

## Continuing Professional Development (CPD) Policy

ICI\_POL004

### 1.0 PURPOSE

Continual Professional Development (CPD) comprises learning activities that enhance individual knowledge, skills and personal growth. CPD supports growth and currency in behavioural, business and workplace capabilities as well as technical competence.

### 2.0 UNDERPINNING PRINCIPLES

- 1) This Policy applies the Vision and Mission of the ICI in a manner that reflects our Values.
- 2) ICI will support Members and the industry in general to develop their career potential.
- 3) ICI encourages Members and the industry in general to embrace ongoing learning and career planning, to regularly reflect on their development gaps and needs, and to plan their CPD activities well.
- 4) ICI requires CIM Members to meet certain CPD requirements within a three-year cycle and Members will be supported to do so within reasonable parameters to ensure timeliness and parity for Members in upholding quality Industry Management Standards, as set out on the ICI website.

### 3.0 SCOPE

This policy applies to all Members of ICI who are Civil Infrastructure Managers (CIM), non-graded and graded.

### 4.0 CPD TYPES AND CONDITIONS

#### 4.1 CPD Requirements and Points Accrual

- 1) All non-Student CIM, whether non-graded (Entrant CIM) or Graded (Practitioner CIM, Advanced CIM, Expert CIM and Master CIM), have a CPD points requirement over a three-year cycle.
- 2) CPD points are allocated to:
  - i. ICI Learning Courses and ICI Learning Events included in the ICI Learning Program as detailed in the published ICI CPD Types and Conditions on the ICI website;
  - ii. Other Non-ICI events according to ICI's policy and assessment process.
- 3) All the CPD earning ICI Courses and Events will clearly display the achievable CPD points for that activity online and will be reviewable before booking.
- 4) Points will be attributed to an individual CIM's balance on evidence of the individual's completion of the CPD activity.
- 5) CIM will receive CPD points for attending a particular Learning Course once only. Requests for award of CPD points for repeat attendance of the same Learning Course must be made directly to ICI. Approval to repeat a Learning Course for CPD points will be granted on a case by case basis.
- 6) CIM can achieve the points through self-selected ICI Learning Courses and Events and through claiming Non-ICI CPD as specified at 4.2 and in the **ICI CPD Types and Conditions** published on the ICI website.
- 7) CIM can apply for a Career Break from CPD requirements as detailed at Section 7 of this Policy.



## 4.2 Non-ICI Run CPD Earning Activities

- 1) Types of non-ICI run CPD earning activities include:
  - i. In-House Training (not applicable to a Master CIM)
  - ii. Short Courses, Workshops and Seminars
  - iii. Conferences
  - iv. Industry Contribution (applicable to a Master CIM only)
- 2) Non-ICI run CPD related to Short Courses, Workshops and Seminars can be conducted with an ICI Endorsed Learning Provider who is listed on the **ICI CPD Types and Conditions**.
- 3) Each Type of non-ICI CPD has specific conditions which must be met as published in the ICI CPD Types and Conditions.
- 4) Each Type of non-ICI CPD has required Evidence of Completion as published in the ICI CPD Types and Conditions before points will be allocated.
- 5) CIM, both non-graded and graded, are responsible to enter non-ICI activity into his/her record on the ICI Member portal.
- 6) The decision as to whether CPD is awarded, and how much CPD is awarded, for non-ICI run courses is made solely by the ICI. Appeals against decision can be made in accordance with the Appeals Policy.
- 7) Individual non-ICI records will be subject to random audits as part of an ICI quality control process.

## 5.0 CPD CORE CERTIFICATION

- 1) ICI offers a voluntary bundle of staged CORE Learning Courses as described on the ICI website. These are selected from the Learning Program Course list on the basis of industry advice to further strengthen Civil Industry Management Standards and create a further ICI advantage for CIM who choose to complete the Core Certification.
- 2) When a CIM has completed a CORE Learning Stage, he/she may apply for an ICI Core Completion Certificate through their ICI Member portal.
- 3) Completion of the CORE Learning Stage/s for categories of the Learning Program may give additional weight in the Grading Assessment process, but do not earn different CPD.

## 6.0 CPD NON-COMPLIANCE

### 6.1 Managing the Acquisition of CPD Points

- 1) All CIM must comply with his/her CPD points requirement and relevant CPD time cycle to maintain Membership.
- 2) The CIM is responsible to review the CPD points balance as shown in his/her ICI Member Portal to ensure activity will meet points requirement of his/her current cycle.

