

# Continuing Professional Development Policy

## 1. BACKGROUND

---

CPD consists of any educational activity which helps to maintain, develop or increase knowledge, problem-solving, technical skills or professional performance standards throughout a practitioner's working life

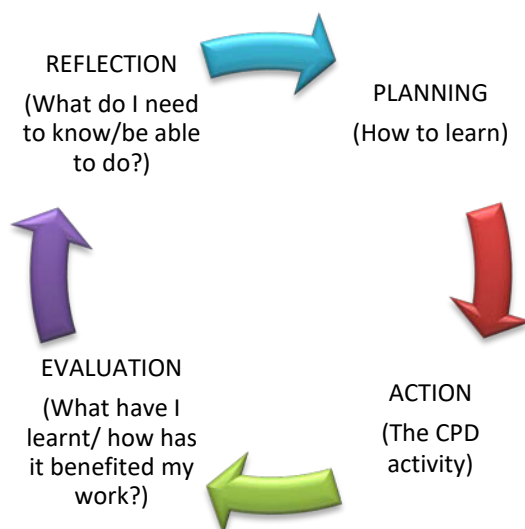
All members have a responsibility to themselves, their fellow members and their clients to ensure they are current with professional and industry standards and best practice. This ensures that they will offer quality services to their clients, employers and the property industry as a whole.

## 2. DETERMINING YOUR TRAINING NEEDS

---

The way to get maximum benefit from your professional development activities is to continually reflect on and plan the training and development based on your current and future professional needs.

The Institute CPD model is based on a continuous cycle of Planning, Action, Evaluation and Reflection. Members are encouraged to follow this cycle, to evaluate the result or impact of the CPD activity and to plan how they will build their professional skills and knowledge.



Members are responsible for their personal learning and identifying and meeting their needs.

### 3. MEMBERSHIP CLASSES REQUIRED TO UNDERTAKE CPD

---

The following membership classes must satisfy the Institute's CPD requirements;

1. Graduate members
2. Full Members
3. Senior Members
4. NZIV members
5. Associate Members of the NZIV
6. Fellows
7. Life Members and Overseas Members
8. Members in part-time employment

The following membership classes are exempt from the mandatory requirements but are still encouraged to undertake CPD;

1. Students
2. Affiliates members
3. Honorary and Retired members
4. Non-active members

### 4. MANDATORY REQUIREMENTS

---

Members are required to complete a minimum of 20 CPD credits per year (one credit is equivalent to one hour of learning time).

The CPD credits must come from the following categories:

1. Property Institute Events (National office or Branch): minimum of 5 CPD credits
2. Property related topics: minimum of 10 CPD credits
3. Non-Property related topics: minimum of 5 CPD credits

All members must participate in and successfully complete the Institute's Professional Ethics and Professional Standards modules once every four years.

### 5. TYPES OF ACTIVITIES

---

#### **Property Institute CPD activities**

1. Property Institute Annual Conference
2. Property Institute National events e.g. site tours, online learning modules, webinars, seminars, road shows.
3. Professional Ethics Module
4. Professional Standards Module

5. Property Institute Accredited Property Conferences offered by Massey, Lincoln and Auckland Universities.
6. CPD points will be automatically allocated to your CPD diary on your member profile when you register online, attend and pay for Institute events. As usual, non-structured CPD points will need to be manually added by you to your CPD diary.
7. Branch seminars, workshops etc.
8. Online learning, such as webinars, may only be claimed by the member who paid and registered for the event.

### **Other Property Related CPD**

1. Specialist Seminars conducted through tertiary institutions (Limit is 25% of minimum credits)
2. In-house training programs (Limit is 25% of minimum credits)
3. Pre-approved in house training programs – approved by the Property Institute (Limit is 75% of minimum credits)
4. Successful completion of a property related tertiary paper equivalent to one semester's work (Limit is 75% minimum credits)
5. Writing articles on property related issues for publication in the Institute's professional publications (Limit is 75% of minimum credits)
6. Making presentations on property or practice related issues to seminars, conferences and colleagues. (Limit is 75% of minimum credits)
7. Study group sessions (Limit is 75% of minimum credits)
8. International property related conferences
9. Serving on Institute Branch and National Committees, Boards, Tribunals and VRB (Limit is 25% of minimum credits)
10. Preparation of guidance notes, standards, statscom data, technical handbooks and professional submissions on behalf of the Institute (Limit is 75% of minimum credits)
11. Teaching a new property related course or section of a course (Limit is 75% of minimum credits)
12. Seminars provided by Professional Societies other than the Property Institute (Limit is 75% of minimum credits)

### **Non-Property related CPD**

These are activities that are designed to increase a member's business skills, knowledge or efficiency. For example, can include but is not limited to the following:

1. Business marketing and promotion courses
2. Human resources management courses
3. Software and computer training

A limit of 25% of the minimum credits can be claimed for these activities

## 6. EXEMPTION AND LAPSED MEMBERSHIPS

---

Under certain conditions, partial or complete exemptions may be granted, e.g. parental leave, illness.

1. Part-time practice is not, of itself, sufficient for the Board to grant an exemption from CPD.
2. Members must inform the Education Committee or National Office of any change to their situation, which would impact on their ability to satisfy the CPD requirements.
3. Affiliate members are encouraged to undertake CPD but it is not a requirement of their membership
4. The Education Committee may decide on a reduction in CPD requirements in exceptional circumstances by personal application on a case by case basis.

