



The Association of
Hydraulic Services Consultants Australia

AHSCA WA Chapter

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**ASSOCIATION OF HYDRAULIC SERVICES CONSULTANTS
ASSOCIATION WA CHAPTER (INC.)**

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

POLICY

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CONTINUING PROFESSIONAL DEVELOPMENT

PART A - DEFINITIONS

Definitions

1. CPD Definition

The definition of CPD adopted by the AHSCA is, "The process by which a professional hydraulic services consultant maintains the quality and relevance of professional services throughout his/her working life."

2. 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.

3. 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. 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.

CONTINUING PROFESSIONAL DEVELOPMENT PART B - POLICY

The Association of Hydraulic Services Consultants Australia (WA Chapter) Inc. hereinafter referred to as the "Association" is and seeks to remain, the peak professional body in Western Australia overseeing acceptable standards of the performance of hydraulic services consultants and all matters pertaining to the profession.

The Association recognises that it has a responsibility and a requirement to promote, facilitate and record the ongoing advancement and updating of member's professional knowledge in order to meet the changing needs and expectations of society and the construction industry.

On the 10th March 2003 the Executive Committee of the Western Australian Chapter of the AHSCA passed the following resolution:

" to amend the current Continuing Professional Development Policy to commence on July 2003 for Full, Life and Fellow Members of the AHSCA WA Chapter (Inc.), "

As a consequence the Continuing Professional Development Policy (CPD Policy) and Continuing Professional Development Policy Guidelines (CPD Policy Guidelines) previously implemented in 1998 by the WA Chapter Executive Committee, were amended and forwarded to all Full Members of the WA Chapter for adoption.

This Policy is in line with many other professional bodies and may be varied and modified to meet current industry expectations.

This edition supersedes and replaces the 2003 AHSCA WA CPD Policy.

Objectives of the CPD Policy

The Association sets the following objectives for its active involvement in Continuing Professional Development:

- Provide a CPD scheme in line with Industry and Regulatory Standards;
- Preserve and enhance high standards of professional performance by its members throughout their career;
- Ensuring currency in hydraulic services design knowledge by its members;
- Increasing individual hydraulic consulting capability as a contribution to national development;
- The provision of a formal structure in support of CPD activity by its members;
- Documentation of an acceptable level of Continuing Professional Development by its members;
- The formal recognition of members' achievements in Continuing Professional Development;
- Provide information on the availability of appropriate Continuing Professional Development opportunities for its members;
- Support of relevant Continuing Professional Development activities by the employers of professional hydraulic designers as part of employee's normal duties.

Objectives of the AHSCA - WA

The Association sets the following objectives for its active involvement in Continuing Professional Development:

- Provide a CPD scheme in line with Industry and Regulatory Standards;
- Preserve and enhance high standards of professional performance by its members throughout their career;
- Ensuring currency in hydraulic services design knowledge by its members;
- Increasing individual hydraulic consulting capability as a contribution to national development;
- The provision of a formal structure in support of CPD activity by its members;
- Documentation of an acceptable level of Continuing Professional Development by its members;
- The formal recognition of members' achievements in Continuing Professional Development;
- Provide information on the availability of appropriate Continuing Professional Development opportunities for its members;
- Support of relevant Continuing Professional Development activities by the employers of professional hydraulic designers as part of employee's normal duties.

CONTINUING PROFESSIONAL DEVELOPMENT PART C - IMPLEMENTATION

These guidelines are provided to enable members to satisfy and implement the policy of the Association relating to Continuing Professional Development (CPD).

- The term "member" includes all full members of the Association in accordance with the Rules of the Association
- The primary administration of Continuing Professional Development Programme is the responsibility of the Association. This includes:
 - The accreditation, promotion and development of appropriate activities;
 - Advising members of the availability of appropriate activities;
 - Assessing, monitoring, recording and reporting on the performance of members.
- Members considered by the Association to be retired from active professional practice are exempt from the CPD requirements.
- The compliance of Members with the accredited CPD Policy is the responsibility of each Member. The WA Chapter CPD Co-ordinator will provide advice to members in regard to their compliance with the CPD requirements to meet their obligations as prescribed by this Policy document.

