



New Zealand Institute of Surveyors
Policy Statement
Continuing Professional Development

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Introduction and Authority

The New Zealand Institute of Surveyors (NZIS) has an obligation to support professional currency.

NZIS Rule 20.2.2 on Continuing Education states:

All members shall maintain and shall strive to improve their competence by attention to developments relevant to their professional, technical or management activities and shall avail themselves of opportunities to further their education in those areas relevant to their activities

Purpose

The objective of the Continuing Professional Development (CPD) Policy is to encourage members to engage in education activities that have the potential to influence and enhance their professional practice and currency. Members should plan their CPD, record their CPD and reflect on their learning. The Continuing Professional Development Policy provides a formal framework for recording the CPD activities which are already an integral part of a member's professional development and/or certification.

Factors Underlying CPD

NZIS recognises the importance of the following factors in the definition of and need for maintaining CPD:

- a. It has a role to play in ensuring that its members maintain acceptable standards of performance;
- b. It has a responsibility to promote and facilitate the advancement and updating of members' professional and technical knowledge in order to meet the changing needs and expectations of society;
- c. The importance of maintaining associations with other professional bodies, national and international;
- d. Within the range of members' skills, the maintenance of standards, currency of knowledge and the protection of the public are fundamental responsibilities;
- e. Professional development is the process by which members maintain the quality and relevance of service throughout their careers;
- f. Professional development has two elements:
 1. Experience which is gained throughout one's career and varies according to the nature and scope of individual employment and activities; and



2. Continuing education which is study undertaken by members to extend or update their knowledge or to prepare them to meet advances or changes.

General Principles, Expectations and Obligations

The NZIS CPD Policy:

- a. Expects all members who are engaged in the practice of surveying or spatial science to undertake an acceptable level of continuing professional development;
- b. Formally acknowledges recognised continuing professional development activities;
- c. Promotes and facilitates the provision of continuing education opportunities which are relevant, practical and accessible;
- d. Encourages employers of members to include relevant continuing education as part of an employee's normal duties;
- e. Publishes continuing professional development guidelines from time to time;
- f. Recognises as professional development the endeavour made by members to carry out formal study, informal study, research and writing, business management, Institute participation and service, and personal development;
- g. Requires Members who are practicing as Registered Professional Surveyors to compulsorily undertake the required level of continuing professional development and maintain a record of that continuing professional development;
- h. Audits and reports on the continuing professional development of members including that compulsorily undertaken by Registered Professional Surveyors Members;
- i. Contributes to a suitable programme to assist Cadastral Surveyors to satisfy the ongoing competency requirements of the Cadastral Surveyors Licensing Board;
- j. Contributes to a suitable programme to assist Hydrographic Surveyors to satisfy the ongoing requirements of the Australasian Hydrographic Surveyors Certification Panel (AHSCP).
- k. Continues to have relevant and current knowledge of compliance standards and legislation within the industry including health and safety standards.



Administration

- a. The CPD Programme as approved by the NZIS Board shall be administered by the Chief Executive.
- b. The Chief Executive shall maintain a facility for members to register CPD points and ensure the Audit Process as approved by the CPD Committee is carried out. The results will be reported to the Committee annually.
- c. An Education Officer may be employed to facilitate the provision of an annual CPD Programme to members as directed by the Chief Executive.
- d. The CPD Programme is based on these key features:
- e. The NZIS Policy regarding the CPD obligations of members
- f. The publication of, and compliance with, CPD Guidelines
- g. Certifying members that have met the CPD requirements
- h. Auditing of Member compliance
- i. A facility for self–recording of CPD points will be maintained through the membership dashboard via Institute website. All CPD points must be registered by members online via the Institute website.
- j. The Chief Executive shall oversee the CPD Programme Audit Process.

CPD Content

A member's CPD should include courses and activities of significant technical, intellectual or practical content and should deal primarily with matters directly relating to the practice of surveying and spatial sciences. It may include gaining knowledge and other skills of related professions, business management, personal development, and Institute service and meetings. As a guide CPD must:

- a. Facilitate the Professional Development of the individual involved, and
- b. Be significantly different from the normal duties of the individual involved.

