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CONTINUING PROFESSIONAL DEVELOPMENT GUIDE

This guide is an aid to help in correctly recording the various activities that are undertaken in pursuit of the professional development of members. These activities are to be recorded on the CPD activity form which accompanies this document.

CPD can be defined as the continuous involvement in planned activities aimed at the maintenance, improvement and broadening of a member's knowledge and skill necessary to provide a professional service in the Lighting Industry.

The undertaking of CPD is voluntary except for members wishing to attain and retain RLP status, (see separate RLP Guide). However the Society believes it is in the interests of its technical grade members (FIES, MIES and Technician), to undertake an adequate level of CPD to ensure that they retain and enhance their expertise and experience in the art and science of lighting. The Society also believes that it is in the best interests of its non-technical members to undertake CPD in order that they too may keep their skills up to date.

For those members undertaking CPD, it is a requirement that they undertake a total of **60 weighted hours of CPD activity over a three (3) year period**. Members are required to keep records of CPD activities on the form accompanying this Guide and are advised that the CPD Activity forms are subject to random audit. Activities will be assigned a Weighting Factor and the total number of hours is obtained by multiplying the actual hours by the Weighting Factor. A Certificate of Recognition will be issued upon successful completion of 60 hours of CPD activity. Retention of this certificate is dependent on continuing CPD in the form as published from time to time by the Society and in remaining a financial member within the definition laid down by the Constitution and Rules of the Society.

For an activity to qualify for recognition by the Society as CPD, it must be related to a member's employment or professional activities in the lighting industry. However functions, which are routinely performed as part of a member's normal employment, cannot be claimed as a CPD activity. For example, a person who is employed to give lectures on lighting is not able to claim the lectures as a CPD activity. Similarly, a person employed to prepare lighting designs can not claim these as CPD. However, if additional study was required, over and above study normally undertaken, in order to prepare lectures or designs, then this additional study can be claimed.

It should be noted that wherever the term "lighting" is used, it should not be taken to mean only activities relating to lighting design, but also to any activity which has a direct relationship with a person's employment or professional activity in the lighting industry. Examples might be design of energy-saving control systems, discharge control gear, manufacture of luminaires and light sources, etc.

There are six categories of CPD activity:

A. Formal Education and Training (Time Weighting Factor = 2)

This activity includes face-to-face education, distance education, short courses and formal on-the-job training. It is a prerequisite of this category that the training should include time spent in preparation and assessment. Activities which appear similar, but which do not include preparation or assessment, will fall into category B as shown below.

For face-to-face education, the time claimed will be the actual hours of lectures attended and/or study undertaken. For distance learning, the time claimed will be an estimate of the equivalent number of hours which would have been involved if the learning had been face-to-face.

Short courses are those given by presenters who are external to the member's workplace.

Formal on-the-job training is conducted by expert staff from within the workplace. However, as stated earlier, there must be some form of preparation and assessment, otherwise the activity would be classified as an Informal Learning Activity.

B. Informal Learning Activities (Time Weighting Factor = 1 or 0.5)

Typical of these activities are reading of technical books, journals, manuals, etc, and study of the operation of technological aids, computer lighting programs, equipment etc.

Informal learning activities include on-the-job training that takes place because of workplace requirements, and private study, where the member can exercise complete discretion. Private study can arise when a member undertakes a new project and can identify areas where he/she needs to extend his/her competency base.

In both cases any activity claimed must pass the simple test that it contributes to the member's lighting career. A Time Weighting Factor of 1 applies to on-the-job learning, while a Factor of 0.5 applies to private study. The maximum number of weighted hours that can be claimed over a three year period for Informal Learning Activities is 30.

C. Conferences and Meetings (Time Weighting Factor =1)

These include all conferences, symposiums, workshops, technical inspections and meetings run by the Society, which have been designated as technical meetings by the Society under the CPD guidelines. Those run by other acknowledged experts or conferences, meetings etc. run by other bodies such as, but not limited to, IESNA, CIBSE etc. can also be claimed, provided that the contents relate to the development of the member's lighting career.

The hours claimed will be for the formal technical presentations and inspections attended by a member at such conferences, symposiums, workshops, inspections and meetings.

Time spent on approved Lighting Design Awards or Luminaire Design Awards committees and judging panels can be claimed; the actual time to be claimed will be determined by the convenor of the relevant committee.

D. Lecture and Papers preparation (Time weighting Factor = 1)

Time spent in preparing new or major revisions to teaching courses as well as time spent in preparing lecture notes for presentation at courses, conferences, seminars, symposiums, workshops and the like can be claimed if these contribute to the advancement of the lighting competency of those attending. Time spent in preparing papers on technical lighting topics for publication can also be claimed.

E. Presentation of Papers (Time Weighting Factor = 5)

The presentation of papers at courses, conferences, seminars, symposiums, workshops and the like can be claimed if these contribute to the advancement of the lighting competency of those attending. A Time Weighting Factor of 5 will be applied to the actual duration of the presentation.

F. Publication of Papers in Technical Journals (Weighting Factor = 5 or 8)

Papers of not less than two thousand (2000) words on technical lighting topics published in technical journals will have a Time Weighting Factor of 5 for each paper published. Such papers must contain original material. Reports on work by others do not qualify. A Time Weighting Factor of 8 will be applied to "Refereed" papers. Where a paper is authored by more than one person the Weighting Factor must be divided to reflect the proportion of the material provided by each author.