

The Association of Hydraulic Services
Consultants Australia (Qld) Inc.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

POLICY & GUIDELINES

Revised March 2022

CONTINUING PROFESSIONAL DEVELOPMENT

PART A - POLICY

1. Policy Statement

The CPD policy of The Association of Hydraulic Services Consultants of Australia (Queensland) Inc. states that it is the responsibility of each member of the Association to... *“endeavour to advance the science and practice of hydraulic services consulting...and shall continue his/her professional development throughout his/her career....”* in accordance with the Code of Ethics.

The Association of Hydraulic Services Consultants Australia (Queensland) Inc. recognises that it has a responsibility to promote and facilitate the advancement and updating members' professional knowledge in order to meet the changing needs and expectations of society.

Finally, AHSCA Queensland Chapter Management Committee Members have resolved that *“broad guidelines be developed for the implementation of continuing professional development commenced in 2000 for all Full members of the Association”*.

August 2002

2. Objectives of the AHSCA (Qld) Inc.

The AHSCA (Qld) Inc. sets the following objectives for its active involvement in Continuing Professional Development:

1. The preservation and enhancement of high standards of professional performance by its members throughout their career.
2. The ensuring of currency in hydraulic services knowledge by its members.
3. The increase in individual hydraulic services capability as a contribution to national development.
4. The provision of a formal structure in support of Continuing Professional Development activity by its members.
5. The undertaking of an adequate level of Continuing Professional Development by its members.
6. The formal recognition of members' achievements in Continuing Professional Development.
7. The availability of appropriate Continuing Professional Development opportunities for its members.
8. The support of relevant Continuing Professional Development activities by the employers of hydraulic services designers as part of the employee's normal duties.

3. Requirement of Members

Members of the Association are required to comply with the Code of Ethics promulgated under the AHSCA (Qld) Inc. Rules.

“A member shall endeavour to advance the science and practice of hydraulic services design and the objects of the Association and shall continue his/her professional development throughout his or her career and encourage the development of his or her subordinates”.

4. Definitions

4.1 CPD Definition

The definition of CPD adopted by the Association is:

“The process by which a professional hydraulic services consultant maintains the quality and relevance of professional services throughout his/her working life”

4.2 Members

For the purposes of this policy, “Members” shall include all Full, Associate and Student members.

4.3 Professional Development

Professional development is defined as the process by which a professional hydraulic services consultant maintains the quality and relevance of professional service throughout their career. It has two components- professional experience and continuing education.

The definition, together with the intent of the Code of Ethics, requires that members of the Association undertake a compulsory program of Continuing Professional Development comprising two elements of professional experience and continuing education.

Finally, an important ingredient of Professionalism dictates that members should maintain a responsibility to pass on, knowledge acquired during the course of professional service.

4.4 Professional Experience

Professional experience is the practical experience gained throughout a person's career and varies according to the nature and scope of an individual's employment.

4.5 Continuing Education

Continuing Education is the study undertaken by professions to extend or update their knowledge, or prepare them to meet advances or changes of direction in their career.

PART B - GUIDELINES FOR CONTINUING PROFESSIONAL DEVELOPMENT

1. Introduction

The CPD programme is based on three key features:

- 1.1** The Association of Hydraulic Services Consultants of Australia (Qld) Inc. policy on the CPD obligation.
- 1.2** Measures to increase CPD opportunities for members.
- 1.3** A system of certifying that members have met those requirements and issue of list of qualifying members to Authorities.

2. Some Detailed Advice

The information in this Policy illustrates the broad concept. The following is further detailed advice to assist members to fulfill their obligation for CPD:-

2.1 Appropriate Content

The theory and general practice of hydraulic services design, as defined for purposes of membership of the Association. However, content could also include education for other skills and related professional practices including business management and ethical studies.