In other words, for an activity to qualify as CPD, the member needs to seek out the knowledge required to become better informed and not just undertake the work in the normal manner.



Courses other than those related to surveying or spatial sciences may be considered as CPD if they can be linked to the member's professional competence. For example, it may be appropriate to include a business management course.

Categories of CPD Activity

CPD should seek to encompass a range of opportunities that complement and update existing knowledge and experience, sharpen skills and prepare the member for additional responsibilities. There are two categories of CPD, Professional Learning and Professional Endeavour. Members should include activities from both categories in approximately equal proportion.

a. Professional Learning (Structured)

i. Conferences, Congresses, Commissions and Conventions

These may be organised by NZIS, allied professional bodies, government agencies and non-government organisations. CPD points are gained from the technical programme, as distinct from the social programme.

ii. Courses, Seminars, Workshops and Lectures

These can include those provided by a wide range of organisations including educational bodies, government departments, and private providers and generally will be related to the member's field of expertise. It also includes events related to business, communication, management, leadership and so on. A minimum of 5 CPD points per year need to be obtained from these activities.

iii. NZIS Meetings

Regular attendance at meetings allows a member to keep up to date with professional matters. They provide members with a means to advance the profession of surveying including the free exchange of knowledge and experience. They also provide a mechanism for members wishing to participate in advocacy of best practice in areas related to surveying.

iv. In- House Training

Structured in-house learning presented by in-house experts, external presenters or self-taught tutorials. It may also be a joint exercise conducted by several survey firms.

v. Tertiary Courses

These are relevant courses provided by public or private tertiary level organisations.

b. Professional Endeavour (Unstructured)

vi. Research, Writing and Presentation of Papers for Publishing

This includes preparation of papers on surveying and spatial science matters for the New Zealand Surveyor, Surveying + Spatial, CPD Seminars, and NZIS Conference etc.

vii. Service on Technical and Practice Committees

This includes committees of the Institute looking at specific technical subjects and includes service on technical committees of Local Government.

viii. NZIS Service

This includes service on NZIS Branch, Division and Group Committees, and Institute Council.

ix. Individual Endeavour

This category relates to the discipline of self-education through reading relevant journals, technical papers, or articles related to a member's core discipline. It includes preparation for NZIS examinations and preparation for professional entrance interviews.

CPD Points Allocation

NZIS Membership categories and their required CPD points are as follows:

Membership Type	CPD Requirement
Individual Affiliate Member	None
Honorary Member	None
Spatial Stream	None
Student Member	10 CPD points per year
First Year Associate Member	10 CPD points per year
Associate Member	15 CPD points per year
Voting Member	20 CPD points per year



RPSurv Member	25 CPD points per year
Retired or Retired (active) Member	None
Overseas Retired Member	None
Overseas Member	None

The majority of members are required to participate in the CPD Programme and achieve at least 10 to 25 points in a 12-month period (1 July – 30 June) depending on their category.

- a. One hour of participation in a Professional Learning (structured) activity is equivalent to one CPD point.
- b. One hour of involvement in a Professional Endeavour (unstructured) activity is equivalent to ½ CPD point.
- c. One hour of involvement in the delivery of training or CPD activities on the behalf of the Institute is equivalent to 2 CPD points to a maximum of 15 points per event or activity.
- d. Reading of professional or technical text or materials can only apply to a maximum of 5 CPD points per year.
- e. Application for additional points for non-specified activities may be made to NZIS National Office via the NZIS Knowledge Manager.
- f. A minimum of 5 CPD points per year needs to be obtained from NZIS CPD initiatives i.e. seminars, workshops, webinars or events advertised on the NZIS website national training calendar.

Members must record CPD points online via the member dashboard on the Institute website.

