for all service on all Boards, Committees and Sub-Committees of 6 CPD points per CPD period:*
 - at a professional surveying organisation’s meetings (for example, the Board of the Association of Consulting Surveyors NSW Inc or the Board of the Institution of Surveyors NSW or AIMS - Australian Institute of Mine Surveyors Limited);
 - at a professional surveying organisation’s committee meetings (for example, the Institution’s Survey Practice & Legislative Committee, Mine Survey and Drafting Directions Committee);
 - at a professional surveying organisation’s annual general meeting;
 - at **technical** committee meetings of Local Government or State Government instrumentalities;
- Supervising Surveyor activities for enrolled, financial, NSW candidates irrespective of the number of candidate surveyors being supervised, for a period of 26 weeks or greater, to a *maximum* of 1 ‘specialty’ and 2 ‘Survey Practice’ points per CPD period. Periods of supervision less than 26 weeks will not be allocated any CPD points;
- 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. Points may be claimed for participation at student careers events on the same basis.

4.2 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:

- **Conferences, Congresses and Conventions:**

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

- **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.

- *Eplan/LandXML*

Attendance at Eplan/LandXML events where assessment of cadastral points will be assessed based upon the content of the event. As a guide, 4 hour Eplan events are to be allocated 0.5 cadastral points and 3.5 survey practice points, and 6 hour Eplan events are to be allocated 1 cadastral point and 5 survey practice points as a minimum.

- **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.

- **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 (internal presenter)*

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 in-house learning (external presenter)*

These would be similar to structured in-house learning except the provider is external to the enterprise.

- **Tertiary Courses:**

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

- **Research and Writing of Technical Publications and Presentation of Technical Paper:**

This would include preparation of papers published in seminar proceedings or professional journals or presented at a formal meeting and be counted as 1 point per hour of research and be limited to a maximum of 5 points per topic or subject per CPD period. If a presenter at a seminar or conference stays for the whole event and wishes to claim all available points for attendance of the whole event, he/she must register for that event officially. (The event organiser is responsible for seeking any applicable fees which may be payable for attendance.) Appropriate points may be allocated for the first presentation only.

- **Business Breakfasts / Luncheons**

It is considered beneficial and important for business Directors and Managers to be involved in their local area with regard to such organisations as a local Chamber of Commerce or property Council or UDIA Chapter. This enables direct access and input into local activities relating to the local

business district as well as from a land development perspective. ISNSW supports and commends members who do actively take part in these groups. However, claims for attendance at these types of events will be limited to a maximum of 4 CPD points per CPD period (based on 1 point per hour).

- **Self-education**

Refer to the following section for details on Webinars specifically.

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 a *maximum* of 3 points per CD period 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 which has been ratified by BOSSI.

- **Webinars**

Webinars are limited to a maximum of 6 CPD points.

Webinars may be watched live or pre-recorded with a difference in points obtained as follows:

Webinar delivery method	Points applicable	Max point limits	Total allowable points by webinar
i. Watched live with electronic evidence of login and logout or alternate equivalent evidence	1 point per hour	6 points	<i>6 points * (see Webinar Example below)</i>
ii. Watch pre-recorded webinar and answer questionnaire provided by event organiser (with at least 80% pass mark)	1 point per hour	6 points	
iii. Watch pre-recorded webinar but no questionnaire completed.	½ point per hour	3 points	

Questionnaires are intended to provide evidence of participant interaction. As a guide, there should be 6 questions per hour of presentation, in the format of multiple choice (4 options) questions. An 80% pass mark is required to demonstrate interaction.

* Webinar Example (with total of 6 points):

2 hours of webinars by (i) = 2 points

1 hour of webinar by (ii) = 1 point

6 hours webinar by (iii) = 3 points.

4.3 Unacceptable activities

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

- Unstructured conversations with other surveyors or professionals;
- Time allocated to lunches and breaks at conferences, workshops, seminars, training courses etc.
- 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 field hands and assistants, including supervision of work experience people.
- Golf day (however a relevant and structured technical session, before or after, the golf may attract CPD points).
- Generic inductions and first aid courses
- Any interviews attended as a condition of applying for restoration to the register
- Any interviews attended as a condition of applying for registration via mutual recognition
- 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.

Undocumented self-assessed points are not acceptable. Failure to provide sufficient details may lead to a CPD claim being rejected.

5 CPD Compliance

5.1 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.

5.2 Assessment of CPD Points

The Institution of Surveyors NSW 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 that 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.

5.2.1 How can Individuals or Groups seek CPD points?

Members (& non-members) seeking CPD assessment of their CPD activities and events should submit details of the activities and events to ISNSW together with the appropriate CPD assessment submissions form (found on the ISNSW website or contact ISNSW office). This should be done prior to the activity being undertaken or event being held.

ISNSW may at the discretion of the ISNSW CPD committee charge a late fee for assessments made after an activity has been undertaken or event has been held.

Suitable supporting evidence must be available to assist the CPD 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 CPD Committee requesting the member to substantiate the claim. Inability to satisfactorily support any claim will lead to its rejection.

5.3 CPD Summary Report

The Institution may, from time to time issue CPD Summary Reports to surveyors to demonstrate all the events that have been recorded by the Institution as having been attended during that CPD period. CPD Summary Reports will be processed and issued via the Institution’s MyCPD online system.

Events will not be entered into MyCPD until they have been verified for attendance. The evidence may be in the form of:

- Attendance certificates for separate CPD activities which have been assessed by an organisation ratified by the Board
- Sign on sheets from separate CPD activities which have been assessed by an organisation ratified by the Board
- If those options are not available, other equivalent documentary evidence such as written confirmation from the event organiser should be provided
- Receipt or name tag and a copy of the program for the CPD activity will only be accepted with a report detailing the learning outcomes achieved including details of each topic presented

For evidence of serving on professional surveying organisation’s committees and sub-committees, minutes should be provided, or alternatively sign-in sheets for meetings attended.

