



SSSI CPD POLICY

September, 2011

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SSSI Continuing Professional Development Policy

CPD and the SSSI Constitution

The SSSI Constitution makes clear the importance of providing for the CPD requirements of members, and of publically demonstrating the commitment members make to maintaining currency of their knowledge. The objectives of the SSSI, detailed in the Constitution, include the following:

- to empower members to strive for excellence in the application and practice of surveying and spatial science for the benefit of the community;
- to represent, support, provide for and promote the professional interests of members that work in the surveying and spatial industry in all its disciplines;
- to maintain and promote standards for members and professional conduct of members who work in the surveying and spatial industry;
- to encourage, promote to and assist members to:
 - pursue their professional commitments in an ethical, energetic and scientific manner;
 - maintain a high level of personal and professional esteem when interacting with the community, clients, colleagues and allied professionals;
- encourage, assist and to professionally develop new surveying and spatial science graduates;
- to enhance the professional character and status of members who practice in the surveying and spatial sciences as worthy contributors to the community;
- to promote honourable professional conduct and surveying and spatial science practice and to safeguard the interests of the profession of surveying and spatial science generally;
- to encourage the study of surveying and spatial sciences and to improve the general professional and technical knowledge of surveyors and spatial scientists and persons intending to engage in the professions of surveying or spatial science;
- to promote and provide the awarding of prizes, scholarships, exhibitions, bursaries and funds for the purposes of education in all branches of surveying and spatial science;
- to write, edit, print, publish, issue and circulate a periodic journal or journals, papers, circulars and other literary matter as is conducive to the other objects set out in this Constitution;
- to facilitate the exchange of ideas and knowledge between Members of the Institute and the community generally by lectures, conferences and any other means and to maintain libraries and data bases of materials and publications relevant to the spatial sciences.

Members of the Institute (with some reasonable exceptions) are required to maintain at least a minimum level of CPD. The base requirement of CPD on an annual basis for all members (including Honorary Fellows and Fellows that are also members) is 15 points or as otherwise determined by the Directors.

The Constitution requires that the Institute provides a certification process for Members and non-members who have demonstrated a level of professionalism and expertise in the surveying or spatial science disciplines. That certification requires the maintenance of at least the minimum level of CPD.

CPD and the SSSI Code of Ethics

SSSI members are required to abide by the Code of Ethics as a condition of their membership. The Code of Ethics provides a statement of principles upon which members shall conduct their activities in order to meet community trust.

Members of the Institute are bound by a common commitment to promote surveying and the spatial sciences and to facilitate its practice for the common good of the community based upon shared values of:

- Competence
- Truth
- Innovative practice
- Excellence
- Equality of opportunity
- Social justice
- Ethical behaviour

Members acknowledge the need for integrity, independence, care and competence, and a sense of duty. They uphold and advance these values by:

- supporting and participating in the continuing development of the surveying and spatial science profession;
- serving with honesty and forthrightness and within areas of their competence; and
- using their expertise for the enhancement of society and the stewardship of resources.

The Tenets of the SSSI Code of Ethics require that:

- Members act with integrity, dignity and honour to merit the trust of the community and the profession
- Members provide services and advice carefully and diligently only within their areas of competence
- Members develop their knowledge, skills and expertise continuously through their careers, and actively encourage their associates to do likewise.

Qualifications denote the foundation of knowledge that a member has achieved through formal education, experience, post graduate learning or a combination from all of these sources. Designation as a Certified Professional (discipline specific) or Certified Practitioner of the Institute 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, members protect the interests of the community, clients, employers and themselves.

SSSI Statement of Principles regarding CPD

The role of CPD for individual members of SSSI is embedded in the Institute's Constitution and its Code of Ethics. Active engagement in CPD demonstrates an individual's commitment to lifelong learning and their professional obligation to maintain currency within the surveying and spatial industry.

At its heart, a commitment to CPD is implicit in each SSSI member's obligation to abide by the Institute's Code of Ethics, particularly their obligation to provide services only within their areas of competence and to maintain standards of innovation and excellence such as to merit the trust of the community and the profession.

CPD is therefore **compulsory for all members of the Institute**¹. Members must maintain CPD sufficient to ensure, at a minimum, that their professional services warrant the trust of the community and the profession.

