

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

Much of what is learned in obtaining a qualification in today's rapidly changing business environment very soon becomes obsolete. Most would agree that this applies to risk management.

In order to cope with the need for professionals to keep up to date, it has become common practice among institutes and educational associations to require their members to undertake continuing professional development (CPD). This usually takes the form of a prescribed minimum of educational or development activity, to be undertaken within a certain time frame. What constitutes suitable activity is usually specified and often some form of sanction is applied to members who do not fulfill the minimum requirements.

The Risk Management Institution of Australasia Limited (RMIA) currently has in place a mandatory CPD program CRMT and CPRM level for members holding the designation of **Certified Risk Manager Technician (CRMT)** and **Certified Practicing Risk Manager (CPRM)**. RMIA also has in place a 'voluntary' CPD program at the member level. RMIA also has in place a 'voluntary' CPD program at the member level where a minimum amount of CPD activity will be 20 hours of structured professional development (20 CPD Points).

Because member needs are different, the educational activities which members might undertake in the program will be left largely to each individual. CPD Risk Management Points can be claimed on the basis of type and duration of development activities. To accumulate CPD risk management Points, members may use the education and training activities of RMIA, local and overseas affiliated institutes, industry associations in fields related to risk management, colleges, universities and private education providers.

The following CPD guidelines are to assist members. All professional development activity depends upon one thing: **integrity**. It will be the final responsibility of the individual to assess each activity and to judge whether, within the guidelines, such activities were personally and professionally developing. A person with professional qualities cannot delegate responsibility for self-development to a set of rules. If the exercise merely becomes one of point scoring, it will not achieve its purpose. The level of skill which members of RMIA bring to the workplace will be the ultimate measure by which the qualification is judged and by which its worth and standing in the community is perceived.

CRMT

Mandatory CPD Program - CRMT

Participation in the CPD program is a mandatory requirement for all members of RMIA who hold the Certified Risk Management Technician designation.

Under *Article 12.4* of the *RMIA Constitution*, members holding the **CRMT** designation must certify that they have enhanced their knowledge through structured professional development programs by completing at least **20 hours** of **CPD** in the 12 months preceding their application for renewal of their annual CPRM license.

CPRM™

Mandatory CPD Program - CPRM

Participation in the CPD program is a mandatory requirement for all members of RMIA who hold the Certified Practicing Risk Manager designation.

Under *Article 12.4* of the *RMIA Constitution*, members holding the **CPRM** designation must certify that they have enhanced their knowledge through structured professional development programs by completing at least **30 hours** of **CPD** in the 12 months preceding their application for renewal of their annual CPRM license.

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CPD Guidelines

Eligibility to Participate

All financial members of RMIA Limited will be able to participate in the CPD program. This includes members residing overseas. It should be noted, however, that overseas participants may need to obtain CPD risk management Point ratings on some educational activities that are unique to their area and which fall outside the guidelines. This can be done by writing to RMIA with details and seeking approval for recognition of the course.

How to Join the Program

Members holding the CRMT / CPRM designation are automatically enrolled into the CPD program due to the governing articles detailed in *Section 12.4* of the RMIA Constitution.

Becoming a voluntary participant is very easy. All that has to be done is to obtain a Continuing Professional Development Register and record on it those developmental activities which you undertake during the year and which comply with the Schedule of Eligible Activities. Be sure to keep records evidencing attendance at the various activities listed on your CPD Register.

Those members seeking a Continuing Professional Development Certificate or Endorsement of Compliance can send a completed Declaration of Compliance to RMIA Limited, either separately or when paying their annual subscriptions.

If everything is in order and you have met or exceeded the minimum requirements, a Certificate or Endorsement will be mailed to you attesting that you have complied with RMIA's CPD requirements, and are entitled to CPD accreditation for the following year.

Declarations of Compliance must be received within 3 months from the end of the year to which they relate (ie: by 31st October, of the following year)

Most activities you are likely to undertake will fall into one of the categories listed on the Schedule of Eligible activities. If you intend to pursue an activity that does not clearly fall under one of the listed categories, send details of the proposed program to RMIA. The Standards Committee will assess the Continuing Professional risk management Points rating of the proposed activity and you will be notified accordingly.

Requirements for CPD Compliance

In order to qualify for a Certificate or Endorsement of Compliance, a member must undertake activity, as per the Schedule of Eligible Activities, to obtain a minimum of **20 CPD Points** for the **CRMT "mandatory"** program and **30 CPD Points** for the **CPRM "mandatory"** program over a period of one calendar year. In all cases, the year will commence on the 1st August and conclude on the 31st July of the same year.

CPD Points will not be cumulative. This means that if the full points for either the voluntary or mandatory program have not been gained between 1 August and 31 July of any one year, the points will lapse at 31 July. Should this occur, you should commence recording CPD recognised activities on a new Credit Register for the following year.

To qualify for renewal of a CPRM license, a qualified member must obtain a minimum aggregate of 30 CPD Points during the 12 months. Failure to submit the CPD Register Declaration by the 31st October will result in the loss of a members CPRM designation.