### 6.1 EXEMPTIONS ARE AVAILABLE FOR NON-PRACTICE, PARENTAL LEAVE AND SEVERE ILLNESS, OVERSEAS TRAVEL (NOT WORKING IN PROPERTY), ABSENCE FROM PRACTICE FOR A PERIOD OF LESS THAN TWELVE MONTHS

1. Exemptions from CPD requirements must be applied for within the current year for which they are required.
2. Exemptions are only granted for periods greater than 3 months
3. Members are exempted CPD credits based on the following pro rata basis
  - a.  $(\text{Number of months exempt} / 12 \text{ months}) * 100 = \% \text{ of CPD credits exempt.}$
4. Within thirty (30) days of returning to practice members must complete the Institute's Professional Standards module if they have not completed one in the 12 months prior.

### 6.2 EXEMPTIONS ARE AVAILABLE FOR NON-PRACTICE, PARENTAL LEAVE AND SEVERE ILLNESS, OVERSEAS TRAVEL (NOT WORKING IN PROPERTY) ABSENCE FROM PRACTICE FOR A PERIOD MORE THAN TWELVE MONTHS AND LESS THAN 3 YEARS.

1. Exemptions must be applied for in the period they are required. Retrospective exemptions will only be granted on a case by case basis.
2. Within ninety (90) days of returning to practice members must complete the following CPD modules and must met CPD requirements for the year they return.
  - a. Professional Standards module
  - b. Professional Ethics module
3. One other module specified by the Education committee or Professional Community
4. The member will be subject to a further audit the following year to ensure that they are compliant

### 6.3 EXEMPTIONS ARE AVAILABLE FOR NON-PRACTICE, PARENTAL LEAVE AND SEVERE ILLNESS, OVERSEAS TRAVEL (NOT WORKING IN PROPERTY), ABSENCE FROM PRACTICE FOR A PERIOD MORE THAN 3 YEARS.

1. Requirements for members lapsed or non-active for more than three years will be determined on an individual basis, but will include the following as a minimum:
2. Within ninety (90) days of returning to practice members must complete the following CPD modules and must met CPD requirements for the year they return.

- a. Professional Standards module
- b. Professional Ethics module
3. The member will be subject to a further audit the following year to ensure that they are compliant

## 7. OVERSEAS MEMBERS

---

Overseas members must show evidence of obtaining CPD within their country of residence.

Many countries, particularly those with which the Institute has reciprocal agreements - Australia (API), Canada (AIC), UK (RICS) - have similar CPD programmes.

To provide for members in isolated areas, the minimum credit standard can be obtained through private planned study, formal study taken extramurally or at a local training establishment – provided that the area of study is directly related to property. Exemption from Professional Ethics and Professional Standards is granted while overseas

Upon permanent return to New Zealand members must complete the following CPD in the same calendar year:

- Professional Standards module
- Professional Ethics module

## 8. COMPLIANCE MONITORING

---

A member's failure to maintain and improve professional competence is a breach of a significant professional duty and may be subject to disciplinary action. It is unfair to those members who do comply with their CPD requirements to allow non-complying members to claim the same professional status.

Members can expect to be audited once every five years. Those members selected for audit are required to submit additional materials in support of their online CPD, e.g. personal record of objectives, learning outcomes, course notes and receipts.

## 9. NON-COMPLIANCE

---

Not meeting the mandatory CPD requirements is deemed non-compliance.

Each case of non-compliance will be assessed on an individual basis. The following steps will be taken where non-compliance is confirmed.

Penalties for non-compliance with the CPD requirements will as follow

### 9.1 NON COMPLIANCE FOR 1 YEAR

1. The member's details will be removed from the public list of members on the Institute's website.
2. The member's name will be listed in the members only section of the website as being non-compliant
3. The members must make up any deficit in CPD before the end of the current year in addition to

the current year's CPD requirements

4. The member will be subject to a further audit the following year to ensure that they are compliant
5. Once a member subsequently becomes compliant their former status will be reinstated

## 9.2 NON-COMPLIANCE FOR 2 YEARS IN A ROW

1. The member's details will be removed from the public list of members on the Institute's website.
2. The member's name will be listed in the members only section of the website as being non-compliant
3. For registered members of the Institute
  - a. Suspension of registered status will occur, and this will be indicated on the Institute's website.
  - b. Registered Valuers will be reported to the Valuers Registration Board for a breach of the Code of Ethics.
4. The members must make up any deficit in CPD before the end of the current year in addition to the current year's CPD requirements
5. The member will be subject to a further audit the following two (2) years to ensure that they are compliant.
6. Once a member subsequently becomes compliant, action will be taken to reinstate their former status

## 9.3 NON-COMPLIANCE FOR 3 OR MORE YEARS IN A ROW

The non-complying member will be referred to the Board who may at their discretion expelled the member concerned from the institute

For Register Valuers the board will referred the member to the VRB

## 10. CPD POLICY REVIEW

---

Members, employers and education providers are welcome to make submissions on any area of the policy that they feel warrants amendment. Open dialogue is to be encouraged between all stakeholders in the interests of achieving the aims of the CPD system.