

# POLICY

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## Document Metadata

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<b>Policy Lead</b>	Executive Manager – Workforce & Strategy
<b>Purpose</b>	To set out the processes and rules for the end to end management of BOSSI CPD events and member record keeping for individual surveyors that provides confidence in the awarding of BOSSI CPD points.

## Document History and Status

Revision	Date issued	Reviewed by	Approved by	Date approved	Revision type
1.0	3/8/20	Various	CEO	13/08/20	Initial Working Version
2.0	6/5/21	Various	CEO	27/5/21	General updates
3.0	19/7/21	Events Manager	CEO	19/07/21	Added membership for assessors
4.0	16/3/23	Events & Operations Manager	Executive Manager – Workforce & Strategy	16/3/23	Update for transition to Geospatial Council

# POLICY

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## BOSSI CPD Policy

### Purpose

The Geospatial Council of Australia is one of five organisations ratified by the NSW Board of Surveying & Spatial Information (BOSSI) to undertake event assessments and issue CPD Point Summaries to Geospatial Council members and others.

The other ratified organisations are the Institution of Surveyors NSW, Consulting Surveyors NSW, University of Newcastle and the Australian Institute of Mining Surveyors.

In 2014, BOSSI defined the following as necessary Terms and Conditions for the Geospatial Council to be a ratified organisation.

- An organisation must be a professional association or tertiary education institution of either businesses or individuals engaged in the surveying industry.
- The organisation must have a written CPD Policy acceptable to the Board - even if it is just a re-write of the Board's Policy or a commitment to adopt it.
- The organisation must have a CPD Committee that the Board considers capable of assessing CPD activities in accordance with that Policy.
- The organisation must possess a written procedure for assessing CPD activities, approved by the Board.
- The organisation must be experienced in holding its own activities that would warrant allocation of CPD points.
- The organisation must nominate a representative from membership for the Board's CPD Committee.
- The organisation must guarantee to the Board that it will act impartially in the allocation of CPD points to both members and non-members.
- The organisation must commit that it will fully co-operate with other ratified organisations in the determination and dissemination of information concerning CPD points and CPD activities.
- The organisation must agree to abide by and uphold the Board's CPD Policy.
- The organisation must agree to be audited by the Board from time to time to review its status as a ratified organisation.
- The organisation must have a demonstrated administrative capability to undertake this service.

The Geospatial Council responded formally confirming their adherence to these terms and this current document, in conjunction with an internal procedures document, is an update and expansion to that response.

### CPD Policies

For all ACT and NSW registered surveyors (Mining or Land), the Geospatial Council fully adopts the current BOSSI CPD Policy, which can be found on the BOSSI website [here](#).

### CPD Committee

- The Geospatial Council NSW CPD Committee comprises at least three CPD assessors, the Geospatial Council Executive Manager – Workforce & Strategy and the Geospatial Council Workforce Officer.
- Where possible, CPD assessors will be NSW or ACT registered Land or Mining surveyors.

## POLICY

- The Committee will have full access to the BOSSI CPD folder in the Council’s SharePoint drive.
- The Committee will meet as a group at least once per year to review this document and discuss any other issues.
- The Geospatial Council NSW CPD Committee will nominate a member to assist with BOSSI CPD auditing as required.
- The CPD Assessors will be offered complimentary individual Geospatial Council of Australia membership for the duration of their service.

### Event and Activity Assessment

The Geospatial Council BOSSI CPD assessors can be asked to assess:

- Geospatial Council organised events
- events where no other ratified organisation has undertaken an assessment and members indicate interest in the event
- activities or events on request from a member, non-member or organisation.

CPD points will be allocated at no smaller than a 0.25-point increment. Where rounding is required, CPD points will be rounded down to the nearest 0.25-point increment. For clarity, this means:

- A DM1 or DM2 event will be allocated 0.25 points for each 15-minute interval
- A DM3 event will be allocated 0.25 points for each 30-minute interval (if less than 30-mins – no CPD points allocated)
- Part intervals smaller than 0.25 points will be allocated no CPD points.

#### CPD Delivery Methods:

Delivery Method Code	CPD delivery method	Points applicable
DM1	Watched live event with electronic evidence of login and logout or alternate equivalent attendance evidence – This includes face to face events, hybrid conferences & live webinars. Event must include live interaction between presenter and viewers	1 point per hour (Minimum of 5 CPD points must be obtained through this method) (Rounded down to a minimum 0.25 points per 15-minute increment)
DM2	Watch recorded or pre-recorded event (this includes recorded DM1 events) and answer questionnaire provided by event organiser (with at least 80% pass mark). If the questionnaire is not satisfactorily passed after two attempts only the points available for a DM3 event will be awarded.	1 point per hour (Rounded down to a minimum 0.25 points per 15-minute increment)
DM3	Watch recorded or pre-recorded event, but no questionnaire completed. A signed declaration must be submitted stating which event has been watched to claim available CPD points. (See Appendix C for an example)	½ point per hour (Rounded down to a minimum 0.25 points per 30-minute increment), if less than 30-mins – no CPD points allocated)

## POLICY

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### **Geospatial Council Hosted Events**

- The Geospatial Council Events Manager, in conjunction with the event program convenor, will decide if an event may be of interest to BOSSI Registered Surveyors.
- The Workforce Officer will manage the assessment process with the CPD Assessors.
- Once complete, the Geospatial Council will update the event webpage with the points allocated and BOSSI CPD Event code.