2.2 Appropriate Activities

Any CPD undertaking should seek to encompass a range of opportunities, to complement and update existing knowledge, sharpen skills or prepare a hydraulic services consultant for additional responsibilities or tasks. Appropriate activities would include:

- 2.2.1 Congresses and Conventions:** These include congresses or conventions run by allied professional bodies and which provide subjects of interest and education for hydraulic services consultants.
- 2.2.2 Courses, Seminars, Workshops and Lectures:** Similarly, these can include those provided by a wide range of organisations including educational bodies, government departments.
- 2.2.3 Meetings and Interest Groups:** Further information is given in 5.3
- 2.2.4 Development Activities:** Presented by the member's employer (home base learning). This type of CPD activity is more common with government departments although it is increasingly popular in larger firms or in some rural areas. It may also be a joint activity conducted by a number of firms.
- 2.2.5 Tertiary Courses:** These are specific education courses including diplomas, degrees etc.

- 2.2.6 Development Activities:** Presented by outside experts. These would be similar to item 2.2.4 except that the accent is on bringing in outside expertise.
- 2.2.7 Research and Writing of Technical Publications and Presentation of Technical Paper:** This would include preparation of papers for the AHSCA Journal. Such papers should be at least 500 words, preferably typed, on hydraulic services matters.
- 2.2.8 Service on Technical and Practice Sub-committees:** This would include committees of the Association looking at specific technical subjects. It may also include service on technical committees of Local Government instrumentality's.
- 2.2.9 Other Individual CPD Activities:** Which have been specifically assessed by the Association as being appropriate CPD activities of a technical nature. Where an appropriate measure of activity can be demonstrated, this may under certain circumstances include unsupervised structured self-study.
- 2.2.10 Affiliate Member Presentation.** This would consist of an informative presentation on a product or service by an Affiliate member of the Association.
- 3. Minimum CPD Requirement**

The Association of Hydraulic Services Consultants of Australia Inc. has set the requirement for each member as 10 points in each one year period from membership renewal to membership renewal.

Note: Information circulated to you may nominate CPD points for any particular activity, however, for the time being and unless otherwise advised, one CPD point can be regarded as being equivalent to one hour of CPD activity.

4. Monitoring

For the purpose of monitoring and for the convenience of members, the "**Personal Record Sheet**" should be completed for the twelve month period to the end of June of each year and submitted to the Association Chapter before the end of July.

5. Opportunities for CPD

5.1 Association Activities Promotion

The Association maintains contact with educational bodies, government organisations, other professional organisations and other agencies to develop an active CPD programme. The CPD Coordinator assisted by the First Vice-president will provide advice and assistance to members on the availability of suitable CPD activities.

5.2 Distance Learning Opportunities

The Association has recognised that there are members located in regional areas and an endeavour will be made to service these members in a number of ways for example:-

- * Circulation of specific speakers on appropriate topics of interest.
- * Preparation/purchase of audio/video cassettes on specific subjects.
- * Recording of addresses by speakers at city based venues and making the audio/video cassettes available to regional members.

To ensure that these activities are structured, it may be necessary that question and answer sheets be included with each program, to be completed by the member.

5.3 CPD Delivered through the Association's Interest Groups

Interest Groups are a good way to provide for CPD opportunities in that they can be located across the State, hold regular meetings usually out of work time and can utilise member's wide experience and knowledge. An Interest Group CPD meeting could consist of a formal presentation on a previously agreed topic, followed by discussion. Groups can play an important role in providing valuable opportunities for members to achieve their CPD accreditation and it is essential that any CPD activity be carefully planned and promoted in advance through notices in the Newsletter to enable maximum numbers to attend.

6. CPD Coordinator

A member of the Chapter's Management Committee will be appointed annually as the Chapter's CPD Coordinator. He/she will be responsible for:

- * Providing advice and information on CPD to all members.
- * Liaison with various groups, educational bodies, kindred professions, employers and others to assist in maintaining a CPD network.
- * Coordinating the development of distance learning opportunities.
- * Preparation of the editorial to the Newsletter for distribution to the membership.
- * Monitoring and evaluating member's involvement in the CPD program.

