



Association for Tertiary
Education Management

Continuing Professional Development (CPD)

**A Guide to Plan and Record CPD for
Membership Upgrades**

PURPOSE OF CONTINUING PROFESSIONAL DEVELOPMENT

Members of ATEM are entitled to a fair and equitable professional standard that underpins the status of the profession and supports strong career opportunities for its members. These professional standards enable existing ATEM members to move to higher membership levels by fulfilling the required criteria, thereby demonstrating recognised leadership within the profession.

Consequently the ATEM Council has determined that in order to complete the final step towards being a 'profession' there is a requirement for Continuing Professional Development (CPD) ensuring that we, as tertiary education managers and administrators maintain professional currency, increase our standing within our profession and ensure that the profession is supported in our activities via the development, dissemination and advancement of professional knowledge.

Each member will have varied needs in terms of their professional development and life long learning. Therefore, CPD must take into account differing entry points into the profession and different pathways once the member has entered.

CPD REQUIREMENTS

Associate Fellows and Fellows are required to undertake a minimum amount of 30 hours of CPD each year.

CPD includes any activity that extends or updates knowledge or skill in the ATEM member's area of university administration or management and enables the member:

- to contribute to a sustainable organisation
- to increase workforce competence and commitment.

BENEFITS OF CPD FOR ATEM MEMBERS

CPD can assist ATEM members to:

- work towards professional recognition
- showcase their achievements
- enhance their curriculum vitae
- accelerate their career prospects
- attain enhanced job satisfaction.

WHO TO CONTACT

The Chair of the Awards and Grants Committee can answer any questions you have regarding the progress of your personal CPD. To contact Linda McKellar, please send an email to linda.mckellar@atem.org.au.

RECORDING CPD

All members will be encouraged to keep a record of their CPD activities as part of their Members Details on the ATEM website. It will, in fact, be a requirement of Associate Fellows and Fellows. A criterion for continued membership at these levels is the maintenance of a record on the website of the CPD activities the member has undertaken. The record will be used for audit purposes by the ATEM Secretariat.

Each member should also retain a portfolio of CPD activities containing:

- Receipts, diary notes, academic transcripts, certificates, attendance lists, assessment reports, employer reports, performance evaluations, statutory declarations, bibliographic details etc. Copies of articles or books would be desirable;
- A record of the Weighting assigned to CPD undertaken.

NON-COMPLIANCE AND APPEALS

Members who do not meet their CPD obligations may be demoted to the preceding category of membership. However, such considerations are made on a case-by-case basis.

The Grants and Awards Committee will enable non-compliant members to be reviewed by a panel sensitive to the needs of members. The member may appeal to this panel prior to any demotion of category taking place, or on any other membership decisions made.

WHAT DOES WEIGHTING MEAN FOR CPD UNDERTAKEN?

Each CPD type has a specific time weighting related to the intensity and importance of the professional development activity. The weighted hours of CPD for any given activity are obtained by multiplying the actual hours spent on the activity by the relevant time weighting factor.

For example participation in short courses for which there is an assessment, attracts a time weighting factor of 2. Hence if 8 hours were actually spent in the short course, this would convert to 16 weighted hours.

WHEN WILL ATEM MEMBERS BE ASKED TO PROVIDE EVIDENCE OF CPD?

A sample of the membership database will be asked each year to undertake a CPD survey. Anyone wishing to upgrade their professional membership from Associate Fellow to Fellow will be required to provide evidence of CPD as part of their application for upgrade.

DEFINITIONS OF THE EIGHT MAJOR CPD TYPES

Type A – Formal Education and Short Courses

(Weighting factor of 2)

Such activities include formal classroom, distance education and assessed short-courses. They may be external to their employment or conducted in-house. They will always include time spent in preparation and follow-up, either through lectures or self-study activities and will always involve some form of assessment.

For formal face-to-face education the time claimed can include actual lectures attended and/or research undertaken.

For distance learning, the simplest approach is to estimate the equivalent number of hours of formal face-to-face education that would have involved if this mode had been taken. A weighting of 2 can then be applied.