### **Personal Assessments**

- If a BOSSI registered surveyor undertakes an event or activity that hasn't been assessed by the Geospatial Council or another ratified organisation, they can request this if they require CPD points and feel it may be acceptable.
- As per BOSSI regulations, the Geospatial Council will not assess events hosted by another ratified organisation.
- The surveyor must download the BOSSI CPD Personal Assessment Form from the Geospatial Council website and submit to the Workforce Officer.
- Upon return of the completed document, the Workforce Officer will manage the assessment process with the Geospatial Council NSW CPD Assessors. This may take up to 14 days.
- The Workforce Officer will advise the Member the assessment is complete and the Member is to update their CPD record on their chosen CPD recording system.
- Geospatial Council of Australia Individual Members or employees of Organisation Members receive personal assessments at no cost. Non-members are charged a nominal \$55 (including GST) fee. Payment must be received before the results will be provided.

### **External Organisation Assessments**

- If an organisation (other than ratified organisations) hosts an event that hasn't been assessed by any ratified organisation, they can request Geospatial Council to do this if they feel it may be acceptable for BOSSI CPD points.
- The Geospatial Council Workforce Coordinator will provide the company the BOSSI CPD Organisation Assessment Form.
- Upon return of the completed document, the Workforce Officer will manage the assessment process with the Geospatial Council NSW CPD Assessors. This may take up to 14 days.
- The Workforce Officer will advise the organisation the assessment is complete and the organisation can update their event website and other marketing material with the CPD point details.

# POLICY

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## Records of Attendance for Geospatial Council Individual Members

Geospatial Council of Australia Individual Members can choose to use the CPD system that is part of their member profile on the Council website to maintain their CPD records. They are also welcome to use another ratified organisation to maintain their records if they wish, or a combination of both.

### Geospatial Council Seminars or Conferences with single streams/sessions only

- Geospatial Council staff will check in attendees on arrival and will generate the appropriate attendance list. Lists will also be shared with other ratified organisations if requested. Contact details will not be included to maintain privacy.
- Events attended will be listed in Member profiles but Members' will need to manually add the allocated BOSSI points claim to their records.

### Geospatial Council Seminars or Conferences with concurrent streams/sessions

- Geospatial Council staff will check in attendees on initial arrival and either paper sign in sheets or an appropriate electronic method (conference app or scanning in etc) will be utilised for sessions with different CPD determinations.
- It is the responsibility of the Council to provide the method of sign in for concurrent sessions, however it the responsibility of the event attendees to ensure they undertake this before entering the session.
- The Event Manager will generate the appropriate attendance list. Attendance lists, along with any session attendance reports, will be shared with other ratified organisations if requested. Contact details will not be included to maintain privacy.
- Events attended will be listed in Member profiles but Members' will need to manually add the allocated BOSSI points claim to their records.

### Geospatial Council Webinars

- The Geospatial Council's webinar system, Zoom, automatically records the start and finish time of live attendees. Following the conclusion of a live webinar event, an attendance report will be generated, and this will be shared with other ratified organisations if requested. Contact details will not be included to maintain privacy.
- For attendees watching a recording of the webinar, Zoom records the date and time the recording is accessed. Recording reports can be generated up to 18 months after the live webinar. Events attended will be automatically added to the Member's CPD record.
- To claim the full allocation of points, those who watch the recording (not live attendees) must also complete a six question, multiple choice questionnaire, achieving a passmark of 80%.
- Completed questionnaires are to be emailed to [cpd@geospatialcouncil.org.au](mailto:cpd@geospatialcouncil.org.au) and the Workforce Officer will mark and return. Attendees will be allowed two attempts only to achieve the required passmark. Once passed, the event will be approved in the member's CPD record.
- The date the webinar is watched defines which period the points can be claimed e.g. if a webinar is held live in 2022-23 but the claimant watched the recording in 2023-24, it counts for the 23-24 period.
- Only individual registrants in Zoom will be entitled to claim the associated CPD point/s. Onsite sign in sheets created by a company will not be accepted as proof of watching webinars.
- Webinars attended will be listed in Member profiles but Members' will need to manually add the allocated BOSSI points claim to their records (for live attendance, this can be added immediately, however those who watch the recording will need to add the webinar to their CPD record on confirmation of passing the questionnaire).

