



Continuing Professional Development Policy – Category E1 (Swimming Pool) Certifiers

1. Policy statement and rationale

- 1.1 The *Building Professionals Act 2005* (the Act) requires the preparation of an accreditation scheme which provides for continuing professional development (CPD) requirements for accreditation holders.

Schedule 5 of the Building Professionals Board's Accreditation Scheme outlines a CPD program for accredited certifiers and requires that 'accredited certifiers who hold category E1 accreditation must, during their second year of accreditation and any subsequent year of accreditation, undertake CPD by participating in a course, workshop or other activity approved by the Board and listed on its website'.

- 1.2 The scheme defines CPD for accredited certifiers as ongoing learning undertaken after they have been issued with a certificate of accreditation under the Act. CPD is a means for certifiers to be updated of new developments in their industry in matters that relate to their practice and statutory responsibilities. It focuses on ongoing learning that provides opportunity to improve certifiers' knowledge, skills and performance standards, including up-to-date technology, building trends, codes and regulations.

CPD also facilitates networking and enhances career development for certifiers. It has the effect of minimising exposure to liability thereby improving protection of and service to consumers.

- 1.3 The traditional pathway for certifiers to earn required CPD points, once accredited, is through membership with professional associations who provide CPD activities. This is a challenge for category E1 swimming pool certifiers as professional associations do not currently run a CPD program for the category.

As part of the requirement for accreditation for category E1 certifiers, the Board developed an introductory course and approved for it to be delivered by private training organisations. This proactive approach was considered necessary to ensure that relevant training for the category is available and the accreditation process is not compromised.

- 1.4 The Board is the agency responsible for regulatory compliance and the above challenge highlights the need to implement a delivery model of gaining CPD points for the category that is sustainable and responsive to the industry. At the same time, the Board supports quality delivery of CPD for accredited certifiers through a program that is open to participation by a variety of CPD providers in a competitive process. The Board aims for a CPD program managed and driven by industry in the long term.

2. Requirements for Category E1 Certifiers

- 2.1 A CPD activity is a course, workshop or other activity approved and recognised by the Board and listed on its website. A CPD activity may include on-line learning.
- 2.2 Category E1 certifiers are required to undertake six hours of CPD activity each year to maintain their accreditation.
- 2.3 CPD hours can be accumulated by participating in a CPD activity approved by the Board and listed on its website.
- 2.4 A category E1 certifier shall obtain a certificate of completion from the CPD provider upon successful completion of a CPD activity.

3. Delivery of CPD activity and requirements for CPD providers

- 3.1 Delivery of a CPD activity listed on the Board's website shall generally be undertaken by an external CPD provider. Where demanded by operational requirements, the Board may deliver a CPD activity only as necessary. Operational guidelines shall be formulated in regard to the Board's delivery of a CPD activity.
- 3.2 A CPD provider must be a Registered Training Organisation (RTO) or an Australian university (as defined by the *Higher Education Act 2001*). Professional associations may engage an RTO or a university to deliver a CPD activity.
- 3.3 A CPD provider may approach the Board to have its CPD activity recognised and approved for listing on the Board's website. Recognition and approval by the Board are granted to a CPD activity delivered by a particular CPD provider.
- 3.4 An RTO or an Australian university who runs a program that is recognised for CPD by NSW Fair Trading may apply for Board recognition and website listing of the program.
- 3.5 Recognition and listing on the Board's website of a CPD activity is effective for up to three years and may be renewed thereafter.

- 3.6 A CPD provider will be allowed a maximum of four CPD activities recognised by the Board at any one time. One of the CPD activities may be delivered via on-line learning.