Short-courses are courses that are taken for award purposes and involve some form of assessment. Training activities that do not involve assessment are classed as category B-Learning Activities or category G-Learning Activities.

Type B – Learning Activities

(Weighting factor of 2)

Generally this type of professional development is self-directed and is an opportunity for direct learning in the way in which a specific professional career demands. It must contribute to the development of a career as a professional. These activities must be supported by sufficient detail to allow proper assessment when requested for audit.

Learning activities include:

- professional events such as ATEM, Universities Australia, New Zealand Universities or institutional seminars and presentations;
- professional training organised through the course of employment;
- reading, using the 'Suggested Reading List of the Classics in Tertiary Education Management' and the Distance Education Module therein. See: <http://www.atem.org.au/publications/occasional-papers>.

Type C – Conference Attendance and Reading

(Weighting factor of 1)

Attending conferences can be claimed as CPD provided that the content relates to the development of a tertiary education career. The hours claimed should be for those in attending formal presentations and sessions and not the social events or travelling.

Reading relevant to the profession and the sector, without undertaking the Distance Education Module in Type B above.

Limited to 20 hours per annum for conference attendance and 10 hours per annum for reading.

Type D – Presentation of Papers

(Weighting factor of 2)

CPD hours can be claimed for preparation and presentation of conference, symposia and seminars if they are conducted beyond normal employment. For this to be considered CPD, it must extend knowledge in the person's area of tertiary education management practice and contribute to the capabilities required of tertiary education management professionals.

Type E – Service to the tertiary education management profession

(Weighting factor of 1, limited to 20% of claimed hours)

Service to the profession may be allowable particularly where it contributes to the continuing professional development of others. With ATEM this includes being:

- a Council member
- a Regional Committee member
- a mentor for other members if engaged in an ATEM mentoring scheme

A limit of 20% of your total CPD is allowable in this category.

Type F – Industry Involvement (by academic members of ATEM)

(Weighting factor of 2, compulsory minimum of 15 hours per year for academics)

Tertiary education management professionals employed in academic positions are expected to foster links with industry to the benefit of tertiary education management research and practice in Australasia. This requirement also ensures that they are exposed to development in tertiary education management practices outside their institution.

Industry involvement can include:

- consulting services
- industry partnership/supervision in research
- sabbaticals to industry/return to industry
- industry committees for course development.

Tertiary Education Management professionals in academic positions must be able to show that they have had at least 15 hours of industry involvement per year.

Type G – Outsider Provider

(Weighting factor of 1)

This consists of any course relevant to work in management positions which is provided by organisations outside ATEM/Universities Australia/New Zealand Universities or tertiary institutions. Such organisations include the Australian Institute of Management, Certified Practising Accountants, etc.

Type H – Research

(Weighting factor of 3)

A member can submit evidence of research undertaken at a level sufficient to satisfy the requirement for publication in a refereed Journal.

A GUIDE TO A PROFESSIONAL DEVELOPMENT PLAN: THINGS TO CONSIDER

Professional Development Plan

The following are guidelines to get you thinking about how to plan and review your Professional Development.

Defining your purpose

What activities are important to you within your profession and for the progression for your career?

Determining where you are now

Conduct a skills audit. What skills and competencies do you currently hold? Provide an example for each. Remember to identify both technical and transferable competencies.

Deciding where you want to go

What are your current plans for short, medium and long-term career moves?

Assessing your development needs

What competencies do you need to acquire for your short term, medium and long-term career moves? List them in order of importance and try and define how wide your current skills gap is, i.e. none, small, large.

Planning your development

What development do you intend to address? What development mechanisms will you use for each objective and what support will you need? What are the time scales for achieving each objective? How will you measure your progress? When will you review your progress?

Checking progress

Have you achieved your objectives that are being reviewed? What follow up action needs to be taken? Do you need to revise your plan?

Review your situation

Circumstances can change and so you may need to change your plan. Review your situation and plan and make any necessary changes.

This process is cyclical so it is now time to start again!