The Institute's responsibility to provide for the CPD requirements of its members, and to publicly make evident its members' commitment to CPD, is embedded in the Institute's Constitution:

- SSSI recognises the importance of CPD and is committed to providing innovative, up to date and relevant opportunities for its members
- SSSI provides a means for members to record their CPD activities
- SSSI acknowledges through certification a member's compliance with the Institute's CPD requirements, both for the benefit of those individual members, and for the benefit this brings to the public recognition of the profession
- SSSI audits the currency of its members' CPD, in order to ensure that the Institution and the profession warrants community trust.

The SSSI has developed a points-based system that provides a reasonable and proper guide to the minimum type and amount of CPD that an SSSI member is expected to undertake annually and that assists members to measure and record their CPD. The SSSI requires members to demonstrate to the Institute, their professional peers, and the community, their commitment to maintaining a minimum level of CPD, and to do this by achieving minimum CPD requirements.

The SSSI also acknowledges that an individual member'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 SSSI will endeavour to provide CPD opportunities to meet the needs of all members, will attempt to be responsive to the particular needs of individual members, but will also be considerate of the particular CPD challenges faced by some members at particular times in their professional careers.

While CPD, and annual reporting of CPD, is a compulsory aspect of membership, recording of CPD on the SSSI database is not a compulsory requirement of the SSSI CPD policy.

The remainder of this Policy Document describes the SSSI's operational CPD program.

¹Other than those excepted, as detailed in the Constitution

SSSI CPD Program

1. The SSSI CPD Program

SSSI 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, regional and national priorities
- reciprocates and supports investment individuals make in their own development
- provides members 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 Institute members.

2. Disclaimer

While SSSI will endeavour to provide a range of accurate and timely information, individuals are responsible for their own CPD, its maintenance and upkeep. The information contained on the SSSI website should be used as a guide and is not warranted to be correct or complete.

3. SSSI CPD Requirements

Professional members of SSSI are required to demonstrate their commitment to CPD by accumulating and reporting at least a minimum number CPD points per financial year:

- Individuals will be required to submit their total points per category and sign a declaration that will accompany their membership renewal.
- The specific CPD requirements of the membership categories of SSSI are:-
 - Honorary Fellow (member), Fellows, Members, Associates, Graduates – 15 points
 - Affiliates – 8 points
- Points must be accrued within the stated financial year. Additional points gathered will not roll into the next period.
- Methods of accrual will be administered solely by SSSI.
- Membership categories and circumstances where members are exempt from the CPD points system is outlined in Section 6.

Points can be accrued in the following methods:

3.1 SSSI Calendar Events

Attendance at SSSI endorsed conferences, workshops, seminars that follow structured activities, agendas or programs.

- 1 point per hour

3.2 Non-SSSI Events

Events not endorsed or presented by SSSI. Members can receive points for conferences, workshops or seminars hosted by external parties. An application can be made to SSSI outlining the nature of the event, the intended learning outcomes, and content of the event, demonstrating its relevance. Members must record and maintain sufficient supporting documentation for SSSI to assess the activity should that be required for auditing purposes.

- 1 point per hour, limited to 8 points per year (4 per year for Affiliate members)

3.3 SSSI e-Learning and e-CPD

SSSI will provide online learning opportunities in the form of podcasts, webinars or internet based learning that will be available on the SSSI website.

- 1 point per hour, extra points can be earned if an attached quiz receives 90% correct answers.

3.4 SSSI Participation

Participation in SSSI or Special Interest Groups. Those who participate as members of a Committee or Special Interest Group designed to further SSSI capability and performance.

- 1 point per hour; limited to 5 points per year. To claim points in this category members must demonstrate active involvement which can be reflected through attendance at meetings and actively undertaking specific tasks.

3.5 Teaching or Presenting

Teaching or presenting a workshop at a SSSI endorsed event that is additional to the participants usual work activities. Repeat presentations, unless there are significant variations from the original program will not attract points.

- 1 point per hour of presentation; 1 point in addition if written information is developed will be allocated per article, set of slides or chapter. (For initial presentation only, repeat presentations will not attract points.)

