

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) Refer to the [Professional Development Policy](#).

Section 4 - Procedures

(4) Nil.

Section 5 - Guidelines

(5) Types of activities recognised as Continuing Professional Development (CPD) are those that are beyond normal employment duties or expectations. CPD activities should be discussed and negotiated by the employee with their supervisor and may form part of the employee's Individual Development Plan and as part of the Performance, Planning and Review discussions.

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 Academic staff would prepare and present conference papers as part of their normal work.
Type 5	Industry involvement may involve activities such as 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 related to professional bodies of which the employee is a member***. 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 includes on-line training, CDs, DVDs, reading professional books, journals or articles, participating in discussion groups, web forums, etc.
Type 8	School or Organisational Unit activities include participation in internal training and development sessions, research or other educational seminars organised by the School or Unit, School or Unit planning meetings, retreats, or team development activities.

* 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 this with their supervisor.

** Examples include acting on committees that are specific to a profession such as 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.

Status and Details

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Unit Head	Angelo Kourtis Vice-President, People and Advancement 47360627
Author	Kay Hemsall
Enquiries Contact	Angelo Kourtis Vice-President, People and Advancement 47360627