

Guide: How to apply for Continuing Professional Development (CPD) approval

A Guide for Training Providers

About CPD

Continuing Professional Development or CPD is the process of tracking and documenting your skills, knowledge and experience gained during your working life beyond your initial training. It is a record of what you have learnt and then apply.

Through ongoing learning it will show the licence holder that they can

- continue to expand their knowledge and skills
- meet professional standards
- meet public expectations
- meet regulatory requirements

Consumer, Building and Occupation Services (CBOS) is the business unit that is responsible for the licencing of building service providers, electrical workers, plumbers, gas-fitters and automotive gas-fitters.

What types of activities can CPD be

CPD requirements are very flexible with a wide range of approved learning activities to count towards CPD points. CBOS has provided a 'CPD Events Calendar' and list of 'Additional Training Sources' to help avoid any activities not approved.

Examples of approved activities can include:

- trade events,
- conferences,
- forums,
- face-to-face classroom,
- online/e-learning programs

and each of these are methods of delivering ongoing learning towards CPD points.

We have also recognised that for some there may be difficulties for our licence holders in attending face-to-face courses. E-learning/online programs are also available through Registered Training Organisations or Industry Associations for licence holders.

To find approved activities, go to the CPD Events Calendar to find a range of events available. The website also lists the types of CPD activities and their point's value.

How to Apply for CPD Points

To support you, the Training Provider with your application we have broken down the requirements and process into four (4) sections when applying for CPD approval. We have made this guide available for you to download and read before beginning the process.

1. How to Apply for CPD Points
2. Meeting the Criteria – how we assess the CPD Activities
3. Assessment process for approval
4. Completion of the Activity

Before applying, you should consider whether the training or event meets the criteria. To do this we recommend that you go to and read “Meeting the Criteria – how we assess the CPD activity” as a guide.

Once you have determined the event/training meets the criteria, you will need to complete the CPD Application Form.

Download the application form, complete and return the form to CBOS. Incomplete applications can mean delays in the approval process. We also request an application at least 2 weeks before an activity is held. This will ensure that you receive confirmation of the CPD points before running the activity. To find if a course is already approved for training / competencies and/or holds nationally accredited status for training go to Registered Training Organisations (RTO) and to also refer to the Occupational Licencing (Approved Courses of Training) Determination 2016.

Further information:

- CBOS requires all proposed CPD training or activities for approval and/or notification. The course content and deliverables are to be current and relevant for those attending the course as part of their continuing professional development.
- The instructor must have appropriate technical and educational knowledge and experience relevant to the course they are delivering.
- The learning environment is appropriate, safe, supportive and adequately resourced.
- The course program demonstrates relevant information to the industry.
- Notify CBOS in writing of any significant change to course structure or content. CBOS monitors courses on a regular basis. CBOS will notify course providers who do not continue to meet the requirements outlined in the accreditation documentation. CBOS will advise of any changes so the course can stay accredited.
- Maintaining the integrity of CPD activities is essential for CBOS to meet the requirements of Competency Based Licensing.
- All approved courses and events are subject to auditing by CBOS.

How to submit your completed application

Email all applications to cbosinfo@justice.tas.gov.au. CBOS will treat all material received as confidential.

Meeting the Criteria – how we assess the CPD Activity

To assist you in completing your application, we have provided examples of how you can meet the criteria. Noting, a well-developed application will show us a prepared plan, for thorough and effective learning, no matter the delivery method.

We have outlined the subjects that CPD can cover and the requirements to meet approval. Below are some examples and questions you may consider and use when writing your application.

Subjects that CPD can cover:

- Technical courses - Certificate, Diploma or Degree units and revising/updating of these.
- Related Technical Skills - waterproofing, rendering, excavator or fork-lift driving. (if applicable)
- Business Topics - Management, Financial Planning, Strategic Planning, Succession Planning, Taxation Laws.
- Health and Safety Issues - OH&S laws, First Aid training, focus on a specific risk such as asbestos.
- Personal Development - Leadership, Assertiveness, Dealing with Bullying, Conflict Resolution and Communication.

