

Continuing Professional Development

Continuing Professional Development (CPD): The Key To Maintaining CPL Status

Meeting your CPD obligations is an important part of the CPL certification process. CPD is an ongoing commitment to this professional qualification and should be completed across each three (3) year period following the initial granting of your CPL.

Compliance with CPD requirements ensures that those who have met the initial criteria to be awarded their CPL are also deserving of maintaining their status, and able to continue using the CPL post-nominal.

Failure to comply with the CPD requirements will result in the termination of CPL certification.

Breaks in the CPD component can be prior arranged if required because of personal circumstances for a period not exceeding 5 years. Please contact your association directly should you require special consideration.

Eligible CPD Activities & Technical Capability Areas

In order to maintain certification as a CPL a minimum of 120 points of eligible CPD activities over a period of three (3) years is required. Your Association will assess CPD each period and will issue an invoice with the expectation that your logbook is returned with your renewal payment.

The minimum 120 points:

1. Must relate to a cross section of activities from the 7 Capability Areas as set out in the table below;
2. Are calculated by first multiplying the actual hours of the eligible CPD activity by the relevant “time weighting factor” associated with that eligible Capability Area, and then converting to a points basis by multiplying the weighted hours by 2.

Activities that accrue points under the CPD scheme are divided into the following categories. The number of hours and points reflect aggregate activity for each category over a three year period.

Eligible CPD Capability Areas	A	B1	B2	C	D	E	F
Descriptor	Formal Study including (non workplace) Short Courses and Courses at TAFE and University.	Informal Learning / on the job learning	Informal private study and study tours/ exchange programs.	Seminars, Conferences and Meetings	Presentations & Papers.	Participation in Industry or Standards Committees / Working Parties including being on a Board of Directors.	Special Events/Activities as specified in the Association Activities Calendar
Weighting	2	1	0.5	1	25 points each Unpublished/ 100 points each Published	1	<i>See Associations Activities</i>
Total Max Weighted Hours Allowable	50	25	25	No Max	No Max	No Max	
Total Max Weighted Points Allowable	100	50	50				

In order to maintain certification, a minimum score of 120 points is required from your mix of CPD activity over the three year period.

Note that in the calculation of the hours underlying your points claimed, the actual hours you put in must first be multiplied by any relevant weighting factors.

For example, John Smith attends a program on City Logistics at the University of Melbourne for 5 weeks involving 2 hours per week attendance at lectures. The total 10 hours of attendance are then multiplied by the weighting 2.0 in Capability Area A, for a total of 20 hours CPD, translating to 40 points of CPD.

Mary Jones undertakes a personal project to review literature on supply chain management practices in community organisations, and includes site visits to support her review, to a total of 20 hours. The weighting under category B is 0.5, giving 10 weighted hours and hence 20 points of CPD.

Participation in each CPD activity must specify a direct relationship to the specific professional capability to which the CPD relates. This requirement ensures CPD activities are closely linked to the profession.

Eligible CPD Activities

- A** Face to Face hours or equivalent courses that include some form of assessment and have direct relevance to CPL
- B1** Related to professional development
- B2** Private study is self-paced and involves the reading of books, journals and manuals to familiarize yourself with the latest techniques, legal requirements, etc. Participants must list details of the book, journal, manual etc as well as the article/chapter headings to give an indication of new knowledge gained.
- C** Conferences, seminars, workshops, exhibitions, inspections and meetings run by acknowledged experts can be claimed as CPD provided that the content relates to the development of your professional career. Not to include social functions.
- D** Preparation and presentation of material for conferences, seminars, meetings and workshops can be claimed if these activities are related to your professional development. Participants are not able to claim for the preparation of materials for courses that are part of their normal employment.
- E** This includes participation on committees and/or panels involved with the furthering of the profession, as well as the holding of a position on a Board of Directors of a recognised Association.
- F** Special activities that will have a weighting factor as detailed on the next page.

Association Activities

Association Activity	CPD Area	CPD Weighting
<i>Events: Networking Activities</i>		
Attendance (including facilitator, MC, etc)	F	0.5
Attendance as Guest Speaker	F	1
<i>Events: Seminar/Workshop</i>		
Attendance (including facilitator, MC, etc)	F	1
Attendance as Guest Speaker	F	2
<i>Events: Site Visits</i>		
Attendance	F	0.5
<i>Mentoring Program:</i>		
Mentee	F	1
Mentor	F	2
<i>Webinars:</i>		
Attendance (including facilitator, MC, etc)	F	0.5
Attendance as Guest Speaker	F	1
<i>Associations Boards and Committees:</i>		
Board / Committee Member	F	2
<i>Awards Functions:</i>		
Attendance	F	0.5
Nominee / Finalist	F	1
Winner	F	2

Calculating Points:

Step 1: Record the number of hours that were involved in the associated activity.

Step 2: Multiply the number of hours by the CPD Weighting listed.

Step 3: Multiply this figure by 2 to reach the total number of points to allocate to this activity.

Maintaining Your Record of CPD

Details of all your CPD activities will be required to be entered in your personal CPD Activities Logbook (excel spreadsheet) as provided by your Association.

Your CPD Activities Logbook is structured as follows (all information as provided as an **example only**):

Date	Description & Details	Capability Area	Hours	Weighting	Total Points	Progressive Grand Total
Year 1 (eg 2012)						
01.03.12	Association Section Networking Event - Speaker	F	2	1	4	4
01.06.12	Submission to Industry Publication – unpublished (more details enclosed)	D		25	25	29
01.07.12	Short Course – Humanitarian Logistics (more details enclosed)	A	12	2	48	77
05.10.12	TLWAG Committee Meeting	E	1	1	2	79
Year 2 (eg 2013)						
15.04.13	Association Site Visit	F	1	0.5	1	80
01.07.13	Attend non-Association Industry Event (more details enclosed)	C	2	1	4	84
07.09.13	Read – Humanitarian Logistics –Meeting the Challenge and Preparing for responding to Disasters (more details enclosed)	B2	12	0.5	12	96
Year 3 (eg 2014)						
01.03.14	Association Section Networking Event	F	2	0.5	2	98
01.07.14	Submission to Industry publication – Published (more details enclosed)	D		100	100	198
01.08.14	In-house training seminar (more details enclosed)	B1	2	1	4	202