

## NZIF POLICY

### CONTINUING PROFESSIONAL DEVELOPMENT

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#### DEFINITION OF CPD

Continuing professional development or CPD is the ongoing process of undertaking education, maintaining a current knowledge base and improving skills and knowledge that is a feature of professional careers.

#### NZIF REQUIREMENTS

The NZIF Rules state:

*128. The purpose of the Registration Scheme is to provide a means for individual members to be recognised by their peers and others for attaining and maintaining:*

*128.1. Appropriate qualifications and understanding of the principles of forestry processes;*

*128.2. Continuing development of professional skills, abilities and knowledge;*

*128.3. High standards of professional conduct.*

Rule 148.5 requires that all applicants for registration must have undertaken continuing professional development during the three years prior to application to the standard prescribed by the Registration Board. The rules also require the Board to prescribe requirements for continuing registration, which if not met can result in termination of registration.

The NZIF Code of Ethics states:

*5.1 As part of maintaining the standards of professional competency referred to under the New Zealand Institute of Forestry Rules 128.3, 148.5 and 157 every registered member shall, unless exempted by Council, participate in an ongoing annual programme of Continuing Professional Development in accordance with guidelines published to members from time-to-time by the Institute.*

[Note: at the date of this policy, a review of the NZIF Code of Ethics was in progress, which may alter the provisions in the Code.

Note also that this policy includes provisions under which the Registration Board may approve exemptions from CPD requirements for special circumstances and career breaks for Registered members, rather than requiring Council approval.]

The policy sets out the types of CPD recognised by NZIF, requirements for meeting and recording of CPD activities and covers various administrative matters. While the policy applies predominantly to Registered members for whom CPD is compulsory, all NZIF members are encouraged to take part in CPD activities and to record them in the membership database.

<b>NZIF CPD POLICY</b>	
<b>CPD Categories</b>	<p>Categories of CPD include:</p> <p><u>Structured Professional Learning</u>            Structured professional learning relates to NZIF events and those from other recognised providers. Wherever possible it must be verifiable (i.e. where it can be objectively verified by a competent source). However, this may not always be possible, particularly with on-line webinars, workshops, seminars, podcasts, video conferencing, etc., in which case the member must keep full records that demonstrate participation.</p> <p>Sub-categories are:</p> <ul style="list-style-type: none"> <li>• <u>Formal NZIF</u>: Formal seminars, workshops, meetings and conferences organised by NZIF including local section meetings.</li> <li>• <u>Formal Other</u>: Formal seminars, workshops and conferences run by training providers or other professional associations, with topics ranging from technical forestry issues through business and personnel management, governance and financial reporting, marketing, computer skills, etc.</li> <li>• <u>Tertiary Papers</u>: Tertiary papers offered through universities and polytechnics, including extramural study.</li> <li>• <u>Tertiary Short Courses</u>: Short courses offered by universities and other providers.</li> <li>• <u>On-line Study</u>: On-line, self-study courses, that provide a completion record the student can retain.</li> <li>• <u>In-House Training</u>: In-house training programmes run by employing or associated organisations to assist staff to meet business objectives, e.g. technical skills, quality management. Included is one-to-one coaching on specific work-related tasks providing that the coaching session occurs at defined times and follows a pre-prepared outline which includes learning objectives.</li> <li>• <u>Group Study Tours</u>: Group study tours, where independent verification from a competent source is provided. This involves a topic or problem being specified, objectives for the study being identified, various information sources being explored and documented, and results, conclusions and recommendations being reached and written up.</li> </ul> <p><u>Unstructured Professional Endeavour</u>            Unstructured professional endeavour relates to activities that provide opportunities for personal development outside the more formal instruction events provided by others.</p> <p>Sub categories are:</p> <ul style="list-style-type: none"> <li>• <u>Authorship</u>: Authorship of technical articles for publication that involve new learning or assimilation of ideas by the author.</li> <li>• <u>Serving NZIF</u>: Serving on the NZIF Council, Registration Board, local section and other committees.</li> <li>• <u>Representing NZIF</u>: Representing NZIF on formal Tribunals or enquiries, and in other similar professional roles.</li> </ul>