CPD Personal Record

It is the responsibility of the member to accurately record in their website CPD Record all CPD Activities including the following details:

- a. CPD Activity category
- b. Verification available
- c. Structured/Unstructured
- d. Total hours spent



- e. CPD Activity date
- f. CPD Provider
- g. Description of Activity

The member's CPD Record shall be completed for each 12-month period to the end of the NZIS financial year (1 July – 30 June). All records for this period will be inspected and each member achieving the minimum CPD points pertaining to their membership category will be issued a CPD Compliance Certificate.

CPD Certification

The Chief Executive shall issue a CPD Compliance Certificate annually to members who have acquired the minimum CPD points requirements for the preceding 12-month period.

The issue of a CPD Certificate does not confer full compliance with the requirements for Registered Professional Surveyor status.

Requirements for Registered Professional Surveyors:

- a. Registered Professional Surveyor (RPSurv) Members must acquire at least 25 CPD points over the preceding 12-month period from 1 July annually.
- b. An RPSurv Member must derive a minimum of 20 points over a 24-month period from CPD activities directly related to the Member's specified Advanced Competencies.
- c. Members must record CPD points online via the Institute website.
- d. An RPSurv Member who is employed part-time is required to complete all the requirements of the CPD Programme. Competence does not relate solely to the hours a Member works but to the standard of work performed. For example, a Member working twenty hours per week must be just as competent in those twenty hours as a colleague working full time.
- e. The NZIS National Office via the NZIS Knowledge Manager shall have discretion on a case by case basis to alter the CPD requirements for any Member who seeks a dispensation from the above requirements in circumstances such as maternity leave, extended illness, or other valid exemption.

CPD Programme Audit Process

The Audit Process is the mechanism to monitor each member's involvement in the CPD Programme. The CPD of members shall be audited in accordance with the Audit Process set out below:

- a. The Chief Executive shall oversee a CPD quality assurance audit.
- b. At the end of each NZIS financial year (30 June) the CPD Auditor shall audit by exception:



- i. Members who come to NZIS attention by way substantive complaints;
 - ii. Records that have an unusually high or unusually low number of points;
 - iii. The record of any RPSurv Member who has been subject to the Non-Compliance and Review Process.
- c. Member CPD records will be checked to ensure they have achieved the required number of points for CPD.
- d. The audit will also check the completeness of the records and compliance with the CPD Guidelines.
- e. As part of the audit a Member may be asked to present evidence or additional material to support any or all CPD activities for which points are being claimed.
- f. The Member may also be asked to provide reflective statements on all or any CPD activity to demonstrate how each has affirmed or improved their practice.
- g. All Members shall comply with the reasonable requests arising from the CPD Audit.
- h. If the Member is unable to provide evidence or adequately account for any CPD activity claimed, then the Non-Compliance and Review Process will be initiated as set out in these Guidelines.

Non-Compliance and Review Process for Registered Professional Surveyors

Any Registered Professional Surveyor failing to meet their obligations under the CPD Programme shall be subject to the following notification and review process:

- a. The Knowledge Manager will review returns and confirm irregularities with individuals (that the record is correct).
- b. Where satisfied the individual record is correct the Chief Executive will notify the Member of their non-compliance and that their CPD programme is now subject to a review.
- c. The Member will be advised that the object of the review is to ensure that the non-compliance is rectified over the next 12-month period, that the member is receiving the necessary support from employers, that opportunities are available, and that systems are in place to enable an ongoing commitment to CPD into the future.



- d. The Member shall be required to complete the shortfall in their CPD within the next 12-month period (1 July – 30 June). The shortfall to be completed shall be over and above the standard requirement to acquire the required CPD points over a 12-month period.
- e. The Member may be required to submit full details of their CPD Programme for the 12-month review period (as if for an audit).
- f. The Member's CPD record will be subject to the Audit Process for the next 2 years.
- g. Any non-compliance may mean that NZIS will not be able to confer Registered Professional Surveyor status, and may not be able to confirm to the Cadastral Surveying Licensing Board or Australasian Hydrographic Surveyors Certification Board that maintenance of ongoing competence has been met.
- h. Failure to meet the requirements of the Review Process within the 12-month review period may result in the NZIS taking disciplinary action in respect of the professional conduct of the Member.