4. Content of CPD activity

- 4.1 A CPD activity must have content that covers matters on the professional practice and legislation of swimming pool certification.
- 4.2 A CPD provider may consult with the Board for feedback on whether or not a proposed content is acceptable for consideration as a CPD activity under this policy. Content may include but not limited to:
- o child drowning statistics and studies
 - o NSW swimming pool legislation framework
 - o regulatory requirements for E1 certifiers
 - o role and responsibilities of an E1 certifier
 - o conducting a pool compliance inspection and certification
 - o the role of the NSW Building Professionals Board
 - o pools and barriers, including conducting repairs (minor works)

5. Process for recognition of a CPD activity

- 5.1 **Expression of interest** – Potential CPD providers may indicate their interest to the Board in delivering a CPD activity and request its listing on the Board’s website by submitting an initial proposal consisting of a session plan and corporate profile as a registered training organisation. The submission shall be accompanied by a completed pro-forma available on the Board’s website.

The Board shall review the relevance of the session plan content to this policy and determine whether or not the CPD provider can proceed to full development of the CPD activity. The review shall also consider the track record of the CPD provider in successfully delivering an activity.

A CPD provider whose initial proposal has been approved to proceed to full development shall be informed of this by the Board.

- 5.2 **Development and independent review** –The CPD activity shall be developed by the CPD provider who shall subject the detailed activity to an assessment by a Board-approved independent reviewer. The CPD provider shall endeavour to address issues raised by the independent assessment to ensure compliance with the Board’s requirements.
- 5.3 **Submission** of detailed CPD activity – Full documentation of the CPD activity shall be submitted to the Board.

- 5.4 **Review** of detailed CPD activity by the Board – This shall include, where necessary, seeking additional information or clarification from the CPD provider to enable a clearer assessment of the CPD activity against the criteria.

The Board may accept an amended or revised version of the CPD activity, following discussion and agreement with the CPD provider. In such a case, the CPD provider shall re-issue a revised CPD activity.

- 5.5 **Determination and notification of outcome** – On the basis of complete documentation being provided, the Board shall determine the outcome of its review of the CPD activity and write to the prospective CPD provider advising of the outcome.
- 5.6 **Listing** of CPD activities on the BPB website – This shall be done immediately after the outcome of the Board’s review of the CPD activity is known. Any new addition to the list shall be included as an item in a subsequent issue of the Board’s e-bulletin.

6. Criteria for recognition of a CPD activity

- 6.1 CPD providers who are able, and have the track record, to deliver CPD activities may apply to the Board for recognition of their activities.
- 6.2 In order to be recognised and listed on the Board’s website, a CPD activity must satisfy the following requirements:
- a) **Relevance** – It must have relevant content by covering matters on the professional practice and relevant legislation of swimming pool certification.
 - b) **Currency** – The content must be current to the principles and practice of swimming pool certification, within the last three years of the submission of the application for recognition.
 - c) **Effectiveness** – It must demonstrate effective delivery methods and competent presentation of the activity. The application for recognition must be accompanied by evidence of the engagement of qualified presenters or subject matter experts.
 - d) **Assessability** – The activity should include assessment of the learning experience as a key component. This must be delivered face to face, where practicable, holistic and covering a range of performance criteria. Learning

outcomes for an online CPD activity should also be capable of being validated.

- e) **Proportionality** – The CPD hours proposed to be allocated for the activity by the provider must be commensurate to the learning outcome of the activity.
- f) **Performance** – The applicant shall provide documentary evidence of its track record and competence to deliver the CPD activity. The applicant needs to demonstrate relevant industry experience.

7. Monitoring and evaluation

- 7.1 The Board will regularly monitor and evaluate the CPD activities listed on its website to ensure their relevance and currency. To ensure they meet the continuing needs of industry and changes in legislation, the CPD activities will be evaluated using quality indicators and feedback from the Board, industry, trainers or assessors and participants.
- 7.2 As part of its monitoring role, the Board may conduct a random audit of the CPD provider in regard to its delivery of the CPD activity. The CPD provider shall make available to the Board all of its record on the CPD activity.
- 7.3 Such an audit may include face to face review of delivery of CPD activity, desktop review and/or random call by the Board to participants seeking feedback on the delivery of the CPD activity.

8. Review of policy

- 8.1 The Board shall review this CPD policy every three years or earlier, as necessary.