



# ETC - 001 Continuing Professional Development Policy

References:	ACA Certification Guide
Associated Policies/Procedures:	CPD Procedure – to be developed
Associated Forms:	N/A

## 1. Introduction

The Australasian Corrosion Association (the Association) is committed to ensure that corrosion practitioners who have been certified under the Association's Certification Scheme undertake and maintain Continuing Professional Development (CPD).

## 2. Purpose

The purpose of the CPD policy is to realise the expectations of Continuing Professional Development (CPD) as referenced in the Australasian Corrosion Association Certification Scheme. Individuals subject to this policy will undergo random audits to ensure compliance with this policy.

## 3. Scope

This policy applies to corrosion practitioners who have been certified by the ACA, both members and non-members.

## 4. Definitions

Term	Definition
<b>CPD</b>	Continuing Professional Development
<b>Certified practitioner</b>	A person who had been certified by the ACA as meeting the requirements of the certification scheme as set out in the Certification Guide
<b>CPD audit</b>	An audit conducted as per the requirements set out in this policy
<b>CPD auditor</b>	A person authorised to conduct an audit



## 5. Policy statement

CPD is defined as the undertaking of development activities that lead to the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout a person's corrosion career.

### Audit period

Individuals will be subject to random audits.

### Corrosion Practice

An individual must be able to demonstrate an active participation in corrosion practice during the 3 years prior to an audit.

### Hours

An individual must demonstrate a minimum of 150 hours of relevant CPD in the last three years.

Of the 150 hours:

- At least 50 hours must relate to the individual's area of corrosion practice
- At least 1 hour must cover ethics
- At least 1 hour must cover risk management
- The remainder must cover a range of activities relevant to the individual's corrosion practice career

If an individual has had a career break or is working in a part-time or casual capacity, then the 150 hours may be demonstrated over the last 5 years rather than the last 3 years.

### Notice of CPD audit

An individual who has received an audit notice is required to respond within 3 months by submitting the required CPD documents.

Required CPD documents are:

- A statement of experience detailing an individual's active participation in corrosion practice during the 3 years prior to an audit.



- A CPD log demonstrating CPD hours required as per this policy. The CPD log must provide details of CPD activities, the type of CPD activity, how the CPD activity has extended knowledge, and the number of hours taken for each activity.

### **Extension of time to provide information**

An individual who is unable to provide the required CPD documents within 3 months may request an extension of time to comply. A reasonable explanation must be provided at the time of the request for extension.

### **Career break**

A career break is defined as a period of leave from the workforce of at least 6 months and less than 5 years.

The following circumstances may constitute a career break:

- Serious illness
- Parental leave
- Care for family members
- Unemployment
- Elite sporting or cultural pursuits
- Travel
- Any other sufficient cause

The following circumstances do not constitute a career break:

- Permanent part-time corrosion practice work
- Voluntary corrosion practice work
- Work related study
- Semi-retirement

Evidence of the circumstances of a career break may be required by the ACA as part of the audit process.

### **Part-time or casual employment**

Part-time and casual employment is defined as usually working less than 24 hours a week.

### **Extension of time to become compliant**



There may be cases where an individual may be non-compliant. In such cases an individual may be granted an extension of time to become compliant. An individual who has been granted an extension of time cannot be granted a subsequent extension.

Extension of time may be granted for a maximum period of 12 months and at the discretion of the CPD auditor.

### **Unsuccessful audit outcome**

An individual who has received a notice of an unsuccessful audit outcome has the right to apply for a review of the assessment.

An application for review of assessment must be made to the CEO and:

- Be in writing
- Set out enough detail to enable it to be properly investigated
- Be made within 28 working days of receiving the unsuccessful notification

### **Revoking of certification**

An individual who is deemed to have had an unsuccessful audit may have their certification revoked.

## **6. Accountabilities & responsibilities**

- 6.1. Board:** The ACA Board is ultimately responsible for approving the CPD policy. The Board is responsible for ensuring that appropriate resources, systems and processes are in place to implement the CPD Policy across the Association.
- 6.2. Education and Training Committee (ETC):** ETC is responsible for reviewing and improving *ETC-001 Continuing Professional Development Policy* in accordance with the Committee's Charter. ETC is responsible for reviewing and making recommendations to the Board regarding the CPD Policy.
- 6.3. Executive Officer (EO):** The EO is responsible for ensuring that the CPD Policy is being effectively resourced and implemented across the Association.

## **7. Policy Review**

ETC will review the CPD Policy at least every three years. Any changes to policy will be submitted to the Board for approval.



Revision	Change details	Reviewed by	Date reviewed	Approved by	Approval date
1.0	Policy development	Education and Training Committee		Board	TBA
	Scheduled review	Education and Training Committee	TBA	Board	