3.6 Papers – Publication and Peer Review

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

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

3.7 Learning and Study

Independent Study, Self Directed Learning and Workplace Learning Activities. Self-paced learning in a private setting according to a program set by a learning organisation or similar body (e.g. a web based learning package). This type of learning is usually structured and involves the testing of knowledge gained in some way.

- 1 point per hour; points limited to 5 points per year.

The private review of publications, journals, videos, etc that enhances an individual's professional development and knowledge

- 1 point per hour; 1 extra point per year can be gained if supporting evidence such as handwritten notes are supplied; limited to 5 points per year.

Workplace committees, organisations or on-the-job training activities that provide further enhancement of skills and capabilities will attract points, however must be demonstrated through meeting agendas, attendance or course notes.

- 1 point per hour; limited to 5 points per year

3.8 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 (University, TAFE), a registered training organisation (RTO), or an accredited industry trainer.

- 1 point per hour

3.9 Structured Networking

Unless the event focus is specific to structured networking, it is inherent that networking will occur through conversation and discussions at all events. Networking points will be applied automatically to SSSI events as it is expected that candidates will converse with each other and as such *point allocations are built into events*.

- For structured networking specific events: 1 point per hour; limited to 5 points per year.

3.10 Mentoring

For individuals who establish a formal Mentor/Mentee relationship and have regular contact that can be demonstrated.

- 1 point per meeting; limited to 5 points per year

3.11 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 to the SSSI CPD Coordinator.

3.12 SSSI Sustaining Partners

Arrangements by SSSI with reciprocal bodies and Sustaining Partners will be counted towards CPD points. SSSI will endorse these events based upon the categories as dictated by this section of the policy.

4. Exemptions

4.1 As detailed in SSSI's constitution the following membership categories are exempt from the annual CPD requirement;

- Student
- Honorary Fellow (Non-member)
- Retirees

4.2 Members who can supply supporting documentation will be eligible for exemptions if they take leave (extended sick, maternity/paternity, long service), are on a gap year or those who take a career break. Exemption will be applied proportional to the time taken per year.

4.3 Members who for some reason are short of the 15 points in a financial year may supply supporting documentation and a request to accrue the shortfall of points during the following year. The accrual will be in addition to the 15 points required of the following year (the essential criteria being the accumulation of 30 points over two years). Individual cases will only be considered where there is a shortfall – excess points in a year cannot roll into the next period.

5. Reviews

5.1 SSSI will conduct a review of 5% of members nationally. These will be selected at random and can occur at any point during the year. Nominated members will be required to produce documentation to support the points they have claimed as part of their renewal of membership. Members will be given a four week period to satisfy evidence requirements. Members are required to maintain evidence of CPD, and are encouraged to record up to date information on the SSSI CPD database.

5.2 For review purposes, the professional development requirements of Registration/Licensing Boards will be recognized by SSSI. Where proof of Registration or License is supplied and the CPD requirements of that Regulator are at least equivalent to that of the SSSI Policy (i.e.; minimum 15 points) no further proof of CPD compliance will be required. If the CPD requirements of the Regulator do not meet the requirements of the SSSI CPD Policy, then the member will need to carry out additional professional development in order to meet the SSSI requirements. For example, such Regulators include:

- Board of Surveying & Spatial Information (NSW);
- Surveyor General for the ACT;
- Surveyors Registration Board of Victoria;
- Land Surveyors Licensing Board (WA);
- New Zealand Cadastral Surveyors Licensing Board.

5.3 The specific professional development requirements of SSSI Specialised Certification (such as GISP-AP) will be recognised as satisfying the requirements of the SSSI CPD Policy where evidence of compliance with the certification is supplied.

6. Inability to meet CPD requirements in a single reporting period

As described in 4.3 above, members who have not achieved the required minimum evidence of CPD within a single year are required to accrue the shortfall by the end of the next financial year (the essential criteria being the accumulation of 30 points over two years). If circumstances arise that result in a member being unable to satisfactorily meet the CPD requirements of this Policy, then the Institute will work with that member to assess their needs and opportunities for CPD and with a view to providing additional support and opportunity. The SSSI, through its Constitution, is empowered to limit or terminate membership if that does become an appropriate or necessary outcome.