



# UDIA (Qld)

## Continuing Professional Development Guidelines

## STATEMENT BY COUNCIL

This Endorsement of the Continuing Professional Development Guidelines for UDIA (Qld) heralds a new era for the Institute. In some respects it places a framework around the existing seminars, workshops and conferences program which has been so successful in recent years. It also reinforces the obligation imposed on members by Clause 4 of the Institute's Code of Ethics which provides:-

*“A UDIA (Qld) member should engage in continued learning to maintain and improve professional skills and competence within the industry and promote innovation and excellence in practice”*

UDIA (Queensland) is a unique body.

First and foremost it is the peak industry body for the Development Industry in Queensland. As such, we unashamedly represent the interests of our vital sector of the economy - as an advocate to all levels of Government on issues relating to the industry. We also acknowledge our responsibilities to the current and future generations by seeking to achieve higher levels of outcomes in respect of sustainable development. Additionally, we work with our members to ensure that the rights of consumers are respected and that the public's confidence and trust in the Development Industry is maintained.

We are an Institute of Development Professionals committed to upholding the highest standards of professional excellence.

In recognition of the achievements of individuals in reaching such high standards of professionalism UDIA (Qld) confers the awards of Member and Fellow of the Institute on individual members. The use of post-nominals (MDIA and FDIA) is encouraged by UDIA (Qld) to ensure public confidence in the Industry and in our members.

In order to ensure that the integrity of this high standard of recognition is maintained the UDIA (Qld) Council has adopted the following Guideline which introduces a structured self-assessment of Continuing Professional Development by individuals. This Guideline does not interfere with the basic structure of membership or membership rights which although primarily based on corporate membership also provides for individual memberships. Moreover this guideline does not impact on the right of a corporate member to nominate its representative or representatives.

The guideline does, however, require every individual (other than a life-member who is a Fellow of the Institute) to undertake Continuing Professional Development in accordance with the guideline. Failure to comply with the Guideline shall result in the suspension of individual membership and consequently the right to use the post-nominals – UDIA and FDIA. This does not affect their right to be a members' representative or a member of UDIA (Qld) in all other respects. Removal and reinstatement of rights are incorporated into the process.

In essence, the implementation of the Guideline is intended to ensure that members of the Institute who profess to hold the status of Member or Fellow of the Institute are actively involved in maintaining the currency of their knowledge of industry developments.

## **WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT?**

Continuing Professional Development may take many forms including:

- formal study;
- on-the-job training;
- attendance at seminars, workshops and briefing sessions;
- attendance at conferences;
- undertaking research; and
- presentation of papers at conferences to name but a few.

Indeed, there is also a vast range of subjects and topics of learning relating to the multifarious activities of the industry. In these circumstances it is neither possible nor appropriate to implement a prescriptive program of Continuing Professional Development which is run by UDIA (Qld).

However, notwithstanding these factors, there is perceived to be a need to provide guidance to members in respect of their commitment to Continuing Professional Development under the Institute's Code of Ethics by stipulating minimum levels of involvement and relating Continuing Professional Development to use of the post-nominals MDIA and UDIA.

## **UDIA (QLD) PRINCIPALS ON CONTINUING PROFESSIONAL DEVELOPMENT**

1. All members of UDIA (Qld) (with the exception of life members who are Fellows) shall not be authorized to use the post-nominal initials MDIA or FDIA unless they comply with requirements of the Continuing Professional Development Program of UDIA (Queensland).
2. A system of self-regulation shall be implemented with member's monitoring their own professional development and, at the time of renewal of membership declaring that they have complied with the requirements of the Continuing Professional Development Guidelines or that they have not complied and shall not use the institute granted post-nominal until such time as they have attained the appropriate number of Continuing Professional Development points required by the Policy.

3. UDIA Members who maintain membership of another professional Institute or Society body which requires Continuing Professional Development shall have such development recognised as being 50% of the total Continuing Professional Development required for UDIA (Qld).
4. Exemption for special circumstances shall be granted confidentially by the Chairperson of the Member Services Committee. Such special circumstances shall include ill health or other personal circumstances.
5. Members shall retain records of their attendance, and shall provide such records for the purpose of audit by the Chief Executive at the request of the President or the Chairperson of the Member Services Committee.

## **CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS**

1. A Member or Fellow shall undertake a minimum of 8 (eight) points activity per year over a two year period (total 16 points), with a minimum of 4 (four) points in any one year.
2. A Member or Fellow who is a current member of a Professional Institute or Society that requires members to undertake Continuing Professional Development shall be required to undertake 50% of the points detailed in paragraph 1 provided that they comply with the requirements of that body.
3. Except where stated otherwise 1 (one) hour of attendance at formal sessions at a conference, seminar or workshop shall be deemed to equal 1 point.
4. The following points shall be awarded for attending UDIA (Qld) activities
  - National Congress ..... 4 points
  - State Conference ..... 4 points
  - Workshop ..... 2 points
  - Luncheon Seminar ..... 1 point
  - Breakfast Seminar ..... 1 point
  - Presentation of Paper at UDIA Function ... 1 point per hour (includes preparation and presentation)
  - Preparation of UDIA Policy Submission ... 1 point per hour (includes preparation and presentation)

5. Attendance at property related seminars run by other Institutes or Councils shall be awarded points on a commensurate basis to those identified in paragraph 4.
  
6. The Chief Executive shall, at the written request of a member, allocate points for Tertiary study or other property/development attendances which they believe should constitute Continuing Professional Development points (such as in-house training programs). In the event of disagreement the matter shall be referred to the Chairperson of the Member Services Committee whose decision on the allocation of points shall be final.