

NZIF POLICY

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

EFFECTIVE DATES

This policy takes effect immediately for Registered Members and participants in the NZIF Early Career Development Programme, except for the changes to the minimum requirements for annual Continuing Professional Development (CPD) which will take effect from 1 January 2024.

WHAT IS CPD?

Continuing professional development or CPD is an essential part of an individual professional's career. It is the ongoing process of undertaking learning and education activities, maintaining a current knowledge base and improving skills and knowledge that is a feature of professional careers. Not only does it provide value to the individual and their clients, employers, and colleagues, it adds value to the profession as a whole and helps maintain public confidence in the profession.

Reasons why an individual NZIF forestry professional should undertake CPD include:

- To remain competent for the benefit of their clients.
- To remain competent for the benefit of their employer.
- To remain up to date with new developments in an area of expertise.
- To gain knowledge to move into a new area of business.
- To develop a skill needed for promotion, such as management expertise.
- To keep abreast of new advances in technology.
- To comply with a statutory requirement.

As a general guide CPD must:

- Facilitate the professional development of the individual involved.
- Be significantly different from the normal duties of the individual.

This means for an activity to qualify as CPD, the individual needs to seek out the knowledge required to become better informed and not just undertake the work in the normal manner.

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 all applicants for registration to 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 a member's registration.

The NZIF Code of Ethics states:

4. Always provide a high standard of service.

Practice your profession with diligence and care, bringing your expertise and experience to bear upon your work.

Know and act within your limitations. Be aware of the limits of your competence and do not be tempted to work beyond these without adequate supervision and oversight. Only commit to what you can deliver. Be objective at all times. Give clear and appropriate advice.

Maintain your professional competence in areas relevant to your work. Keep yourself informed of changes affecting the profession and broader developments relevant to your work and ensure your knowledge, skills and techniques are up to date. Apply your knowledge for the benefit of society.

WHO DOES THIS POLICY APPLY TO?

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 and participants in the NZIF Early Career Development Programme (ECDP) for whom CPD is compulsory, all NZIF members are encouraged to take part in CPD activities and to record them in the membership database.

NZIF CPD POLICY	
CPD Categories	<p>Categories of CPD include:</p> <p><u>Structured Professional Learning</u></p> <p>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). The member must retain records of this and make them available should the Board conduct an audit of the member’s CPD.</p> <p>Where verification is not possible, (e.g., some on-line webinars, workshops, seminars, podcasts, video conferencing, etc.), the member must keep full records that demonstrate participation.</p> <p>Sub-categories are:</p> <ul style="list-style-type: none"> • <u>Formal NZIF:</u> Formal seminars, workshops, meetings and conferences organised by NZIF including local section meetings. • <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. • <u>Tertiary Papers:</u> Tertiary papers offered through universities and polytechnics, including extramural study. • <u>Tertiary Short Courses:</u> Short courses offered by universities and other providers. • <u>On-line Study:</u> On-line, self-study courses, that provide a completion record the student can retain. • <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 the coaching session occurs at defined times and follows a pre- prepared outline which includes learning objectives. You must ensure you retain records of attendance, content and provider of in-house events claimed as CPD compliant. • <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. <p><u>Unstructured Professional Endeavour</u></p> <p>Unstructured professional endeavour relates to activities that provide opportunities for personal development outside the more formal instruction events provided by others.</p> <p>Subcategories are:</p> <ul style="list-style-type: none"> • <u>Serving NZIF:</u> Serving on the NZIF Council, Registration Board,

	<p>local section and other NZIF committees. See also further comment on this under the heading “Not qualifying/other” below.</p> <ul style="list-style-type: none">• <u>Representing NZIF:</u> Representing NZIF on formal Tribunals or enquiries, and in other similar professional roles. <p>Including “serving and representing NZIF” as CPD encourages a member to “give back” to their professional body.</p> <p>While serving or representing other entities does not generally count as CPD, if genuine CPD is involved (e.g., presentations from specialists on a particular topic that will benefit the individual in their professional life) the member can claim CPD providing they record specific details of the topic, those providing the presentation, the new skills and/or knowledge that have been acquired, and how they are relevant to the applicant’s current and planned future roles, and the time involved.</p> <ul style="list-style-type: none">• <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.• <u>Authorship:</u> Authorship of technical articles for publication that involve new learning or assimilation of ideas by the author. In such cases the member can claim CPD providing they record specific details of the topic, a link to the publication or, if not yet published where and when it will be available, the new skills and/or knowledge that have been acquired, and how they are relevant to the applicant’s current and planned future roles, and the time involved. <p>Credit for authorship is limited to only one article in any year (and the same article cannot be claimed in more than one year) and no more than ten hours of authorship can be claimed in any one year.</p> <ul style="list-style-type: none">• <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. <p>Note 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 any preparation time claimed is classified as unstructured professional endeavour, sub-category presentations.</p> <ul style="list-style-type: none">• <u>Private Study & 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,
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	<p>conclusions and recommendations being reached and written up.</p> <ul style="list-style-type: none"> • Public Meetings: 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. <p><u>Not qualifying/Other</u></p> <ul style="list-style-type: none"> • Members may use the “not qualifying/other” category to enter, for their own records, activities which do not meet the requirements for structured professional learning or unstructured professional endeavour. Activities in this category do not count towards the minimum CPD requirements for Registered members or those enrolled in the ECDP. • 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. • 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. • Time spent in social activities at conferences workshops, etc., (including conference dinners) does not qualify as CPD. • CPD is continuing professional development of the individual which is generally understood to be significantly different from normal work. However, there are likely to be times when the member may spend time researching or learning about a new topic or technique or development. To count as CPD, the member must carefully record what the subject is, the reason for doing it, the source of the learning and the time spent. This particularly applies to unstructured professional endeavour where there is no separate verification.
<p>Minimum requirement</p>	<p>There are no upper limits on the amount of CPD a member should undertake – generally the more the better. But there are some minimum amounts the member must meet and some constraints on the amount of unstructured professional endeavour that can be used to make up the minimum amount of CPD. This is to ensure members focus on the need for the more formal structured professional learning.</p> <p>Minimum requirements are:</p> <p><u>Applicants for Registration</u></p> <ul style="list-style-type: none"> • The applicant must have a minimum of 60 hours of qualifying CPD in the three years (36 months) before applying for registration, of which a minimum of 30 hours must be structured professional learning. <p><u>Registered members</u></p> <ul style="list-style-type: none"> • In the first year after initial registration or a periodic review, the member must complete 20 hours of qualifying CPD of which a minimum of 10 hours must be structured professional learning. In any other year, the member must complete a minimum of at least 10 hours of compliant CPD/year so long as they are able to complete the following:

	<ul style="list-style-type: none">• a minimum of 50 hours of structured professional learning in the five years (60 months) preceding each periodic review.• a minimum of 100 hours of qualifying CPD in the five years (60 months) preceding each periodic review with a cumulative annual average of at least 20 hours/year of qualifying CPD.• not 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. <ul style="list-style-type: none">• 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. <p><u>Members enrolled in the NZIF Early Career Development Programme</u></p> <ul style="list-style-type: none">• A member enrolled in the NZIF Early Career Development Programme, other than a student member in the final year of completing a qualification required for NZIF Registration, must average a minimum of 20 hours of CPD each year from the time they complete a qualification required for registration. A minimum average of 10 hours per year of their CPD must be structured professional learning. <p><u>Graduate and ordinary members</u></p> <ul style="list-style-type: none">• No formal requirement, but members are recommended to achieve a minimum of 20 hours of qualifying CPD/year.• 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. <p><u>Student, Associate, Retired (Associate, Ordinary and Registered) & 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 section committees, to assist in development of NZIF submissions policies and guidelines and to pass on their experience and knowledge to other NZIF members.</p>
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<p>Recording & Verification</p>	<p>Each member is responsible for ensuring their CPD records are entered in the membership database, that the data are a true and correct record, and events are recorded against the correct categories.</p> <p>CPD Record must include the following:</p> <ul style="list-style-type: none"> • CPD Category and sub-category. • details of CPD activity (description of activity, where held, when held, who ran it). • number of CPD hours claimed. • Reflections on what learnt. <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"> • certificates of attainment/completion/attendance. • attendance record (e.g., a letter or similar document or receipt from the provider). • copies of presentations/papers presented. • summaries of learning from less structured CPD activities. <p>Details of claimed CPD must be entered on the NZIF website. Details for each calendar year must be completed no later than 31st March in the following year (particularly relevant for Registered members and ECDP participants).</p> <p>During a periodic review 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 well 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>Members must maintain all relevant CPD records for at least 6 years and be able to produce them if the Board requests them when considering an application for or periodic review of registration.</p>
<p>Auditing</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 the minimum required time spent on CPD has been recorded. An annual Certificate of Registration will not be issued if this is not the case. The member’s submission of CPD during annual renewal will be taken as the member asserting the submitted data are a true and correct record of their CPD and that it fully complies with this policy.</p> <p>During a periodic review of registration of a Registered Member, the Registration Board will examine the CPD records the member has submitted in the NZIF membership database to ensure the requirements of this policy have been met. This process will usually check, not just that sufficient time credits have been recorded, but also that the activities meet all the requirements of this policy including the correct recording of CPD categories.</p> <p>When the Registration Board considers an individual member’s CPD record it may require the member to produce further evidence of</p>

	<p>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"> • for early career members, the Board envisages activities broadening the member’s experience and knowledge (particularly outside the direct employment environment) and taking advantage of opportunities to expand networks. • for mid-career members, the Board envisages an increasing focus on activity expanding knowledge and experience. • 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. • 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 more effort being put into NZIF activities and events where the member’s experience and knowledge can be shared with younger members and including mentoring of younger members. • the Board also encourages involvement in NZIF events and particularly involvement in local sections or national governance. <p>The Board may initiate audits of CPD in response to concerns about aspects of an individual member’s CPD record.</p>
<p>Exemptions</p>	<p><u>Special circumstances</u></p> <ul style="list-style-type: none"> • 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. • In such cases a Registered member or ECDP participant 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). • 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. <p><u>Career breaks</u></p> <ul style="list-style-type: none"> • When a career break 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. • A Registered member or ECDP participant is not normally eligible for a career break exemption from CPD if they are undertaking

	<p>part-time forestry work, either in New Zealand or overseas.</p> <ul style="list-style-type: none"> • Applications for career break exemptions must be made annually and the Registered member or ECDP participant must advise the Board immediately if circumstances change such that the member is no longer qualified for the exemption. <p>Registered members are required, while an 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).</p>
<p>Non-Compliance by Registered Members</p>	<p>See Registration Board Procedures Manual.</p>

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