Evidence of preparation of presentations should include a copy of the presentation, together with a proof of delivery of the presentation (written confirmation from the event organiser) and a copy of the event program with their presentation listed.

For Supervising Surveyor activities for enrolled financial candidates, evidence should include a written statement of confirmation from the Board as to the enrolled financial status of the candidate, the name of the supervisor and the amount of supervision being over 26 weeks.

CPD Summary Reports shall list all the events attended and show total points obtained in that CPD period in each area (for example cadastral, mining and survey practice).

6 Audit

The Institution's CPD Committee shall audit approximately 5% of members each year. Although this audit is nominally of a random nature, the CPD 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. Records held in MyCPD will be reviewed initially, as they have already been verified. Alternatively an example of documentary evidence could be a CPD Summary Report issued by another organisation ratified by BOSSI. Further information and evidence may be requested, such as 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 organisations 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.

7 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.

8 Special Cases

8.1 Initial Registration with BOSSI

The initial NSW competency examination process recognised by BOSSI is construed to satisfy the Institution's CPD requirements for that particular CPD period. This means that surveyors passing their final examination during a particular CPD period are exempt from the CPD requirements for the remainder of that period. In practical terms this means that a surveyor must attend CPD events from the following July onwards. This section refers to the date of Certificate of Competency, not the date of Registration. For more information or clarification, please contact BOSSI.

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

8.2 Exemptions or Extension of Time

It is strongly emphasised here that each CPD 12 month period ends on 30 June and the required CPD points should have been achieved by this date.

8.2.1 Registration purposes with BOSSI (for Registered Land or Mining Surveyors)

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

Institution members who are seeking an exemption or extension of time to meet their CPD requirements with BOSSI should contact BOSSI directly.

8.2.2 Institution Membership purposes only

Occasionally individual surveyors are unable to satisfy the Institution's CPD requirements within a specified period **for membership purposes only** (not for registration with BOSSI). The Institution will consider on its merits any circumstances where a surveyor has experienced justifiable and genuine hardship. The Institution may exempt a surveyor from compliance or give an extension of time to comply with the Institution's annual requirements for CPD on any compelling grounds that the Institution considers justifiable.

Any such exemption or extension of time would apply only for the current period and conditions may be imposed. For example, the Institution may resolve to exempt a surveyor from compliance with CPD requirements **for membership purposes only** on the basis of absence from practice while on extended parenting leave. Applications for exemption should be submitted in writing to the Institution for approval. CPD points, to cover any part or all of the deficiency, may be required, after the expiry of the exemption period, at the Institution's discretion. A further conditional compliance may be granted to enable the surveyor to achieve the required CPD points.

8.3 Surveyors Overseas

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

Registered Land or Mining Surveyors should contact BOSSI directly before departure to discuss CPD arrangements whilst they are overseas.

9 Right of Appeal

There are two types of Appeal:

1. Appeal of CPD assessment by ISNSW as a Ratified Organisation for BOSSI

2. Appeal of non-compliance with the Institution's CPD Policy (after a CPD audit for membership purposes)

9.1 Appeals Process

All appeal applications must be in writing and must be received within **14 business days** of ISNSW sending notification of the outcome of either:

- the initial application for CPD assessment
- a finding of non-compliance with the Institutions CPD Policy after a CPD Audit for membership purposes

9.2 Appeal of CPD Assessment

If an applicant believes the outcome of a CPD assessment to be conflicting with the BOSSI CPD Determination or the Institution CPD Policy, the applicant may appeal the decision in writing outlining the reasons why they believe the assessment to be incorrect.

The request for appeal written by the applicant will be reviewed by the ISNSW Membership Committee. A response will be provided to the applicant **within 14 days of the appeal request**.

9.3 Appeal relating to non-compliance with ISNSW CPD Policy

If a member is found to be non-compliant with the Institution CPD Policy for membership purposes, the applicant may appeal the decision in writing outlining the reasons why they believe they have met the CPD requirements for membership.

The request for appeal written by the applicant will be reviewed by the ISNSW Membership Committee. A response will be provided to the applicant **within 14 days of the appeal request**.

10 Late Submissions

The Institution may charge a late processing fee unless a satisfactory explanation for the delayed return is supplied. This fee will be determined by the ISNSW Board. This late fee is charged for assessment of Record Sheets submitted after 31st August in any year, at the discretion of the CPD Committee.

Personal and Group assessments may also have a late fee charged if they are submitted after an event has been held.

11 Assessment of Non Member's CPD Activities

The Institution may assess a non-member's personal assessment or provide a CPD Summary Report. There will be a charge levied for this assessment. This fee will be determined by the ISNSW Board.

12 Opportunities for CPD

12.1 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 members' 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 Committee with a list of attendees (sign-on sheets or scanned data) after the event has been held.

Refer to ISNSW CPD Assessment Procedure for more details.

12.2 Promotion of Institution Activities.

The Institution maintains contact with educational bodies, government organizations, other professional organisations 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.

13 Senior Members

With regards to Senior Members, CPD Summary Reports will only be issued to "Working Senior Members". Working senior members must still obtain CPD points as per their grade of membership.

In accordance with clause 12.1.1.5 of the Institution Constitution, a CPD Summary Report is not required for retired Senior membership.

In accordance with clause 11.9.4 of the Institution Constitution, a CPD Summary Report is not required for those members who obtain a Non-Practising status. This is irrespective of whether the member is a senior status or not.