



SSSI BOSSI CPD POLICY

Updated May 2020

SSSI BOSSI CPD POLICY

Document Metadata

| | |
|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Owner Organisation: | Surveying & Spatial Science Institute |
| Policy Name | SSSI BOSSI CPD Policy |
| File name: | SSSI BOSSI CPD Policy 2020 |
| Document version: | 1.0 |
| Related Policies / Documents | SSSI CPD Policy August 2019 & SSSI BOSSI CPD Procedure 2020 |
| Last saved: | 27 May 2021 02:40 PM |
| Review Frequency: | Annually |
| Project manager: | Katie Le Miere |
| Purpose | 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 Aug 2020 | Various | CEO | 13/08/20 | Current Working Version |
| 2.0 | 6 May 2021 | Various | CEO | 27/5/21 | |
| | | | | | |
| | | | | | |

Distribution of copies

| Revision | Issued to |
|----------|-----------------------------------------|
| 1.0 | SSSI Internal, SSSI Members via website |
| 2.0 | SSSI Members via website and email |
| | |

SSSI BOSSI CPD POLICY

1. Purpose

The Surveying & Spatial Sciences Institute (SSSI) 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 SSSI 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 SSSI 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.

SSSI 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.

2. CPD Policies

- 2.1. For all NSW registered surveyors (Mining or Land), SSSI fully adopts the current BOSSI CPD Policy, which can be found on the BOSSI website [here](#).
- 2.2. For the purposes of membership of SSSI, SSSI abides by the SSSI CPD Policy found on the SSSI website [here](#).

3. SSSI CPD Committee

- 3.1. The SSSI NSW CPD Committee comprises four or more people nominated by the SSSI NSW Regional Committee, including at least two assessors (four is preferred), the NSW Regional Chair and a SSSI staff member acting as the SSSI CPD Coordinator.
- 3.2. Where possible, CPD assessors will be NSW or ACT registered Land or Mining surveyors.
- 3.3. The Committee will have full access to the BOSSI CPD folder in SSSI's central SharePoint drive.
- 3.4. As at May 2021, the assessors on the Committee are John Minehan, Greg Ledwidge, Joanne Hawkes, Justin Kell and Tony Proust. Others on the committee are Mary-Ellen Feeney, Roshni Sharma and Julie Fairman.
- 3.5. The Committee will meet at least once per year to review this document and discuss any other issues.
- 3.6. The SSSI NSW CPD Committee will nominate a member to assist with BOSSI CPD auditing as required.

SSSI BOSSI CPD POLICY

4. Event and Activity Assessment

The SSSI BOSSI CPD assessors can be asked to assess:

- SSSI 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.

4.1. SSSI Hosted Events

- 4.1.1. The SSSI National Events Manager in conjunction with the event program convenor, will decide if an event may be of interest to NSW Registered Surveyors and will ask the SSSI CPD Coordinator to complete the SSSI Events BOSSI CPD Assessment Form.
- 4.1.2. The SSSI CPD Coordinator will manage the assessment process with the SSSI NSW CPD Assessors.
- 4.1.3. Once complete, SSSI will update the event webpage with the points allocated and BOSSI CPD Event code and will also upload the details of the event onto www.cpdevents.com.au.

4.2. Personal Assessments

- 4.2.1. If a SSSI member undertakes an event or activity that hasn't been assessed by SSSI or another ratified organisation, they can contact SSSI to request this if they require CPD points and feel it may be acceptable.
- 4.2.2. As per BOSSI regulations, SSSI is unable to assess events hosted by another ratified organisation.
- 4.2.3. The member needs to download the Personal BOSSI CPD Assessment Form from the [SSSI website](#) and submit to the CPD Coordinator.
- 4.2.4. Upon return of the completed document, the SSSI CPD Coordinator will manage the assessment process with the SSSI NSW CPD Assessors. This may take up to 14 days.
- 4.2.5. The SSSI CPD Coordinator will advise the Member the assessment is complete and the Member is to update their CPD record on the SSSI website.
- 4.2.6. Non-members are allowed to request a personal assessment, however a \$55 (including GST) fee applies. Payment must be received before the results will be provided to them.

4.3. External Organisation Assessments

- 4.3.1. If an organisation (other than ratified organisations) hosts an event that hasn't been assessed by any ratified organisation, they can request SSSI to do this if they feel it may be acceptable.
- 4.3.2. The SSSI CPD Coordinator will provide the company the Organisation BOSSI CPD Assessment Form.
- 4.3.3. Upon return of the completed document, the SSSI CPD Coordinator will manage the assessment process with the SSSI NSW CPD Assessors.
- 4.3.4. The SSSI CPD Coordinator 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.
- 4.3.5. The SSSI CPD Coordinator will upload the details of the event onto www.cpdevents.com.au.

