

POLICY

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Purpose	To outline the guidelines relating to the undertaking of CPD for the purpose of applying, maintaining and renewing Geospatial Council Certifications.

Document History and Status

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V1.0	13/3/23	Operations Manager	Executive Manager – Workforce & Strategy	15/3/23	Current working version

POLICY

Continuing Professional Development for Certification

Purpose

The Geospatial Council of Australia offers a number of professional certifications for those who have demonstrated a level of professionalism and expertise in the geospatial science disciplines. These certifications each require the maintenance of a level of Continuing Professional Development (CPD), with this document outlining how this can be achieved.

Background

Designation as a Certified Professional denotes peer recognition of adequate qualifications and competencies for those titles. Competence is demonstrated by application of knowledge and skills to provide service, advice or opinion to clients or employers. By carefully limiting the professional work undertaken within the limits of qualifications and competence, certificants protect the interests of the community, clients, employers and themselves.

The undertaking of CPD activities is a well-established method for the maintenance or assessment of renewal of accreditations. The benefits of CPD are broad:

- demonstrates the commitment certificants make to maintaining currency of their knowledge
- improves a professional's productivity, motivation and engagement
- can improve opportunities for career development, including higher paying roles.

The Geospatial Council utilises a points-based system that provides a reasonable and proper guide to the minimum type and amount of CPD that the holder of a Geospatial Council Certification is expected to undertake annually and that assists members to measure and record their CPD.

Program Commitment

The Council acknowledges that an individual certificant's CPD requirements will vary depending on their workplace situation, and that their access to CPD opportunities will depend on their geographic location, workplace, and personal situation. The Council will endeavour to provide CPD opportunities to meet the needs of all members and non-members.

The Geospatial Council of Australia is committed to a CPD program that:

- is responsive to industry requirements and corresponds to workplace application
- provides opportunities for development across career streams
- reflects local, state/territory and national priorities
- reciprocates and supports investments individuals make in their own development
- provides participants with good value for their investment of time and money
- provides Members with a convenient and reliable method to record their CPD activities
- provides for public recognition of, and confidence in, the professional competence of certificants.

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CPD Requirements

Holders of Geospatial Council Certifications are required to demonstrate their commitment to CPD by accumulating at least **15 CPD** points per financial year.

- Points must be accrued within the financial year. Additional points gathered will not roll into the next period.
- For professionals receiving their Certification throughout the financial year, points will not need to be accrued until the first full FY following conferral.
- Methods of accrual will be solely determined by the Council, as per this policy.

Certificants may be eligible for exemptions if they take leave (extended sick, maternity/paternity, long service) are on a gap year or take a career break. Supporting documentation must be supplied and exemption will be applied proportional to the time taken per year, subject to approval.

Regulatory Boards

For those Certified Professionals who are required to be registered with jurisdictional Registration/Licensing Boards, the professional development requirements of these boards will be recognised by the Geospatial Council. Where proof of Registration or License is supplied and the CPD requirements of that Regulator are at least equivalent to that of the Council Policy (i.e. minimum 15 points), no further proof of CPD compliance will be required. Such regulators include:

1. the Board of Surveying & Spatial Information (NSW);
2. Surveyor-General ACT;
3. Surveyors Registration Board of Victoria;
4. Land Surveyors Licensing Board (WA); and
5. New Zealand Cadastral Surveyors Licensing Board.

If the member is not required to be registered/licensed with a regulatory Board or if the CPD requirements of the Regulator do not meet the requirements of the Geospatial Council of Australia Certification CPD Policy, then the member will need to carry out the appropriate professional development in order to meet the Council requirements.

Methods of Point Accrual

1. Geospatial Council Events

Attendance at Council-hosted or co-hosted face-to-face or online events including conferences, seminars and webinars that follow structured activities, agendas or programs. These are listed on the [Events](#) page on the Geospatial Council website.

- *1 point per hour (not including breaks and associated social functions)*

2. Geospatial Council Member or Supporting Partner Events

Attendance at online or face-to-face events hosted by Council Organisation Members or Supporting Partners, including conferences, seminars and webinars that follow structured activities, agendas or programs.

- *1 point per hour (not including breaks and associated social functions)*

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3. Other Events

Attendance at webinars, conferences or seminars hosted by external parties other than those listed in method 2 above. Certificants must record and maintain sufficient supporting documentation for the Geospatial Council to assess the activity for auditing purposes.

- *1 point per hour, LIMITED to 8 points per year*

4. Geospatial Council Participation

Those who participate as volunteers on the Geospatial Council Board, committees, working groups, assessment panels or jurisdiction Chairs. To claim points in this category, certificants must demonstrate active involvement which can be reflected through attendance at meetings and actively undertaking specific tasks.

- *1 point per hour; LIMITED to 5 points per year.*

5. Presenting at Geospatial Council/Member/Partner Events

Teaching or presenting at in-person or online events hosted by the Geospatial Council, a Council Organisation Member or a Supporting Partner. Repeat presentations, unless there are significant variations from the original presentation, will not attract points.

- *1 point per hour of presentation; in addition to any points claimed for attendance*

6. Presenting at Other Events

Teaching or presenting at in-person or online events hosted by external parties other than those listed in method 5 above. Repeat presentations, unless there are significant variations from the original presentation, will not attract points.

- *1 point per hour of presentation; in addition to any points claimed for attendance*

7. Papers – Publication and Peer Review

CPD points can be achieved for the publication and/or peer review of journal or conference papers.

- *Writing paper – 1 point per hour*
- *Peer review of paper – 1 point per hour*

8. Learning and Study

Self-paced learning in a private setting according to a program set by a learning organisation or similar body. This type of learning is usually structured and involves the testing of knowledge gained in some way. Types of learning and study can include independent study, self-directed learning, workplace learning activities (must supply meeting agendas, attendance or course notes) or private review of industry publications, journals, videos, etc.

- *1 point per hour; LIMITED to 5 points per year.*

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9. Formal Education and Training

This category is broadly defined as learning (knowledge and skills acquisition) that is delivered through a formal education or training programme and results in awarding of a certificate or qualification. Typically, this is education and training delivered by academic institutions, a registered training organisation (RTO), or an accredited industry trainer. The formal education and training must directly relate to improving/updating professional capabilities.

- *1 point per hour (contact hours only)*

10. Mentoring/Coaching

For individuals who establish a formal Mentor/Mentee/coaching relationship and have regular contact that can be demonstrated. Points can be claimed for individual meetings and associated mentoring networking events that are part of a formal program.

- *1 point per hour; **LIMITED** to 6 points per year*

11. Research and Development

Many professionals will be required to investigate new technologies or methodologies for incorporation into business operations. The R&D conducted in order to do this activity is considered to be professional development if it is a technology, method or design that has not previously been used or researched by the certificant.

- *1 point per hour; **LIMITED** to 5 points per year*

12. Other activities

Activities not outlined in the categories above can be claimed on a case-by-case basis. Applications with adequate documentation and evidence must be made within a timely manner.

Auditing

Timing and method of CPD auditing will be undertaken according to the relevant Certification Policy. Certificants will be required to produce documentation outlining the CPD undertaken. Geospatial Council Members are encouraged to utilise their online membership profile to maintain CPD records.

Inability to meet CPD requirements

If circumstances arise that result in a Certificant being unable to satisfactorily meet the CPD requirement, should contact certification@geospatialcouncil.org.au to discuss needs and options.