

# Continuing Professional Development (CPD) Policy

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## 1. CPD POLICY

### 1.1 DEFINITION OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Continuing Professional Development (CPD) is defined as the process by which a professional maintains the quality and technical relevance of professional service throughout their career with ongoing education activity.

### 1.2 CURRENT CPD POLICY REVISION

This is the first edition of the HCAA CPD Policy.

### 1.3 THE HCAA AND CPD

The Hydraulic Consultants Association of Australasia, hereinafter referred to as the HCAA, is a not-for-profit professional body of Australasia, which aims to guide hydraulic services consultants and designers in all matters pertaining to their profession. As part of this guidance, the HCAA recognises that it has a responsibility to promote, facilitate and record the CPD activities of its members. The HCAA does this through a CPD programme.

### 1.4 OBJECTIVES OF THE HCAA CPD POLICY

The objective of the HCAA CPD Policy is to:

- Provide a formal programme that preserves and enhances the high standard of professional performance of its members.
- Ensure currency of hydraulic and related services design knowledge throughout its member's careers.
- Encourage and support relevant CPD activities to be undertaken by professional hydraulic designers as part normal work duties.
- Provide a formal point system to recognise the CPD activities of its members.
- Record and provide formal recognition of members' achievements in CPD.
- Monitor the requirements for an acceptable level of CPD of its members and vary the policy to meet changing industry expectations.

### 1.5 ELIGIBILITY TO PARTICIPATE

Current full members of the HCAA are permitted to participate in its CPD programme. Members, who are not full members, may participate in the CPD programme on the basis that they are accruing points and expect to apply for full membership within one year.

The term "member" includes all membership categories of the HCAA except Affiliate and Corporate Members.

## 1.6 RESPONSIBILITY OF MEMBERS

Compliance with the HCAA's CPD Policy is the responsibility of each member.

Members of the HCAA are also required to comply with the Code of Ethics as described under the HCAA's Rules and Articles of Association and Codes of Practice: "A member shall endeavour to advance the science and practice of hydraulic services design and the objects of the HCAA and shall continue their professional development throughout their career and encourage the development of their subordinates".

## 1.7 ADMINISTRATION

Administration of the CPD programme is the responsibility of the HCAA and includes:

- Promotion, development and assessment of appropriate activities.
- Advising members of the availability of appropriate activities.
- Maintaining contact with educational bodies, government organisations, other professional organisations and agencies to assist in promoting an active CPD programme.
- Recording members' points and reporting member's CPD status.

## 1.8 CPD COORDINATOR ROLE

A member of the HCAA will be appointed annually as the HCAA's CPD Coordinator, and with assistance of the Vice-President or Secretary, will be responsible for:

- Providing advice and information on CPD to all members.
- Liaison with various groups, educational bodies, kindred professions, employers and others to assist in CPD programming.
- Coordinating members CPD conflict resolution in conjunction with the HCAA Committee.

## **2. IMPLEMENTATION OF THE CPD POLICY**

### **2.1 INTRODUCTION**

The following guidelines will be the basis of assessment of compliance with the HCAA CPD Policy.

### **2.2 CPD COMPLIANCE**

Compliance with the HCAA CPD Policy will be awarded to members accruing fifteen (15) points during the previous financial year (1st July to 30th June).

### **2.3 MEMBER REPORTING AND CPD DIARIES**

Members shall report and provide evidence of their CPD activities to HCAA to obtain their required points. Reporting by members shall be via the HCAA website, by using their member login to enter the required activity details and attach documentary evidence into their individual CPD Diary.

Documentary evidence, as a minimum, must include supporting documentation from presenter in the form of a letter, email or certificate of attendance showing your name and hours attended (except for 1/2-hour technical seminars and presentations).

CPD point applications without the above supporting documentation may be rejected. The HCAA also retains the right to request further information or evidence of a CPD event at their discretion.

HCAA organised events have points awarded automatically, based on records of attendance.

Once application have been assessed and approved, the HCAA will record member's CPD points status in their CPD diary. This record will be in the form of a points table and will allow members to monitor their CPD points status

It is the member's responsibility to maintain copies of their CPD applications for auditing purposes for at least seven (7) years.