SSSI BOSSI CPD POLICY

5. Records of Attendance

SSSI members can choose to use the SSSI CPD system that is part of their member profile on the SSSI 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.

5.1. SSSI Seminars or Conferences with single streams/sessions only

5.1.1. SSSI staff will check in attendees on arrival via event ticketing software and will generate the appropriate attendance list for use by the SSSI CPD Coordinator. Lists will also be shared with other ratified organisations if requested. Contact details will not be included to maintain privacy.

5.2. SSSI Seminars or Conferences with concurrent streams/sessions

5.2.1. SSSI staff will check in attendees on initial arrival via event ticketing software and either Conference App or paper sign in sheets will be utilised for sessions with different CPD determinations.

5.2.2. It is the responsibility of the SSSI staff member to provide the forms, however it the responsibility of the event attendees to ensure they sign the form/app before entering the session.

5.2.3. The National Events Manager will generate the appropriate attendance list for use by the SSSI CPD Coordinator. Attendance lists, along with any session attendance reports/sign in sheets, will be shared with other ratified organisations if requested. Contact details will not be included to maintain privacy.

5.3. SSSI Webinars

5.3.1. SSSI's webinar system, Zoom, automatically records the start and finish time of live attendees. Following the conclusion of the live 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.

5.3.2. 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.

5.3.3. 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%.

5.3.4. Completed questionnaires are to be emailed to cpd@sssi.org.au and the SSSI CPD Coordinator will mark and return. Attendees will be allowed two attempts only to achieve the required passmark. For SSSI Members who utilise SSSI to maintain their CPD, the details of the event should be included in the member's CPD record on the SSSI website – SSSI will save the completed questionnaires for future reference. For those that use another ratified organisation to maintain their CPD, the questionnaire should be emailed to that organisation's CPD Coordinator.

5.3.5. The date the webinar is watched defines which period the points can be claimed e.g. if a webinar is held live in 19-20 but the claimant watched the recording in 20-21, it counts for the 20-21 period.

5.3.6. Only individual registrants in Zoom will be entitled to claim the associated CPD point. Onsite sign in sheets created by a company will not be accepted as proof of watching webinars.

5.4. External Events

5.4.1. If the organiser is another ratified organisation, the details of the event can be included on the SSSI CPD system and the SSSI CPD coordinator will request an attendance list from the ratified organisation when required during the CPD Summary Report process.

5.4.2. For organisations that requested SSSI undertake an assessment, the organiser is to send an attendance list to cpd@sssi.org.au within two weeks of the completion of the event. The list should contain the attendee's name and either time watched for webinars or signature of check in for face to face events.

SSSI BOSSI CPD POLICY

5.4.3. If the event organiser is not one of the above, it is the responsibility of the claimant to include the event details on their CPD record on the SSSI website and email the proof of attendance to the CPD Coordinator when requesting their annual CPD Summary Report.

6. CPD Summary Reports

The SSSI CPD Coordinator is responsible for generating a CPD Summary Report for those who request the service.

It is SSSI's *preference* that:

- CPD Summary Reports are only prepared once a year, once the person has completed their activities for the period.
- CPD Summary Reports are primarily for SSSI events and activities, however other events and activities can be included, assuming the requestor is able to provide appropriate details/evidence.
- All requests for CPD Summary Reports are received by 17 July each year.

6.1. SSSI Members

6.1.1. Before submitting a request for a CPD Summary Report, the Member should ensure they have entered all their CPD activity into the CPD system in their profile on the SSSI website and have completed the full points required for the year as per the current BOSSI policy.

6.1.2. The Member should email cpd@sssi.org.au providing their BOSSI ID number, advising their record is complete and that they require a CPD Summary Report (attaching any evidence required). 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.

6.1.3. The SSSI CPD Coordinator will check the points claimed for each activity is as per the assessment completed and follows SSSI and BOSSI CPD policy guidelines and that appropriate proof of attendance is provided or available for each activity.

6.1.4. The SSSI CPD Coordinator will create the CPD Summary Report and send to the member to forward to BOSSI.

6.2. Non-Members

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

6.2.2. If a non-member attends a SSSI event, they can contact their chosen ratified organisation to ask for the event to be added to their CPD list (providing name, date and BOSSI code of the event). The respective CPD coordinator will request proof of attendance from SSSI.

6.2.3. Before submitting a request for a CPD Summary Report, a non-member should ensure they have prepared a list of activities and have completed their activities for the year.

6.2.4. The claimant should email the details, along with their BOSSI Identification Number to cpd@sssi.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.

6.2.5. The SSSI CPD Coordinator will check the points claimed for each activity is as per the assessment completed and follows SSSI and 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 claimant.

SSSI BOSSI CPD POLICY

7. Audit

If BOSSI requests an audit of SSSI, 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 SSSI's internal procedures document will be provided by the due date requested by the BOSSI auditor.