

Policy

Type:	Quality Assurance		
Number:	2.2		
Name:	Continuing Professional Development Policy		
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Policy Statement: All members registered in the General Class must undertake Continuing Professional Development (CPD) activity in line with the learning goals described in their Individual Learning Plan (ILP).

Procedure:

- 1) Members are required to ensure that CPD activities they undertake as part of the QA Program directly support the achievement of the learning goals specified in their Individual Learning Plan.
- 2) Learning activity that is directly related to the member's practice will be considered acceptable activity for the purposes of the QA Program.
- 3) Other learning that is directed at practice in general will also be considered acceptable (e.g. conference attendance).
- 4) Members are required to reflect on the efficacy of CPD activity undertaken over the past year in achieving learning goals.
- 5) CPD activity does not have to be completed within the year in which it began. Continuing activity (e.g. part-time degree studies) is permitted provided it is associated with a specific learning goal/s each year and an end date is specified within the Learning Plan. Evaluation of the efficacy of such ongoing activity in working towards achievement of the learning goal/s must also be undertaken each year as part of the Self-Assessment.
- 6) Members are required to keep records of their participation in CPD activity, and evidence of participation in and completion of learning activities, in their Portfolio, in the form and manner specified by the College, for a period of two years.

- 7) Members are required to record completion of CPD activity through the use of the Self-Assessment Portal.
- 8) Members are not normally required to submit evidence of completion of CPD activity to the College unless requested to do so by the Committee, an assessor or a College employee. Members who fail to submit evidence of completion or other information regarding CPD activity in response to a request by the College will be notified that they are eligible for Peer and Practice Assessment and may be referred to the Inquiries, Complaints and Reports Committee for non-compliance.
- 9) Aggregate data will be used by the College to inform the development of programs and tools to support members' practice and professional development.
- 10) Members selected for Peer and Practice Assessments will have their Portfolio reviewed by staff or an assessor to confirm completion and retention of Self-Assessments and ILPs.