	<ul style="list-style-type: none"> <li>• <u>Standards</u>: Participation in working groups or committees preparing technical documents such as standards, guidelines, professional submissions, manuals, etc., whether for NZIF or other entities.</li> <li>• <u>Presentations</u>: Original presentations (at conferences, workshops, briefing sessions and discussion groups) can be claimed for CPD credits where this is not part of normal employment. Where the same presentation is used on more than one occasion, it can only be counted as formal CPD the first time. The time spent in preparation (on a “fair play” basis, to a maximum of three times the length of the presentation) as well as delivery can count towards the CPD credits earned. If making a joint presentation, claim only for your personal preparation/involvement. Note that if attendance at the presentation would qualify for structured professional learning under subcategories formal NZIF or formal other, the presenter can claim the actual presentation under one of those sub-categories, providing there is no double counting of attendance/presentation and that any preparation time claimed is classified as unstructured professional endeavour, sub-category presentations.</li> <li>• <u>Private Study &amp; Research</u>: Private study and research, including group study tours where no independent verification from a competent authority is available. This involves a topic or problem being specified, objectives for the study being identified, various information sources being explored and documented, and results, conclusions and recommendations being reached and written up.</li> <li>• <u>Public Meetings</u>: Attendance at public meetings of various associations, interest groups, etc., where there is a formal presentation and opportunity to interact with the speaker and other attendees.</li> </ul> <p><u>Not qualifying/Other</u></p> <ul style="list-style-type: none"> <li>• General reading, e.g. of New Zealand Journal of Forestry, does not qualify as CPD or structured private study because this type of reading generally has a low level of retention.</li> <li>• Gaining or renewing specific skills that may be required as part of employment (e.g. a first aid qualification or driving licence) does not qualify as CPD.</li> <li>• Time spent in social activities at conferences workshops, etc., (including conference dinners) does not qualify as CPD.</li> </ul>
<p><b>Minimum requirement</b></p>	<p><u>Applicants for Registration</u></p> <ul style="list-style-type: none"> <li>• A minimum of 60 hours of qualifying CPD in the three years before applying for registration, of which a minimum of 30 hours must be structured professional learning.</li> </ul> <p><u>Registered members</u></p> <ul style="list-style-type: none"> <li>• A minimum of 100 hours of qualifying CPD in the five years preceding each periodic review, with a minimum of 10 hours in any one year.</li> <li>• A minimum of 50 hours of structured professional learning in the five years preceding each periodic review.</li> </ul>

	<ul style="list-style-type: none"> <li>• The minimum required CPD cannot include more than 5 hours in total in any one year of unstructured professional endeavour in the sub-categories of private study and research and attendance at public meetings.</li> <li>• Members are recommended to ensure at least some CPD making up their minimum requirement is achieved from NZIF events or activities. Members are encouraged to participate in the annual NZIF conference and in NZIF section meetings.</li> </ul> <p><u>Graduate and ordinary members</u></p> <ul style="list-style-type: none"> <li>• No formal requirement, but recommended to achieve a minimum of 20 hours of qualifying CPD/year.</li> <li>• Members are encouraged to attend NZIF conferences and local section events, forestry field days, etc., particularly because of the opportunity to network and become an active part of the forestry community. Graduate members should also participate in job development opportunities and seek to develop skills and knowledge into areas they haven't experienced, etc.</li> </ul> <p><u>Student, Associate, Retired (Associate, Ordinary and Registered) &amp; Honorary Members</u></p> <p>No formal requirement.</p> <p><u>Overseas members</u></p> <p>Must show evidence of obtaining CPD in country of residence. In isolated areas, minimum credits can be obtained through private planned study, formal study taken extramurally or at a local training establishment if directly related to forestry.</p> <p><u>All members</u></p> <p>Should seek to attend and become involved in NZIF conferences and national and local section events and to attend forestry field days.</p> <p>All members, particularly older and more experienced ones are encouraged to be active in NZIF activities, including serving on Council, Board, Fellows' Committee and local sections committees, to assist in development of NZIF submissions policies and guidelines and to pass on their experience and knowledge to other NZIF members.</p>
<p><b>Recording &amp; Verification</b></p>	<p>CPD Record should include following:</p> <ul style="list-style-type: none"> <li>• CPD Category and sub-category</li> <li>• details of CPD activity (description of activity, where held, when held, who ran it)</li> <li>• number of CPD hours claimed</li> <li>• Reflections on what learnt.</li> </ul> <p>Must be able to substantiate participation (particularly where there is a claim for it to be classed as structured CPD) – e.g. through documents such as:</p> <ul style="list-style-type: none"> <li>• certificates of attainment/completion/attendance</li> <li>• attendance record (e.g. a letter or similar document or receipt from the provider)</li> <li>• copies of presentations/papers presented</li> <li>• summaries of learning from less structured CPD activities.</li> </ul>

