

Professional Development - Continuing Professional Development Guidelines

Section 1 - Purpose and Context

(1) These guidelines should be read in conjunction with the [Professional Development Policy](#).

Section 2 - Definitions

(2) Nil.

Section 3 - Policy Statement

(3) Nil.

Section 4 - Procedures

(4) Nil.

Section 5 - Guidelines

(5) Continuing Professional Development (CPD) facilitates the recognition of employees as a professional group. A commitment to CPD by both managers and employees enables joint responsibility for demonstrating high professional standards; reviewing current knowledge and skills; building professional capabilities; continuous quality improvement in work practices; and optimising career opportunities for employees.

(6) CPD allows employees to actively participate in, track and monitor their continuing professional development and recognises the range of development activities that add to or broaden an individual's body of knowledge. CPD may include formal and informal, internal or external professional development activities such as formal short courses of study, seminars and conferences, work-based activities, professional network forums, and self-directed informal learning.

(7) The undertaking of CPD activities should be discussed by the employee with their supervisor at the time of the annual performance, planning and development meeting and form part of the employee's Individual Development Plan.

(8) A guideline of up to 105 hours of CPD every 3 years (or 35 hours over 12 months) is suggested, and allows for flexibility in planning and scheduling at the organisational unit and individual level. Within this framework, employees should undertake any mandatory or compliance-related training required from time to time as it relates to statutory or legal obligations or application of UWS policies or systems. Refer to the attached Guidelines.

(9) Supervisors should sign off on the type of activity to be considered as CPD. Recording of CPD will be through the

University's Learning Management System (through Staff Online).

(10) Types of activities recognised as CPD are those that are beyond normal employment duties or expectations. In any case, CPD activities should be discussed and negotiated with the employee's supervisor.

Type 1	Formal education* includes formal classroom, distance education/ online delivery and short courses and usually involves some form of assessment.
Type 2	Learning activities include recognised and structured training that does not form part of a formal award or accreditation process and generally does not involve structured assessment. They may include non-assessed courses offered by educational institutions, professional bodies or the University (delivered face-to-face, distance or online), or attendance at professional events such as professional network forums.
Type 3	Conferences or Seminars where the content relates to the employee's career or profession.
Type 4	Presentation of Papers. CPD may be recognised for preparation and presentation of papers at conferences, symposia and seminars that are conducted beyond normal employment expectations and where it extends the employee's professional knowledge and capabilities. Note that it is normally expected that Academics would prepare and present conference papers as part of their work as academics.
Type 5	Industry involvement may involve consulting services, industry partnership or supervision in research, industry site visits, or participation in industry committees.
Type 6	Service to the profession** may include contribution or service which is beyond normal employment expectations and is more applicable to non-academic employees***. Activities include being a member of a professional board or committee, volunteering as a convenor of a professional forum or special interest group, judging or assessing professional excellence awards, acting as an assessor on a state or national accreditation committee, participating in a professional bodies' mentor program, writing articles for professional or business magazines or journals, participation in research related to the profession.
Type 7	Informal self-directed learning**** may include discussion groups, web forums, books, journals, articles, CDs, DVDs.
Type 8	School or Organisation Unit activities includes participation in internal training and development sessions or seminars organised by the School or Unit, School or Unit strategic or business planning meetings or team development sessions.

* External formal study programs are recognised as a separate professional development activity. Refer to the [Professional Development Policy](#). An employee wishing to undertake professional development in addition to a formal study program should discuss their learning needs with their supervisor or manager.

** Examples include AHRI for HR professionals, ATEM for tertiary administrators, Finance Associations, IT or Computer Associations.

*** Service or contribution to the profession for Academic employees is considered a normal expectation of their duties.

**** Examples include on-line training, self-directed learning using CDs, DVDs, reading professional books, journals or articles.

Status and Details

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