Definition of Professional Development

Professional Development is defined as the process by which a professional hydraulic services consultant maintains the quality and technical relevance of professional service throughout their career with ongoing education activity.

Continuing Education is the relevant study undertaken by professionals to extend or update their knowledge, which will assist them to meet the advances or industry changes during their career.

Guidelines for Continuing Professional Development

1. Introduction

The following guidelines will be the basis of Assessment of the CPD Committee consisting of the CPD Co-ordinator, 1st Vice-President and two other Executives.

The Association has set the minimum requirement for each member as thirty (30) points in each three year period, with a minimum of seven (7) points required in any one year. This points requirement is current from 2011 financial year and prior years require thirty (30) points per three year period.

The points will generally be assessed as 1 point for 1 hour's education either via standard or non-standard events or as indicated in the CPD Points Register - Page 9.

All non-standard events should be submitted to the CPD Co-ordinator prior to the event for assessment to avoid members carrying out studies that may not be acceptable to the Committee and wish to be used by the members as points attained.

All Members should submit CPD advices to the Association at the end of each CPD activity period which is each financial year of July to June the following year and the Association will maintain records of their points accordingly.

A register will be maintained by the CPD Co-ordinator of all members who have attained the minimum requirements which will be reviewed annually for compliance and for issue to authorities etc. upon request.

However, it is the individual's responsibility to maintain copies of their applications for auditing purposes for at least seven (7) years.

If a member fails to maintain their CPD requirements for the year, they will be given three months to attain the necessary points so as to remain compliant on the CPD Register

The review will occur in September each year with notices given to allow compliance by 1st January of each year with the register issued /updated on the AHSCA WA Chapter website page in January of each year.

In January of each year the CPD Register will be published on the AHSCA WA Chapter website in order to provide the regulatory authorities with a list of members who have complied with their membership and CPD update requirements. This will act as a compliance certificate to enable those members to lodge designs/plans with the regulatory authorities and sign compliance/conformance letters etc. Failure on the part of a member to meet their membership and CPD targets within the six (6) month grace period may impede their ability to meet regulatory requirements or criteria.

All members will submit and retain documentary evidence of attendance to all events together with a completed form for all accreditation of points.

Final approval of each CPD submission shall be at the discretion of the AHSCA WA Executive Committee.

2. Requirement of Members

Members of the Association are required to comply with the Code of Ethics promulgated under the Association's Rules and Articles of Association and Codes of Practice.

"A member shall endeavour to advance the science and practice of hydraulic services design and the objectives of the Association and shall continue their professional development throughout their career and encourage the development of their subordinates".

3. Features

The CPD program is based on three key features:

- The Association's policy on the CPD requirement of members.
- Measures to advise CPD opportunities for members.
- A system of recording that members have met those requirements and issue of a list of qualifying members to Authorities.

4. Detailed Advice

The CPD activities shown in this section provides detailed advice to assist members to fulfil their obligation for CPD:

- 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.

- 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:
 - 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;
 - Courses, Seminars, Workshops and Lectures: Similarly, these can include those provided by a wide range of organisations including private providers, educational bodies and government departments;
 - 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. After presenting an "in-house" activity the member shall submit a summary of the presentation to the CPD Co-ordinator who will advise on the CPD points applicable;
 - Tertiary Courses: These are specific education courses including certificates, diplomas, degrees etc. This does not include the education required to gain qualifications for membership of the Association;
 - Research and Writing of Technical Publications and Presentation of Technical Paper: This would include preparation of papers for the Association Journal or e-newsletter. Such papers should be at least 2,000 words, preferably typed (electronic), on hydraulic services matters;
 - Manufacturer's Technical Presentation: This should not be purely a product sales based presentation and should contain technical information;
 - 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 instrumentalities;
 - Other Individual CPD Activities: Which have been specifically assessed by the Association as being appropriate CPD activities of a technical nature.

