



# CONTINUING PROFESSIONAL DEVELOPMENT POLICY

## PURPOSE

This Policy specifies the requirements for Engineering New Zealand members to carry out continuing professional development and fulfil their obligation under Rule 4.6. It is made by the Board pursuant to Rule 22.1.

Under Rule 4.5, this CPD Policy is deemed to be a Regulation of Engineering New Zealand.

## COMMENCEMENT

This Policy came into force on 1 October 2017 and was last updated on 12 December 2019.

## WHAT IS CPD?

Continuing professional development (CPD) is an ongoing requirement to undertake education, maintain a current knowledge base and improve skills and knowledge.

### Why do CPD?

At Engineering New Zealand, we think continual learning is the most effective way to stay current and keep on top of your game. Making a commitment to continual learning carries huge benefits for Engineering New Zealand members and the engineering profession, as well as employers and society as a whole.

In an environment of rapid change, continual learning helps our members stay focused on keeping skills and knowledge up-to-date. It builds confidence and credibility, and equips our engineering professionals with tools to cope with change. A proactive approach to CPD can improve career prospects and increase employability. Recording professional development allows members to become more productive and efficient by reflecting on learning and highlighting gaps in knowledge and experience. Attending in-person CPD courses also enables engineers to connect with others in their field.

### Who needs to comply with this Policy?

All Engineering New Zealand members must comply with the Engineering New Zealand Code of Ethical Conduct. The Code includes a requirement to ensure relevant skills and knowledge are kept up to date.

In addition, the Engineering New Zealand Rules require certain Engineering New Zealand members to comply with this Policy and make a declaration annually that they have fulfilled their CPD obligation.

This Policy applies to:

- Emerging Professional Members
- Members
- Chartered Members (all categories)

- Fellows
- Distinguished Fellows

It does not apply to:

- Student Members
- Honorary Fellows
- Affiliate Members
- Retired Members

“Retired Members” are Engineering New Zealand members who are no longer providing engineering-related or any other services for reward, and have no intention of doing so in future.

## CPD REQUIREMENT

### Minimum CPD hours

If this Policy applies to you, you must do a minimum of 40 CPD hours every year.

The requirement is a minimum requirement. There is no maximum or limit on the CPD activities you can complete.

The CPD year runs from 1 January to 31 December. If you become an Engineering New Zealand member part way through a CPD year, you may pro-rate your CPD requirements for that year.

### Annual declaration

If this Policy applies to you, you must make an annual declaration that you have, in the past year, undertaken CPD activities that satisfy the requirements set out in this Policy. The purpose of the annual declaration is for you to confirm your compliance with this Policy and reinforce your commitment to maintaining the currency of your engineering knowledge and skills.

Engineering New Zealand will contact you when it is time to make your annual declaration.

## CPD PRACTICE REVIEW PROCESS

Engineering New Zealand will carry out annual CPD Practice Reviews (Practice Reviews) of a random sample of Chartered Members. The purpose of the Practice Review is to understand how Engineering New Zealand members are engaging with their CPD requirements, to monitor compliance with this Policy, and to troubleshoot areas of difficulty so that the engineer can be assisted with their CPD. It is intended that the Practice Review process will be supportive and non-punitive.

Additional reviews may be scheduled:

- if a Chartered Member has been the subject of a complaint
- if a previous Practice Review identified marginal CPD practice
- to meet other requirements or priorities set down by the Board from time to time.

If you are selected for a Practice Review, you will be asked to provide Engineering New Zealand with:

- your CPD records
- documents verifying your participation in the CPD activities claimed.

## EXEMPTIONS

### Special circumstances

Although Engineering New Zealand encourages you to proactively manage your CPD throughout the year, we understand that sometimes unexpected circumstances arise that mean that the usual CPD requirement may not be achievable. This could be due to a variety of reasons, including:

- unemployment
- your own illness or caring for someone else who is unwell
- parental leave
- if you became an Engineering New Zealand member part way through the CPD year.

If you are unable to complete your required CPD hours due to special circumstances, you must, when making your annual CPD declaration, provide:

- a declaration stating the special circumstances under which you have been unable to fully comply with the Policy
- details of the steps you have taken or will take to ensure you have sufficient current knowledge and are up-to-date with developments within the profession.

If appropriate, Engineering New Zealand may seek further additional information in support of an application for an exemption from CPD due to special circumstances (for example, a medical certificate).

