

# ANZLAA CPD Program Terms and Conditions

(Last modified 6<sup>th</sup> December 2018)

The ANZLAA Continuing Professional Development (CPD) Program is designed to encourage and support commitment to ongoing learning. Participation is open to all ANZLAA members and is entirely voluntary.

The program allows ANZLAA members to document their participation in CPD activities by accruing points. Members accruing points above certain levels are eligible for recognition by formal endorsement under the program.

The program is managed by the ANZLAA CPD Committee and is supported by advice from a separate CPD Consulting Group of experienced ANZLAA members. The Terms of Reference for both the Committee and the Consulting Group are available on the CPD Program webpage under the Members tab of the ANZLAA website.

## How to join the Program

The CPD Program is available free of charge to all current members of ANZLAA. It is not available to non-members or those whose subscriptions are more than 3 months overdue.

Formal registration is not required. Your participation in the CPD Program begins on the date of the earliest CPD activity that you enter into your spreadsheet (see 'Recording your points' below).

## How to earn points

CPD points are awarded according to the type and extent of CPD activities that you have completed.

Points may only be awarded for activities that have been approved by the CPD Committee. The number of points for a given activity is set by the CPD Committee and points only accrue once the activity has been completed.

To ensure consistency, a **CPD Points Table** has been prepared to show the number of points awarded for common CPD activities. The CPD Points Table can be downloaded from the CPD Program page under the Members tab of the ANZLAA website.

Members may seek advice from the CPD Committee if they feel that an activity should earn points but does not match any item in the table. The Committee can be contacted by sending an email to [cpd@anzlaa.org](mailto:cpd@anzlaa.org).

Points may be earned for concurrent activities provided there is no significant overlap. For example, a member may earn points for presenting a poster at a conference as well as earning points for attending the conference. However if someone is delivering an entire workshop, then they can claim points for their presentations but they cannot also claim points for attending.

## How to record your points

When you have completed a CPD activity, enter a brief description of the activity and the number of points earned in your downloaded copy of the CPD Points Table. Make sure you also keep documentation to prove that you have completed the activity (see below).

## Documentation for your CPD activities

It is extremely important that you keep documentation to prove that you have completed the CPD activities that you wish to claim points for. This is because the CPD Program will be audited

periodically for integrity purposes and if you are audited, you will be asked to provide relevant documentation.

You will see that the CPD Points Table includes columns indicating the type of documentation that is required and for recording the documentation you have collected.

### **Endorsement and recognition**

As your points accrue, you will become eligible for endorsement by ANZLAA at a level that reflects the extent of CPD activities completed.

Endorsement is based on the average number of points accrued over a three year period. Using a three year average helps cater for year to year variation in your CPD activities and opportunities.

Generally, points are averaged over three consecutive years without a break. However, members who are unable to undertake CPD activities while on an extended absence from work, may choose to extend the period over which their points are averaged without penalty. In such cases, the duration of their absence from work will be added to the three year period but the points will still be averaged over only three years. For example, someone who is absent from work for 6 months may still have their points averaged over 3 years, even though the overall timeframe in which the points were accrued was 3 ½ years. Note that this is optional: members may still choose to have their points averaged within a three year timeframe, even if they had an extended break during that time.

Three levels of endorsement are available:

- **ANZLAA CPD Endorsement Level 1** (Indicates an average of 30 points per year over 3 years). This is the lowest level and is designed to be achievable without significant financial cost or the need to attend external events. It may appeal to part time staff or those with a limited training budget.
- **ANZLAA CPD Endorsement Level 2** (Indicates an average of 60 points per year over 3 years). An intermediate level of endorsement.
- **ANZLAA CPD Endorsement Level 3** (Indicates an average of 90 points per year over 3 years). This indicates significant commitment. Since it is the highest level of CPD recognition, audits may be conducted more frequently at this level compared with the lower levels.

A certificate to document your endorsement will be available. Prior to the certificate being issued, your points total will be checked by the ANZLAA Secretariat and an audit may also be conducted by the CPD Committee.

A member's endorsement will remain valid for as long as the member continues to accrue points at a sufficient rate to maintain the average required for that level.

To apply for endorsement, please send your updated Points Table spreadsheet to [cpd@anzlaa.org](mailto:cpd@anzlaa.org). Please do not send supporting documentation when applying for endorsement – this is only required if you are audited.

### **Auditing**

To help ensure the integrity of the CPD Program, audits will be carried out periodically by the CPD Committee.

It is therefore important that members keep accurate documentation to substantiate the points they have claimed in case they are audited. Examples of the required documentation are shown in the CPD Points Table.

Some audits will be random while others may be targeted to cases where members are seeking higher level endorsement or if the CPD Committee has concerns about a claim for endorsement.

Endorsement may be suspended or revoked if a member is unable to demonstrate to the satisfaction of the CPD Committee that points have been claimed in a manner consistent with the CPD Program procedures.

If you do not agree with the outcome of an audit, you may ask for your claim to be referred to the CPD Consulting Group for review. If you still do not agree with the outcome, you may refer your claim to the ANZLAA Executive with a request for further review. The decision of the ANZLAA Executive shall be final.

### **Retrospective endorsement**

Points may be claimed up to 3 years in retrospect. This means that members who commence their participation in the CPD Program and the time of its formal launch, may claim points for any CPD activities completed from 1<sup>st</sup> January 2016 to the present, provided the total time span is not more than 3 years.

If the total retrospective points claimed during the preceding 3 years is sufficient, members may apply for endorsement (please see details above).

### **Recognition of prior experience for new members**

New members of ANZLAA who have relevant prior experience may apply for endorsement by special consideration. Examples would be people with relevant experience who have recently moved to Australia or New Zealand from another country, or who for other reasons have relevant experience but have not been a member of ANZLAA in recent years.

Members seeking endorsement in these circumstances must contact the CPD Committee for advice. Consideration will be given to issuing endorsement if the Committee is satisfied that the member can demonstrate participation in relevant CPD activities for a period of at least three years immediately prior to the date of their inquiry. If endorsement is approved, it will only remain valid if the member continues their membership and participation in the CPD Program.

To apply for endorsement based on prior experience outside the ANZLAA CPD Program, please email [cpd@anzlaa.org](mailto:cpd@anzlaa.org).