It is the responsibility of each person to accurately record all CPD activities and forward same when completed to the Association for assessment and recording on the database.

To ensure broad skill sets and compliance with documentary evidence, some CPD items are limited to a maximum point per year. Refer to CPD Points Register Table - Page 9.

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

Standard events are those set out on the following page.

CPD Points Register
(Applies to Full Members only)

Function / Seminar / Workshop	Points
Chapter General Meeting.....	1
Chapter AGM	2
Factory tour including the following:.....	2
• Manufacturing process	
• Discussion with technical staff	
Authorities / Standards function including the following:.....	2
• Question and answer time	
• Technical discussion	
• Contributions to standards or guidelines	
AHSCA WA Approved Affiliate Function	1
AHSCA WA Approved Affiliate Function with Authority	2
Seminars	
• Half day	3
• Full day.....	4
• More than one day	5
• Involving interstate travel (additional)	1
(Notes to be given to CPD Co-ordinator)	
Plumbing Trade Show	2
Field Day	4
Enrolment in diploma or degree course	10
Additional Education with recognised provider	1 per hour to Max 10 points
Manufacturer's technical presentation including:	1
• Technical content	Max 2 points per year
• Product description	
(Technical summary to be provided to CPD Co-ordinator)	
Article of a technical nature published in a magazine or trade journal. May also include newsletter publication.....	5
Other – to be assessed by CPD Co-ordinator	

Note: Points may be modified at Executive Committee discretion depending on content.

All non-standard events should be submitted to the CPD Co-ordinator prior to the event for suitability assessment to avoid members carrying out studies which may not be acceptable under the CPD scheme.

Documentary evidence as a minimum must include:

1. CPD Advice Form completed and signed.
2. Supporting documentation from presenter in the form of a letter, email or certificate of attendance showing your name and hours attended.

Any seminars/functions attended by members which have been held or organised by or through the Institute of Engineers Australia and which have already been assessed for CPD points by that organisation and which are hydraulics services related shall be deemed to be eligible for the Associations CPD points register.

CPD point applications without the above supporting documentation may be rejected.

3. Monitoring

Member's submitted and approved CPD Points can be monitored online on the AHSCA (WA) Inc. web site by the members.

4. Association Activities Promotion:

The Association maintains contact with educational bodies, government organisations, other professional organisations and other agencies to develop an active CPD program. The CPD Co-ordinator, assisted by the 1st Vice-president, will provide advice and assistance to members on the availability of suitable CPD activities.

5. CPD Co-ordinator

A member of the Association will be appointed annually as the Association's CPD Co-ordinator.

With assistance of the First Vice-President or Secretary, 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.
- Monitoring and evaluating member's involvement in the CPD program.
- Coordinating members CPD conflict resolution in conjunction with the executive

The CPD Co-ordinator will advise any member who has either not satisfactorily completed the application sheet, or not demonstrated compliance with the minimum CPD requirements of their status and what steps must be taken to comply with the CPD requirements.

ADVICE OF IMPENDING CPD ACTIVITY AND REQUEST

FOR ALLOCATION OF POINTS

(To be used for Non AHSCA WA Activities)

Association, Interest Group or other organisation arranging activity

.....

Contact person (name, address, phone, fax, email)

.....

Date of event

Speaker(s)

.....

Subject/s 1

2

Outline of proposed presentation

.....

.....

.....

.....

.....

Total anticipated length of presentation (hrs)

Members Name

Signature Date

Office use:

Date Rec'd :..... Date processed:

Assessment of Activity: CPD compliant Points to be allocated:.....

Non-compliant return to Member with explanation of decision.

Signature:

for the AHSCA WA Co-ordinator

