

The Institution of Surveyors, Australia

CONTINUING PROFESSIONAL DEVELOPMENT

Revised Policy as adopted by the Council of the Institution

12 April 1997

Introduction:

Society is experiencing great changes in technology, administrative requirements and the public's expectation of professional performance.

The Institution of Surveyors, Australia, as the pre-eminent professional body influencing the performance of surveyors in Australia, recognises that it has a responsibility to facilitate the advancement of its members' professional abilities.

Therefore, the Institution seeks to ensure that its members continue to meet the expectations of society by requiring them to participate in a continuing development of their professional ability.

The Institution's CPD program will promote relevant and quality professional development activities. A member's compliance with this program will be recognised by the Institution through the award of the title of Certified Professional Surveyor (CPSurv). The continued use of this title by a member will require them to maintain a prescribed level of continuing professional development.

The basis for this policy is embedded in Item 5 of the Institution's Code of Ethics:

"A member shall endeavour to advance the science and practice of surveying and the objects of the Institution shall continue his professional development throughout his career and encourage the development of his subordinates."

This CPD policy is provided by ISA to promote consistency across the Divisions. The National Headquarters will provide, on request, assistance to any Division in the coordination and transmission of information or professional development activities to its members, or those in other Divisions.

Continuing Professional Development Objectives of the Institution:

The Institution sets the following objectives for its Continuing Professional Development program:

1. enhance the professional performance of members,
2. provide a sound and equitable CPD structure,
3. provide access to quality CPD activities for all members,
4. formally recognise a member's CPD achievements, and
5. promote recognition that CPD is part of a Surveyor's normal duties.

Definitions

Institution:

The Institution of Surveyors, Australia and its constituent Divisions.

Member:

For the purpose of this policy the term "member" includes all membership grades of the Institution except that of student.

Certified Professional Surveyor (CPSurv):

This title, or other equivalent titles approved by the Institution may be used by a member who satisfies the requirements of this CPD policy and who has reached, or surpassed, Stage 2 of the National Competency Standards for Professional Surveyors. Recognition of this effort will be made by the award of a certificate and the annual renewal of authority to use the title and display the award.

Continuing Professional Development (CPD):

The process by which a person maintains the quality and relevance of their professional ability. It has two components - professional experience and continuing education.

Professional experience:

The advancement of professional ability gained by experience throughout a person's career. It may be derived from the course of their work or by service to professional organisations.

Continuing education:

The specific educational activities undertaken by a person to advance their professional ability. Continuing education may be undertaken during working hours as part of their normal duties or in a member's own time.

CPD point:

1 hour of continuing professional development equals 1 CPD point.

PART A - POLICY

A member of the Institution who records a minimum of 20 CPD points during any two consecutive years as part of their continuing professional development and has reached, or surpassed, Stage 2 of the National Competency Standards for Professional Surveyors shall be awarded the title of Certified Professional Surveyor (CPSurv). A certificate and/or annual renewal of the authority to use the title shall be provided by the Institution on receipt of a statement signed by the member declaring they have satisfied the requirements of this policy.

A member who does not, or can not, satisfy this criteria shall retain full membership rights and responsibilities but has no rights to the use of the title Certified Professional Surveyor.

Duties of members:

To satisfy the requirements of this policy a member who has reached, or surpassed, Stage 2 of the National Competency Standards for Professional Surveyors shall:

1. accumulate 20 CPD points over any two consecutive years.
2. maintain a record of their CPD activities.
3. sign a statement, attached to the annual membership renewal, acknowledging that they have obtained the required CPD points and hold copies of the necessary records.
4. validate, in writing, their CPD record for the previous two years (to a minimum of 20 points), if requested in writing by the Institution.

A member who qualifies for the title of Certified Professional Surveyor will be issued with a certificate bearing the Institution crest and seal. Continued use of the title and the display of the certificate by a member requires the continuous satisfaction of the requirements of this policy.

A member who is not qualified to be awarded the title Certified Professional Surveyor is strongly supported by the Institution to comply with the above requirements. Compliance will add support to their claim for Stage 2 recognition under the National Competency Standards for Professional Surveyors when they apply.

Duties of the Divisions:

The implementation and administration of this policy will be the responsibility of each Division. The Divisions will:
develop and communicate their CPD requirements to their members,

identify, develop and promote to members appropriate CPD activities,

validate and record the performance of members, including disciplining members who fail to meet, or abuse, the requirements of this policy,

maintain a register of members authorised to use the title Certified Professional Surveyor,

maintain a documented appeals process,

liaise with National Headquarters on CPD activities that may be offered nationally.

Each Division shall submit their CPD policy to the Council of the Institution for accreditation. The approval of the Institution is required for major changes to a Division's CPD policy.

All Divisional CPD policies shall be derived from this policy and shall include the core content defined in Part B, below. A Division may add options or requirements for CPD to the core content as they see fit. These additions will require additional points to be accumulated by their members.

An annual sampling of members' records is recommended. When a member's circumstances preclude compliance, or cause it to be extremely difficult, each case should be considered by the Division and resolved on its merit. The Divisions will provide to National Headquarters a copy of their register of members currently authorised to use the title Certified Professional Surveyor. This will be compiled into a national listing to be used for the awarding of certificates and maintenance of the authority to use the title. When a member's authority to use the title lapses the member shall be notified in writing and shall be requested to return the certificate and cease all use of the title.

PART B

CPD PROGRAM CONTENT

Core Content:

A member of the Institution qualified to be awarded the title Certified Professional Surveyor is required to record 20 CPD points for continuing professional development as defined by sections 1 and 2 below, over any two consecutive years:

1. Continuing Education:

Continuing education includes:

- Conferences, seminars and workshops
- industry training courses (internal or external to the workplace),
- professional meetings and discussion groups (including video taped events),
- formal study by lecture or research,
- distance education,
- researching, writing, presentation and publication of professional papers or letters, and
- informal study for professional development that is able to be validated and is undertaken in a member's own time.

2. Professional Experience:

Professional experience that may be claimed as CPD includes:

- service on ISA committees, and
- service on industry Boards or committees of professional organisations related to surveying.

3. Optional Activities:

Optional CPD activities that may be incorporated in a Division's CPD policy include:

- study other than defined under Continuing Education
- current professional experience,
- community service, and
- personal endeavour.