## POLICY

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### Non-Geospatial Council Events

- If the event host is another ratified organisation or an organisation that requested the Council to assess their event, the details of the event can be included in the Member's profile in the Council CPD system, and the Workforce Officer will request proof of attendance from the organisation when required during the CPD Summary Report process.
- If the event host is not one of the above, it is the responsibility of the Member to upload proof of attendance to the CPD record in their Member profile.

### Records of Attendance for Non Individual Members

For those surveyors who are employees of Geospatial Council Organisation Members (and therefore do not have access to an individual member profile to maintain CPD records) or not connected to Geospatial Council membership in any way, the process for records of attendance is slightly different.

- If the surveyor has attended a **Geospatial Council in-person event** (single stream or multi stream) or **live Geospatial Council webinar**, they can contact their chosen ratified organisation to ask for the event to be added to their CPD record (providing name, date and BOSSI code of the event). The respective CPD coordinator will request proof of attendance from the Geospatial Council.
- If the surveyor has **watched a recording of a Geospatial Council webinar**, they must complete a six question, multiple choice questionnaire, achieving a passmark of 80% to claim the full allocation of CPD points (otherwise only half the points can be claimed). Completed questionnaires are to be emailed to [cpd@geospatialcouncil.org.au](mailto:cpd@geospatialcouncil.org.au) and the Workforce Officer will mark and return. Attendees will be allowed two attempts only to achieve the required passmark. The marked questionnaire should then be emailed by the attendee to their chosen ratified organisation's CPD coordinator.
  - The date the webinar is watched defines which period the points can be claimed e.g. if a webinar is held live in 2022-23 but the claimant watched the recording in 2023-24, it counts for the 23-24 period.
  - Only individual registrants in Zoom will be entitled to claim the associated CPD point/s. Onsite sign in sheets created by a company will not be accepted as proof of watching webinars.

### CPD Summary Reports

The Geospatial Council Workforce Officer is responsible for generating a CPD Summary Report for those who request the service.

It is the Council's *strong preference* that:

- CPD Summary Reports are only prepared once a year, once the person has completed their activities for the period.
- All requests for CPD Summary Reports are received by 17 July each year.

Surveyors are able to submit multiple CPD Summary Reports to BOSSI (from different ratified organisations), however Members are most welcome to request the Geospatial Council to prepare a CPD Summary Report containing all activities for the year, regardless of the activity's origin/host.

The instructions for arranging a CPD Summary Report differ however, depending on whether the person uses the Geospatial Council CPD system within their member profile or another external system, such as that provided by ISNSW.

## POLICY

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### **Users of the Geospatial Council CPD recording system**

1. Before submitting a request for a CPD Summary Report, the Member should ensure they have entered all their CPD activity into the CPD area in their profile on the Geospatial Council website and have completed the full points required for the year as per the current BOSSI policy.
2. The Member should email [cpd@geospatialcouncil.org.au](mailto:cpd@geospatialcouncil.org.au) providing their BOSSI ID number, advising their record is complete and that they require a CPD Summary Report. The member must allow five business days for the report to be returned. This may take longer if appropriate details aren't included in the CPD record.
3. The Geospatial Council Workforce Officer will check the points claimed for each activity is as per points allocation, follows BOSSI CPD policy guidelines and that appropriate proof of attendance is provided or available for each activity.
4. The Workforce Officer will create the CPD Summary Report and send to the member to forward to BOSSI.

### **Users of other ratified organisation CPD recording systems**

1. Before submitting a request for a CPD Summary Report, the surveyor should ensure they have prepared a list of activities and have completed their activities for the year.
2. The surveyor should email the details, along with their BOSSI ID Number to [cpd@geospatialcouncil.org.au](mailto:cpd@geospatialcouncil.org.au) requesting a CPD Summary Report. The claimant must allow five business days for the report to be returned. This may take longer if appropriate details aren't included.
3. The Geospatial Council Workforce Officer will check the points claimed for each activity is as per points allocation, follows BOSSI CPD policy guidelines and that appropriate proof of attendance is provided or available for each activity, then issue the CPD Summary Report to the surveyor.

The creation of CPD Summary Reports is a free service for current Individual Members of the Geospatial Council or employees of Organisation Members, however a nominal fee of \$55 (including GST) will be charged to prepare a CPD Summary Report for a non-member. *If the surveyor can provide evidence such as an email or letter from a supervisor that they are unable to join Geospatial Council or another ratified organisation due to organisational policy, the fee will be waived.*

### **Audit**

If BOSSI requests an audit of the Geospatial Council of Australia, copies of all CPD Summary Reports, event attendance reports, assessments and master lists for the financial year, as well as the current version of this Policy and the Geospatial Council's internal procedures document will be provided by the due date requested by the BOSSI auditor.