	<p>Details of claimed CPD must be entered on the NZIF website. Details for each calendar year must be completed no later than 31<sup>st</sup> March in the following year (particularly relevant for Registered members).</p> <p>For reviews of registration, members are required to review their previous (i.e. at the beginning of the review period) intended CPD programme and comment on how it was met and reasons if some or all of the intentions were not met.</p> <p>Both applicants for registration and Registered members undertaking periodic reviews must state their intentions for CPD for the next review period (in general not specific terms, although they could, for example, indicate an intention to attend a certain number of NZIF conferences and local section events).</p> <p>Relevant records must be retained for at least 6 years and produced by applicants for registration and Registered members if requested by the Board.</p>
<p><b>Auditing</b></p>	<p>During the annual renewal of registration, the Registration Board (through the Registrar) will check the CPD records in the NZIF membership database to ensure that minimum requirements have been met before renewal is confirmed.</p> <p>During the periodic review of registration of a Registered Member, the Registration Board will examine the CPD records in the NZIF membership database to ensure that requirements of this policy have been met.</p> <p>When the Registration Board considers an individual member's CPD record (either for an applicant or during an annual or periodic review), the member may be required to produce further evidence of compliance.</p> <p>The Board is also likely to consider the appropriateness of the member's CPD activity. This might include:</p> <ul style="list-style-type: none"> <li>• for early career members, the Board envisages activities broadening the member's experience and knowledge (particularly outside the direct employment environment) and also taking advantage of opportunities to expand networks</li> <li>• for mid-career members, the Board envisages an increasing focus on activity expanding knowledge and experience</li> <li>• where a member has moved to a management position, the Board envisages CPD in areas such as governance, financial management, people management, new legislation, etc.</li> <li>• as members approach retirement and start moving into part-time employment, the Board encourages some focus on maintaining knowledge in areas of paid employment and also more effort being put into NZIF activities, events where the member's experience and knowledge can be shared with younger members and including mentoring of younger members</li> <li>• the Board also encourages involvement in NZIF events and particularly involvement in local sections or national governance.</li> </ul>

	The Board may initiate audits of CPD in response to concerns about some aspect of an individual member’s CPD record.
<b>Exemptions</b>	<p><u>Special circumstances</u></p> <ul style="list-style-type: none"> <li>• While NZIF members are encouraged to proactively manage their CPD through the year, unexpected circumstances such as unemployment, illness or caring for someone who is unwell and parental leave may make it difficult for the member to complete requirements.</li> <li>• In such cases a Registered member must provide details of the special circumstances and steps to be taken to ensure the member is up-to-date with developments within the profession (such as reading technical literature and maintaining networks within the profession).</li> <li>• Where appropriate, the Board may require further additional information to support an application for exemption from mandatory CPD due to special circumstances. Exemptions may be granted subject to conditions.</li> </ul> <p><u>Career breaks</u></p> <ul style="list-style-type: none"> <li>• When a career break of is being taken that means an NZIF member is not involved in forestry practice for a period of six months or more, the member must apply for an exemption from CPD requirements. Reasons could include parental leave, sick or caring for others, travel, unemployment, sporting or cultural pursuits, full-time study, voluntary work overseas and other significant circumstances.</li> <li>• A Registered member is not normally eligible for a career break exemption from CPD if they are undertaking part-time forestry work, either in New Zealand or overseas.</li> <li>• Applications for career break exemptions must be made annually and the Registered member must advise the Board immediately if circumstances change such the member is no longer qualified for the exemption.</li> <li>• Registered members are required, while the exemption applies to ensure that the member is up-to-date with developments within the profession (such as reading technical literature and maintaining networks within the profession).</li> </ul>
<b>Non-Compliance by Registered Members</b>	See Registration Board Procedures Manual.