### **2.4 PUBLIC CPD REGISTER OF HYDRAULIC CONSULTANTS**

Each year the HCAA will publish on their website a register of members that have achieved compliance with the HCAA CPD Policy.

Registers may be updated periodically but are based on the member's CPD points for the previous financial year.

### 3. CPD POINTS ALLOCATION

CPD points will generally be assessed as 1 point for 1 hour of face to face education, either via standard or non-standard events, or as indicated in the CPD Points Guide.

To ensure broad skill sets some CPD activities are limited to a maximum number of points per year. Refer to CPD Points Guide Table.

#### 3.1 APPROPRIATE CPD SUBJECT MATTER

The advice in this section is not exhaustive but provides general advice to assist members in fulfilling their obligation for CPD.

##### 3.1.1 CONTENT

Content of CPD activities should relate to the theory and general practice of hydraulic services design, as defined for purposes of membership of the HCAA. However, content could also include education for other skills and related professional practices including business management and ethical studies.

##### 3.1.2 ACTIVITIES

Any CPD undertaking should seek to encompass a range of opportunities, to complement and update existing knowledge, sharpen skills or prepare a hydraulic services consultant for additional responsibilities or tasks. Appropriate standard activities would include:

- **Service on HCAA Committees and Technical and Practice Sub-Committees** - This would include committees of the HCAA. It may also include service on technical committees of Local Government agencies.
- **Tertiary Courses** - These are specific education courses including certificates, diplomas, degrees, etc. or additional profession-relevant education at a Registered Training Organisation (RTO). Applies to technical courses only. Other courses will be judged on their merit. This does not include the education required to gain qualifications for membership of the HCAA.
- **Congresses, Conventions and Plumbing Trade Shows** - These include congresses or conventions run by allied professional bodies and which provide subjects of interest and education for hydraulic services consultants.
- **Courses, Seminars, Workshops and Lectures** - Similarly, these can include those provided by a wide range of organisations including private providers, educational bodies and government departments.
- **Factory Tours** – This includes tours of the factories of companies that supply products to hydraulic industry and may include demonstration of the manufacturing process and discussion with technical staff.
- **Field Days** – This may include activities such as the inspection of unusual or complex hydraulics installation or high green star rated building.
- **In-House Technical Seminar** - Presented by the member's employer (home base learning). This type of CPD activity is more common with government departments although it is increasingly popular in larger firms or in some rural areas. It may also be a joint activity conducted by several firms. After presenting an “in-house” activity the member shall submit a summary of the presentation to the CPD Coordinator who will advise on the CPD points applicable.

- **External Technical Seminar** - Presented by outside experts. These would be similar to “in-house” activities described above except that the accent is on bringing in outside expertise.
- **Manufacturer’s Technical Presentation** - This should not be purely a product sales-based presentation and should contain technical information.
- **Research, Writing and Presentation of Technical Publications** - This would include preparation of papers for the HCAA Journal or e-newsletter, trade magazine or journal. Such papers should be at least 2,000 words, preferably typed (electronic), on hydraulic services matters.
- **Other Individual CPD Activities** – Activities which have been specifically assessed by the HCAA as being appropriate CPD activities of a technical nature.

### 3.2 CPD POINTS GUIDE

STANDARD ACTIVITES *	POINTS PER ACTIVITY **
HCAA general meeting or AGM	2
HCAA organized CPD events	1 per hour (Or as advised)
Service on HCAA, technical and practical committees	1 per meeting
Tertiary courses	1 per hour Max 10 per year
Congresses, conventions and plumbing trade shows	1 per hour Max 2 per day
Seminars, workshops and lectures	1 per hour Max 2 per day
Factory tours and field days	1 per hour Max 2 per day
In-house and external technical seminar, manufacturer’s technical presentation (Note - a maximum of 4 seminars/presentations at 0.5 points each are claimable each year without substantiation by the presenter)	1 per hour Max 2 per day
Research, writing and presentation of technical publications	2
Other individual CPD activities	As assessed by CPD Coordinator

\* Points may be modified at the discretion of the CPD Coordinator, depending on content.

\*\* All non-standard events should be submitted to the CPD Coordinator prior the event for assessment. This is in order to avoid members carrying out studies to attain CPD points that may not be acceptable to the Committee.