When considering whether to accept an application for an exemption, Engineering New Zealand may consider the following:

- the number of CPD hours completed
- steps taken or proposed to maintain an awareness of developments within the profession
- the special circumstances raised, and
- any other relevant matters.

Because ongoing learning is an integral part of being an engineering professional, exemptions can only be accepted in very special circumstances. If Engineering New Zealand has concerns about your application for an exemption, it will work with you to resolve any concerns.

### Career breaks

If you are on a Career Break, you may apply to Engineering New Zealand for an exemption from your CPD requirements.

You may qualify for a Career Break exemption from your CPD requirements if you are not practising engineering for a period of six months or more for any of the following reasons:

- parental leave
- being sick or caring for others
- travel
- unemployment
- sporting or cultural pursuits
- full-time study
- voluntary work overseas, or
- other significant circumstances, by agreement with Engineering New Zealand.

You may not be eligible for a career break if you're doing:

- part-time engineering work, or
- non-engineering work for reward.

If your application for an exemption from your CPD requirements on this basis is accepted, you will not be required to undertake a set number of CPD hours. However, you are still required to undertake CPD that is sufficient to maintain an awareness of developments within the profession. This is likely to be achieved by reading Engineering New Zealand (and any associated technical group) publications and maintaining professional networks. You are also still required to make an annual commitment to the Engineering New Zealand Code of Ethical Conduct.

You must apply to Engineering New Zealand annually for an exemption from your CPD requirements on the basis of a Career Break. In addition, you must advise Engineering New Zealand immediately if your circumstances change such that you no longer qualify for an exemption from the CPD requirement on this basis.

## CPD ACTIVITIES

You should aim to undertake a range of CPD activities across different categories. CPD should be appropriate to your career stage and help you maintain or improve knowledge, skill or judgement in your area of engineering practice (eg technical discipline, leadership, management) and to further your growth as an engineering professional.

Emerging Professional Members are encouraged to structure their CPD around the Engineering New Zealand Emerging Professional Development Programme. In the case of Emerging Professional Members employed by an Engineering New Zealand Professional Development Partner (PDP), this may be done through the accredited PDP programme.

Acceptable CPD activities include:

- Work-based learning
  - Formal induction training
  - Workplace knowledge sharing
  - On-the-job training
- Professional body activities
  - Attending a lecture, webcast, workshop or site visit
  - Committee participation
  - Preparing or delivering a paper or presentation
  - Visiting schools or colleges to promote engineering
  - Volunteer work
  - Successful application for registration
- Self-directed learning
  - Structured reading
  - Structured viewing
  - Publishing a journal article
- Mentoring and coaching
  - Acting as a mentor or coach
  - Being mentored or coached by someone else
- Courses, seminars and conferences

- Attending a course, seminar or conference
- Preparing or delivering a presentation
- Undertaking e-learning or computer-based learning
- Further education
  - Bachelor's degree, Master's degree or PhD
  - Diploma
  - Certificate

The Engineering New Zealand Governing Board may specify additional CPD requirements relating to a particular area of knowledge and skills, which may either be applicable to all Engineering New Zealand members or to Engineering New Zealand members in a particular area of practice.

Work activities can only count towards CPD if they are non-routine and contribute to your development as an engineering professional.

## RECORDING AND VERIFICATION

If this Policy applies to you, you must maintain a record of your CPD activities. Your CPD record should contain the following information:

- details of the CPD activity (eg what it was, where it was held, when it was held, who ran it)
- number of CPD hours
- your learning goals, and
- your reflections on what you learnt.

You will need to be able to substantiate that you have participated in particular CPD activities through the provision of such records as:

- certificates of attainment/completion/attendance
- attendance record (such as a firm record or receipt)
- copies of presentations/papers presented
- summaries of learning from less structured CPD activities.

You will be asked to supply these records if you are subject to a Practice Review. You should hold on to your CPD records for at least six years.

We encourage you to record your CPD activities in our member area online, which can provide a career-long record of all your CPD activities. It is also the portal through which Chartered Members must submit CPD records when requested for the purpose of a Practice Review, and it provides you with the facility to upload supporting information to verify your participation in CPD activities.

If you are an Emerging Professional Member following a PDP development programme, the PDP will oversee the recording and sign-off of CPD requirements. They will provide a declaration to Engineering New Zealand that you have met the requirements of their accredited programme.

## ITEMS NOT COVERED

Anything not covered within this Policy that could reasonably be expected to be included will be determined at the discretion of the Board.