### 6.2 Requesting a Non-Compliance Grace Period

- 1) A CIM who is likely to not achieve their CPD points requirement in the allotted time period may request a CPD Grace Period in which they must achieve the CPD points required to complete the cycle that is in default.
- 2) When a CPD Grace Period is approved, the CIM must continue with their new CPD three-year cycle points requirement while concurrently engaging in sufficient activity to complete the points requirement of the prior default cycle under the CPD Grace Period.



- 3) Granting of a CPD Grace Period is at the sole discretion of ICI. Repeat defaults in meeting Membership CPD requirements will require reasonable explanation and in general, will not be viewed favourably.
- 4) The length of a Grace Period will be determined on a case-by-case basis and in accepting the CPD Grace Period, the CIM commits to becoming CPD compliant.
- 5) ICI reserves the right to suspend or cancel Membership if a CIM consistently demonstrates non-compliance, or fails to achieve the goals of the Grace Period.

## 7.0 CPD CAREER BREAK LEAVE

- 1) A CIM has the right to apply for Career Break without CPD obligations if he or she has a period of leave from the workforce of at least three (3) months but less than three (3) years for reasonable cause.
- 2) A CIM can apply for CPD Career Break through the ICI Member portal.
- 3) Examples of reasonable cause include, but are not limited to:
  - i. Serious illness or injury;
  - ii. Parental leave;
  - iii. Caring for family members;
  - iv. Long Service Leave;
  - v. Extended holiday/travel;
  - vi. Working overseas;
  - vii. Formal further education commitment; or
  - viii. Break from industry
- 4) At the end of a CPD Career Break the CIM will be reinstated at the Membership level and with the duration remaining in the CPD cycle calculated from the point at which the leave was granted.
- 5) Members in Grace Period may still undertake training, but this will not accrue toward their CPD requirements.
- 6) Annual Membership fees will still be payable during the Grace Period.
- 7) The decision to grant a Grace Period, and the length of that period, will be solely at the discretion of the ICI.

## 8.0 CPD RECORDS

### 8.1 The ICI CPD Types and Conditions

- 1) The official **ICI CPD Types and Conditions** will be published by ICI on the ICI Australia website.
- 2) ICI reserves the right to adjust the **ICI CPD Types and Conditions** over time to ensure quality standards and industry trends.
- 3) Any changes to the **ICI CPD Types and Conditions** will be communicated in a timely manner to ICI Members.

### 8.2 CIM CPD Responsibilities

- 1) A CIM should fulfil CPD requirements in the spirit of the ICI Code of Conduct.
- 2) A CIM is responsible to enter his or her non-ICI CPD records in his or her Member portal.
- 3) A CIM must not falsify any entry of non-ICI CPD.
- 4) A CIM is responsible to enter any required evidence documented in the ICI Types and Conditions.
- 5) A CIM is responsible for applying for ICI Core Completion Certificates, Grace Periods, and Career-Breaks.



### 8.3 Auditing of CPD Records

- 1) The CEO of ICI is authorised to conduct CPD audits and may delegate this responsibility.
- 2) An Audit may be undertaken:
  - i. On a random or periodic basis
  - ii. If the CEO has due cause including but not limited to if the individual has been subject to a complaint
  - iii. To meet any requirements set down by legislation
  - iv. To meet other requirements or priorities set down by the ICI Board or the ICI Grading Standards Committee
- 3) The decision to select a particular individual or group of individuals for audit is not an appealable decision.
- 4) An individual who receives an audit notice is required to respond to requests for information within a reasonable timeframe but not more than three months.
- 5) If an individual is unable to provide the requested information within three months he/she may seek an extension of time. A reasonable explanation must be provided at the time of request for extension. The decision is at the discretion of the CEO of ICI and is not appealable
- 6) Any CIM who is found to have falsified his/her record will be subject to actions determined by ICI including CPD points removal or adjustment, and Membership cancellation.

### Associated Policy Documents

ICI_POL003	ICI Membership and Grading Policy
ICI_POL005	ICI Fees & Refund Policy
ICI_POL006	ICI Complaints and Appeals Policy

### Policy Record Management

Policy Number	Policy Name	Drafted/Reviewed by	Date	Approved by	Date
ICI-POL-004	ICI CPD Policy	As released	31.10.18	The ICI Board	31.10.18

Date Approved by Board:	Date of Effect:	Review Date:
31.10.2018	31.10.2018	24 Months
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