



SSSI CPD POLICY

April 2022



POLICY REGISTER

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CPD and the SSSI Constitution

The SSSI Constitution makes clear the importance of providing for the CPD requirements of members, and of publicly 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 databases 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 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
- 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, postgraduate 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.

Statement of Principles

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. 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 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.

CPD Program

1. Program Commitment

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 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. CPD Requirements

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

- The specific CPD requirements of the membership categories of SSSI are:
 - Honorary Fellows, Fellows, Members, Associates, Graduates – **15 points**
 - Affiliates – **8 points**
- Points must be accrued within the financial year. Additional points gathered will not roll into the next period.
- For members joining throughout the financial year, points will not need to be accrued until the first full FY following joining.
- Methods of accrual will be solely determined by SSSI, as per this policy.

3.1. Exemptions

As detailed in SSSI's constitution, **Students** and **Retired** members are exempt from the annual CPD requirement.

Members 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.

3.2. Regulatory Boards

For those members who are required to be registered with Registration/Licensing Boards, the professional development requirements of these boards will be recognised 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.

Such regulators include the Board of Surveying & Spatial Information (NSW), Surveyor-General ACT, Surveyors Registration Board of Victoria, Land Surveyors Licensing Board (WA) and 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 SSSI CPD Policy, then the member will need to carry out the appropriate professional development in order to meet the SSSI requirements.

4. Methods of Point Accrual

4.1. SSSI In Person Events

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

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

4.2. SSSI Online Events

Attendance at online webinars, conferences, workshops and seminars hosted or co-hosted by SSSI, as listed on the [SSSI Events](#) page. This includes those watched live or via recording after the event (“eCPD”).

- *1 point per hour (not including breaks)*

4.3. SSSI Sustaining Partner Events

Attendance at online or face to face events hosted by SSSI Sustaining Partners, including conferences, workshops and seminars that follow structured activities, agendas or programs.

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

4.4. Non-SSSI Events

Attendance at webinars, conferences, workshops or seminars hosted by external parties other than current SSSI Sustaining Partners. In the record of the event on the member CPD profile, outline the nature of the event (including delivery method e.g. online or in person), 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)*

4.5. SSSI Participation

Those who participate as members of a Committee designed to further SSSI capability and performance. To claim points in this category members 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.*

4.6. Teaching or Presenting

Teaching or presenting a workshop at an event hosted by SSSI, a SSSI Sustaining Partner or an official partner of SSSI (listed on the SSSI website [here](#)) that is additional to the participants usual work activities. Repeat presentations, unless there are significant variations from the original presentation, 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.*

4.7. 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*

4.8. Learning and Study

4.8.1. 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.

- *Independent Study - 1 point per hour*
- *Self-Directed Learning points - 1 point per hour*
- *Workplace Learning Activities – 1 point per hour*
- **LIMITED** to 5 points per year

4.8.2. 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*

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

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

4.9. 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 (University, TAFE), a registered training organisation (RTO), or an accredited industry trainer. The formal education and training must directly relate to improving/updating your professional capabilities. Written justification may be required.

- *1 point per hour (typically contact hours as defined by the course synopsis)*

4.10. 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*.

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

4.11. Mentoring

For individuals who establish a formal Mentor/Mentee relationship and have regular contact that can be demonstrated e.g., the mentoring journal from the SSSI Mentoring Program. 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*

4.12. 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 yourself.

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

4.13. 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.

5. Auditing

SSSI may conduct a review of up to 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 outlining the CPD undertaken. 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 their membership profile in the SSSI database.

6. Inability to meet CPD requirements

Members who for some reason believe they may fall short of the required points in a financial year should supply supporting documentation and a request to accrue the shortfall of points during the following year. The accrual will be in addition to the minimum annual points required of the following year. Individual cases will only be considered where there is a shortfall – excess points in a year cannot roll into the next period.

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, with a view to providing additional support and opportunity.