Should a person comply with the "voluntary" program for one or more years and then, for whatever reason, not meet the requirements in the following year, the only consequence of that situation is that the person will not receive a Certificate or Endorsement of Compliance for the year in which insufficient CPD activity was undertaken.

Types of CPD Activity Recognised

Participation by members in the following types of structured professional developmental activities will be recognised for CPD purposes.

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CPD Guidelines - continued

1. Seminars

Seminars recognised by RMIA Limited and overseas affiliated institutes will form the backbone of the program. The CPD Points allocation will vary with the length of the seminar.

2. Lunchtime, breakfast or evening meetings

Lunchtime, breakfast or evening meetings recognised by RMIA Limited at which a presentation is made on a topic of relevance to the member's current or future professional needs.

3. Meetings of discussion groups

Meetings of discussion groups recognised by the RMIA which provide a forum for exchange of technical information which contributes to a member's current or future professional needs.

4. Conferences

Attendance at conferences organised by RMIA Limited overseas institutes and other associations connected with risk management and which are designed to impart knowledge relevant to a member's professional needs.

5. Tertiary Courses Presented by Educational Institutions

Formal employment related courses conducted by Universities which lead to a degree, graduate certificate or diploma, master's degree or doctorate. Included under this category are non-award or extra mural short courses and residential schools run by Universities, provided that the content of such courses is relevant to the member's professional circumstances.

6. Articles Published in Technical Journals

Learned articles submitted to and published in an RMIA Limited journal and other technical journals associated with risk management.

The CPD risk management Points that may be claimed under the CPD program for participation in each of the activities is set out in the Schedule of Eligible Activities.

Verification

As mentioned previously, it is necessary to submit only the completed Declaration of Compliance when applying for a Certificate or Endorsement of Compliance. However, documents evidencing attendance at the activities for which CPD risk management Points are claimed on the register should be retained for verification purposes.

Each year a random sample of applicants will be asked to substantiate the CPD risk management Points claimed.

Should verification be sought by RMIA, it will be necessary for applicants to forward supporting documents.

In the event that the attendance slips or similar records cannot be supplied upon request, a Certificate or Endorsement of Compliance will not be issued for the following year.

RMIA encourages all members to participate in the CPD program. The program has been designed so that administration and paperwork is kept to a minimum and effort can be focused on what really matters, participation and worth. The "CPD Register" template is available as a MS Word document on the RMIA website.

Any member with an enquiry or who seeks further information about the CPD program should contact RMIA Limited.

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CPD Schedule of Eligible Activities

Continuing Professional Development (CPD)

Points are awarded for the professional development of members in risk management and not for administrative and managerial contributions and the like to the Risk Management Institution of Australasia Limited (RMIA).

CPD Points earned in any one year (1st August to 31st July) cannot be carried forward to the following year.

To qualify for a Certificate or Endorsement of Compliance a member participating in the “*voluntary*” program must accumulate a minimum aggregate of **20 CPD Points**. It is “*mandatory*” requirement for a member holding the designation of **CPRM** to participate in the CPD Program and they must accumulate a minimum aggregate of **30 CPD Points**.

ACTIVITY	CPD POINTS
Section A – Activities by description	
1. Attendance at breakfast, lunchtime or evening meetings, discussion groups, seminars, conferences, conventions or training courses run by RMIA or member organisations of IFRIMA and FAPARMO.	Breakfast, lunchtime or evening sessions2 Other sessions (per half-day)6 Maximum (per event)15
2. Attendance at breakfast, lunchtime or evening meetings, discussion groups, seminars, conferences, conventions or training courses run by professional institutes, tertiary institutions and their overseas equivalents, educational bodies or industry associations at which a presentation is made on a topic which is relevant to one’s occupation. NOTE: Where the activity is of at least 7 hours duration and a formal test of a participants’ knowledge is conducted, successful participants will be able to claim double points for the activity.	Breakfast, lunchtime or evening sessions.....1 Other sessions (per half-day).....3 Maximum (per event).....9
3. Successful completion of a unit in an award course run by a university, college or recognised educational institute in Australia, or recognised by Australian Universities, relating to one’s occupation.	Per unit.....20
4. Submitting and having an article relating to the management of risk publicised in a recognised journal.	Per article.....20
5. Making a formal presentation relating to the management of risk of at least 45 minutes duration to a conference, seminar, workshop, lecture, tutorial or similar event.	Per presentation.....10
6. Membership of a technical committee, working group or sub-committee relating to the development of risk management Standards and related publications.	Per meeting of more than 6 hours5 Maximum.....20
7. Membership of professional or technical committee or sub-committee relating to professional development in risk management.	Per committee5 Maximum10
<i>Any activity not covered above can be rated on application</i>	
Section B – Specific Events	
Specific events falling outside the above criteria and their corresponding CPD Points will be notified to members from time to time.	
Section C – Activities Assessed upon Application	
The Standards Committee will individually assess activities undertaken by an individual which fall outside Category A and B.	

The “CPD Register” template is available as a MS Word document on the RMIA website.