

## CPD – Types and Conditions

Type of CPD	Conditions	Notes
I. Any tertiary course taken either as an individual course or for a formal post-graduate award	<i>There is <b>no limit</b> to the maximum number of hours that you can claim over a three-year period for these activities.</i>	Study may be either on campus or by distance education. For distance education, estimate the equivalent number of hours of formal face-to-face education that would have been involved. Time claimed is the actual hours of lectures / tutorials / laboratory work, noting that there will almost always be further time spent both in preparation and follow-up. All such activities will involve some form of assessment
II. Short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings	<i>There is <b>no limit</b> to the maximum number of hours that you can claim over a three-year period for these activities.</i>	Technical meetings, including Engineers Australia presentations, seminars and workshops, will normally be delivered or facilitated by recognised practitioners in the field. Workshops, seminars and discussion groups will often be in-house for employees of major engineering concerns.
III. Learning activities in the workplace that extend competence in the area of practice	<i>A <b>maximum of 75 hours</b> of your total CPD in any three-year period may be claimed for these activities.</i>	Activities that are normal work activities applying current knowledge cannot be claimed as learning activities in the workplace. For any learning activity undertaken in the workplace you must be able to demonstrate how it has extended your knowledge.
IV. Private study which extends your knowledge and skills	<i>Reading of the monthly Engineers Australia magazine can contribute to <b>a maximum of 18 hours</b> of your total CPD in any three-year period.</i> <i>Note: The <b>total claimable hours</b> for learning activities in the workplace (Type III) and private study (Type IV) combined <b>are 110 hours</b> over three years.</i>	Study may be in your area of practice and or in the core areas of risk management, business and management skills. 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. This information should be recorded after you have read the article for audit purposes
V. Service to the engineering profession	<i>A <b>maximum of 50 hours</b> of your total CPD in any three-year period may be claimed for these activities.</i>	Service to the engineering profession may include: <ul style="list-style-type: none"> <li>o serving in a volunteer capacity on boards and committees of Engineers Australia;</li> <li>o being a panel member on tertiary course accreditation visits;</li> <li>o being an interviewer on chartered status assessment panels;</li> <li>o reviewing technical publications prior to publication;</li> <li>o assisting with CPD audits;</li> <li>o serving as a volunteer on other boards and committees which advance the engineering profession;</li> <li>o mentoring a colleague for work experience purposes;</li> <li>o preparation of written submissions / contributions to, and participation in technical standards related meetings of organisations, such as Standards Australia, on areas relevant to your professional work (whether representing Engineers Australia or another organisation).</li> </ul>
VI. The preparation and presentation of material for courses, conferences, seminars and symposia	<i><b>Up to 45 hours per paper</b> may be claimed for papers published in journals and conference proceedings and for the preparation of material for courses not part of your normal employment function eg. as a visiting lecturer from industry.</i> <i><b>Up to 75 hours per paper</b> may be claimed for papers subject to critical peer review prior to publication.</i>	This represents work outside of your normal employment and 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.
VII. Practitioners employed in tertiary teaching or academic research	<i>Chartered members employed in tertiary teaching and/or academic research must be able to demonstrate <b>a minimum of 40 hours</b> of industry involvement in any three-year period.</i>	Chartered members employed in tertiary teaching and or research positions in universities and VET/TAFE must undertake CPD that demonstrates engagement with contemporary engineering industry practice. This engagement may take the form of provision of consultancy services to industry, participation in joint industry-university research collaboration, supervision and development of students' industry-based design projects and field trips, or other direct industry involvement, such as secondment.
VIII. Any other structured activities not covered by I to VI above that meet the objectives of the CPD policy.	<i>Documentary evidence and a clear justification will be necessary.</i>	