Requirements for CPD approval:

- *Content:* Are the topic aims and/or outcomes identified?
- *Objectives:* Have the objectives been identified? This is what you what you will cover in the training session. This should be in alignment with the departmental objectives for CPD, as set out by the Administrator (if applicable) eg. The attendee will be able to identify... .
- *Learning Outcome/s:* Has the learning outcome been identified? This is what the attendee must be able to do at the conclusion eg the attendee will be able to demonstrate... .
- *Practical application:* Will the attendee be provided with opportunities to practice what they have learnt?
- *Assessment:* ways to check for understanding e.g. questioning opportunities, handout notes and quick quiz (exit tickets)

How to evaluate CPD points

As a way to measure the learning outcomes for CPD points, we have provided a guide for you in determining the possible CPD points against your course or activity.

There is no carry-over of CPD points from one licencing period to the next.

Type of activity	Number of Points
Training or briefing delivered by or on behalf of this office (CBOS)	1 point per hour
Successfully complete nationally accredited training as delivered by an RTO e.g. Certificate IV in Building & Construction	1 point per nominal hour (max 6 points per day and up to 36 points during the licence period)
Trade Journals (including CBOS Connections)	1 point per journal (max 3 points per year)
Membership of a professional organisation e.g. HIA, MPAT, MEA	1 point per organisation per year (max 2 points per year)
Endorsed on-line courses e.g. Pointsbuild, ABCB	1 point per hour

Further Activities: points are allocated based on submitted applications

Approved face to face training provided by:

an industry association trade union an employer
Work Health and Safety – e.g. Asbestos Awareness, Working in Confined Spaces
Approved trade events
Research to update skills: Evidence must be noted of the issue researched, research method e.g. Articles – read and written,
Other approved training: e.g. Presentations delivered
Formal membership briefings by industry associations (e.g. quarterly update meetings)

Assessment process for approval

We have developed a process for approving CPD activities that supports the improvement of quality professional development for all licenced holders.

To assist you in understanding the assessment process for approval, we have listed the four (4) stages:

1. CBOS receives a completed application via email – cbosinfo@justice.tas.gov.au
 - a. Application for CPD is to include:
 - i. Training Provider contact details
 - ii. Course details – title, location, type of course, category of licence holder, date/s of delivery, duration of the event/training, delivery medium, facilitator and experience details, learning activities and associated/supporting documentation eg unit/course/event outline
 - iii. Suggested CPD points
 - b. Once application is checked for full details, is progressed for assessment
2. Assessment of Application –
 - a. The appropriate technical area will make an assessment based on the subject and the requirements. (*go to 'meeting the criteria – how we assess the CPD activity'*)
 - b. Where further information is required, we will contact the training provider for further information.
 - c. The review process may take up to two (2) weeks from the date the documentation is received.

NOTE: The earlier the notification is received for review, the more time has to advertise your event, with the potential for greater attendance.

3. Approval/Refusal of Application
 - a. The Administrator will either approve or refuse the application for CPD
 - i. If the course is approved the points will be allocated to the course.
 - ii. If refused, the training provider will be advised of the reasons behind the decision
 - iii. CBOS reserves the right to use it discretion in approving or rejecting a course for the purposes of ensuring quality CPD
4. Notification of Application Outcome
 - a. An email will be sent out advising the Applicant of the outcome
 - b. Where the approved training is a public event or requested, CBOS will ensure that all details will be placed on to the CBOS website under CPD training calendar/list.

On approval a course is valid for two years, on the proviso there are no changes to the structure and learning outcomes.

CBOS monitors courses on a regular basis.

Where a course does not continue to meet the requirements, CBOS will notify the Provider.

Completion of Activity

On the completion of an approved activity, as the provider you are to give the participant a certificate of attainment or attendance. Each attendee is to receive an evaluation form/survey at the conclusion of each course and if requested, provide a copy to CBOS.

A course assessment should meet the learning objectives. These are usually formatted as a test on the objectives set, and can be either a written or practical assessment.

- Written assessment - questions can be multi-choice, short answer or long answer.
- Practical assessments - can be done individually, in pairs or groups.

For the purposes of compliance of the attendees, CBOS must receive a copy of the attendance sheet. Send all completed sheets to cbosinfo@justice.tas.gov.au.

This document has been produced and published by the Consumer, Building and Occupational Services Division of the Department of Justice. Although every care has been taken in the production of the work, no responsibility is accepted for the accuracy, completeness, or relevance to the user's purpose, of the information. Those using it for whatever purpose are advised to verify it with the relevant government department, local government body or other source and to obtain any appropriate professional advice. The Crown, its officers, employees and agents do not accept liability however arising, including liability for negligence, for any loss resulting from the use of or reliance upon the information and/or reliance on its availability at any time.