



ASSET MANAGEMENT COUNCIL

A Guide to Continuing Professional Development (CPD)

Requirements for Recertification:

CAAM – minimum of 75 hours
CPAM – minimum of 75 hours
CSAM – minimum of 150 hours
CFAM – minimum of 150 hours

Examples of activities to earn CPD hours:

- Events
 - Attendance at an AM Council chapter event (Type 2).
 - Attendance at a relevant event independent of the AM Council (Type 2).
- AMPEAK
 - Attendance at AMPEAK: (Type 2).
 - Presenter at AMPEAK: (Type 2).
 - Organiser of AMPEAK: (Type 5).
- Asset Journal
 - Reading of the quarterly asset journal: (Type 4).
 - Submitting an article/paper for the asset journal: (Type 6).
- Participation in webinar: (Type 2).
- CAMA Exam: (Type 4).
- Participation in AMF Training: (Type 4).
- Lecturing an AMF training course: (Type 7).
- Official position on the AM Council committee: (Type 5).
- Exchange Weekend attendance: (Type 2).
- *CAAM Qualification only*: Work on the job (Type 8).

See over page for more detailed information and how to keep a log of your CPD hours.

Types and Conditions

Type of CPD	Conditions	Notes
<p>Type 1 – Any tertiary course taken either as an individual course or for a formal post-graduate award.</p>	<p>There is <u>no limit</u> to the maximum number of hours that you can claim over a three-year period for these activities.</p>	<p>Study may be either on campus or by distance education. For distance education, estimate the equivalent number of hours of formal face-to-face education that would have been involved. Time claimed is the actual hours of lectures/tutorials/laboratory work, noting that there will almost always be further time spent both in preparation and follow-up. All such activities will involve some form of assessment.</p>
<p>Type 2 – Short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings.</p>	<p>There is <u>no limit</u> to the maximum number of hours that you can claim over a three-year period for these activities.</p>	<p>Technical meetings, including Asset Management Council presentations, seminars and workshops, will normally be delivered or facilitated by recognised practitioners in the field.</p>
<p>Type 3 – Learning activities in the workplace that extend competence in the area of practice.</p>	<p>A <u>maximum of 75 hours</u> of your total CPD in any three-year period may be claimed for these activities.</p>	<p>Activities that are normal work activities applying current knowledge cannot be claimed as learning activities in the workplace. For any learning activity undertaken in the workplace you must be able to demonstrate how it has extended your knowledge.</p>
<p>Type 4 – Private study which extends your knowledge and skills.</p>	<p>Reading of the quarterly Asset Journal and monthly newsletters can contribute to a <u>maximum of 18 hours</u> of your total CPD in any three-year period.</p>	<p>Study may be in your area of practice and or in the core areas of asset management. Private study includes the reading of books, journals, transactions, manuals, etc.</p>
<p>Type 5 – Service to the engineering profession.</p>	<p>A <u>maximum of 50 hours</u> of your total CPD in any three-year period may be claimed for these activities.</p>	<p>Service to the engineering professional may include:</p> <ul style="list-style-type: none"> • Serving in a volunteer capacity on boards and committees of Engineers Australia; • Being a panel member on tertiary course accreditation visits; • Being an interviewer on chartered status assessment panels; • Reviewing technical publications prior to publication; • Assisting with CPD audits. • Serving as a volunteer on other boards and committees which advance the engineering profession; • Mentoring a colleague for work experience purposes; • Preparation of written submissions/contributions to, and participation in technical standards related

		meetings of organisations, such as Standards Australia, on areas relevant to your professional work (whether representing AMC or another organisation).
Type 6 – The preparation and presentation of material for courses, conferences, seminars and symposia.	<p>Up to 45 hours per paper may be claimed for papers published in journals and conference proceedings and for the preparation of material for courses not part of your normal employment function eg. As a visiting lecturer from industry.</p> <p>Up to 75 hours per paper may be claimed for papers subject to critical peer review prior to publication.</p>	This represents work outside of your normal employment and can be claimed for CPD purposes if the material is prepared and presented by you and the activities contribute to the advancement of the profession.
Type 7 – Practitioners employed in tertiary teaching or academic research.	Chartered members employed in tertiary teaching and/or academic research must be able to demonstrate a minimum of 40 hours of industry involvement in any three-year period.	Chartered members employed in tertiary teaching and or research positions in universities and VET/TAFE must undertake CPD that demonstrates engagement with contemporary engineering industry practice. This engagement may take form of provision of consultancy services to industry, participation in joint industry-university research collaboration, supervision and development of students’ industry-based design projects and field trips, or other direct industry involvement, such as secondment.
Type 8 – Work on the job.	<i>Applicable for CAAM qualification only.</i> A maximum of 40 hours of on the job work in any three-year period.	<i>Applicable for CAAM qualification only.</i> Work must be previous or current roles applying current knowledge within the last three-year period.

How to log your CPD hours:

You may log onto your online account to keep track of your CPD hours. This can be added to at any time. Events and training registered through the Asset Management Council from late 2017 will be automatically allocated to your account, once attendance is confirmed. Earlier and other activities can be manually entered. To view your CPD log, please go to this link: http://www.amcouncil.com.au/user_cpd.aspx

To help you recall events you have attended and dealings you have had through the AM Council throughout your membership that may be beneficial to adding to your hours; please go to this link http://www.amcouncil.com.au/user_event_list.aspx. Not everything will have CPD hours written next to it. You will need to make a rough estimate of how many hours were accrued.

A hardcopy form to print out to keep track of your CPD hours is also available upon request.