

AVI Continuing Professional Development Policy

AVI Directors Policy Statement CPD Australian Valuers Institute Directors Policy Statement Continuing Professional Development

Introduction

All members of the AVI with a practising certificate are by Rule 13A required to undertake continuing professional development. CPD has been defined as,

.. any process or activity of a planned nature that provides added value to the capability of the professional through the increase in knowledge, skills and personal qualities necessary for the execution of professional and technical duties, often termed competence. It is a life-long tool that benefits the professional, client, employer, professional association and society as a whole and is particularly relevant during periods of rapid technological and occupational change

Professional Association Research Network – UK

The AVI wishes to encourage its members to continue their professional development throughout their careers. It is recognised that members have different learning styles and different learning needs and that learning can be obtained from institutional and other sources.

The AVI wants CPD to contribute to consumer protection and the integrity of our profession. We want members in practice to;

- Reflect on their knowledge, skills and behaviour
- Continue to be technically competent and up-to-date
- Sustain their businesses through good management
- Understand and effectively communicate with clients
- Make ethical decisions

CPD Requirements

Rule 13A(c) requires that,

Members will provide a certificate attesting to a minimum level of continuing professional development. For the purposes of this section the minimum requirement will be 20 hours of structured courses and 20 hours of self regulated study.

Strands

Members are to undertake CPD that is relevant to their practice and may include, but is not limited to the following strands;

- Ethics and the regulation of the professional

- Technical occupational knowledge
- Technical occupational skills
- Practice management
- Risk Management
- Legislation and the Law
- Soft skills

Structured courses and self-regulated study

Structured courses should have a orderly framework with learning objectives and structure designed to develop knowledge and skills. Structured activity may include;

- Tertiary courses delivered by or under the auspices of academic or educational institutions, commercial organisations or professional bodies.
- Courses, conferences, seminars, workshops, lectures delivered by the AVI or other professional body,
- Technical or research groups established by the AVI or other professional body. The groups should have defined objectives and a structured operational methodology. Time spent on technical matters may count for CPD, but time spent on the groups' administration matters must be excluded.
- Researching and writing technical and related papers presented at conferences, seminars, lectures and the like for the professional development of valuers and other professions, and,
- Employer provided courses, lectures or other structured learning related to maintaining or developing professional knowledge, skills and related learning
- Courses may be taken face-to-face, distance learning, e-learning or other method and include a variety of materials include audio and video material.

Self-regulated study may include but is not limited to the following activities:

- Reading professional journals, technical bulletins and the like where the material is relevant to professional practice, and
- Research and writing technical and related material for publication in professional journals and the like, but excluding time spent on publication design, typesetting and related publishing activities.
- The AVI encourages members to broaden their knowledge, skills and expertise through a range of learning activities, including those not provided by the AVI provided it is consistent with this CPD Policy. Members undertaking CPD activity as part of the membership requirements of other professional bodies of which they are members may count that activity for their AVI CPD activity provided the activity is consistent with the purposes and nature of the AVI CPD Policy.

Exemption

The Board of the AVI, on application of a member required to undertake CPD, may exempt the member from CPD where the Board considers that it is reasonable to do so because of the special circumstances of the member. Special circumstances may include but are not limited to that the member is absent from professional duties for an extended period within an annual CPD period or has a disability rendering it unreasonable to require the person to undertake CPD.

A member may be exempted from the whole or part of the CPD requirement for a period determined by the Board that it considers to be reasonable in the circumstances. The exemption

Recording and Reporting CPD

Time spend directly on CPD activities may be counted and recorded as CPD. The member is to keep a record of CPD activities that must be sufficient to be able to satisfy the AVI as to the nature and source of CPD activity and the time spent on structured courses and self-regulated study activities.

Members are to declare when applying for renewal of their membership whether they have complied with this CPD Policy. In accordance with the AVI Compliance Program the Institute will monitor members' compliance with the CPD requirements.