Finally, the CPD Coordinator will advise any member who has either not satisfactorily completed the record sheet, or not demonstrated compliance with the minimum CPD requirements, of his/her status and what steps must be taken to comply with the CPD requirements.

7. The Mechanics of Monitoring

Each participant will receive a CPD personal records sheet. It is the responsibility of each person to accurately record all CPD activities and forward same when completed to the Chapter for assessment.

CPD personal records sheets must indicate the date, event, category (professional experience/continuing development), organiser and hours claimed per event. Further, the record must be signed by the member stating that the CPD requirements for the year have been satisfied.

Note: The Association will maintain the right to request further information or audit a member for CPD if so required.

8. The CPD Newsletter

A CPD Newsletter will be sent to members as part of the general Newsletter and will list activities where available and will include CPD points for each activity, to enable members to make informed choices as to how they are to attain their CPD requirement. The Association will make every effort to include as many activities as are known in the Newsletter. However, the cooperation of the Association's interest groups is essential and it is the Groups' responsibility to advise the CPD events for inclusion and assessment.

9. CPD Certificate

The Association will issue a CPD Certificate for the current period to all members who have demonstrated compliance with the Association's requirements.

CPD SCALE OF POINTS

(AHSCA Qld Chapter CPD Policy – “Clause 3 Minimum Requirement: the AHSCA Qld Chapter has set the requirement for each member as 10 points in each one year period from membership renewal to membership renewal.” “Clause 4.2: for the purposes of this Policy, “members” shall include all Full, Associate and Student members.”

Item	Points
Chapter General Meeting	1
Chapter AGM	2
Plumbing Trade Shows	2
Authorities and Standards meetings including: 1. Question and answer time 2. Technical discussion 3. Contributions to Standards or Guidelines	2
Factory Tours including: 1. Manufacturing process 2. Discussions with technical staff	2
In-house technical seminar involving technical discussion	1
Manufacturers technical presentation 1. Technical content 2. Product description 3. Technical papers to be provided	2
Seminars 1. Half day 2. Full day 3. More than 1 day 4. Involving interstate travel	3 4 5 1 additional
Enrolment in Diploma or Degree	10
Additional education at recognised provider	1 per hour max 10 points
Field Day	4
Article of a technical nature published in a magazine or trade journal	5
Other as assessed by the Management Committee	-

ACTIVITY 1 – Conferences, Seminars and Training

Date	Organised by	Description/title of course or activity	Duration Days/hours	POINTS
TOTAL				

ACTIVITY 2 – Academic Courses

Date	University / College	Course title	Full Semester / Half Semester	POINTS
TOTAL				

ACTIVITY 3 – Trade Studies

Date	Description (Eg - Factory tour, Plumbing trade show, Field day trips)	Duration Days/hours	POINTS
TOTAL			

ACTIVITY 4 – Technical Studies

Date	Sponsors Title and Activity (Eg – Authorities and Standards meetings, Article of a technical nature published in a magazine or trade journal)	POINTS
TOTAL		

ACTIVITY 5 – AHSCA – AGM and General Meetings

Date	Locality of Meeting Attended	POINTS
TOTAL		

ACTIVITY 6 – Other

Date	Description of Activity	POINTS
TOTAL		

PERSONAL CPD SUMMARY NOTIFICATION

Member Name:

AHSCA Qld Membership No.:

Membership Grade:

Points for Year:
(DO NOT LEAVE BLANK)

Activity Code		Total Points
1	AHSCA AGM, General Meetings, Trade Show	
2	Technical Studies	
3	Conferences, Seminars and Training	
4	Trade Studies	
5	Academic Courses	
6	Other	
	TOTAL	

SIGNATURE: DATE:

OFFICE USE ONLY

Date Received: Date Entered: