

CPD Policy

Effective Date	1 July 2024
Version	1

1 Definitions & Interpretation

1.1 For the purposes of this Policy:

TERM/ ACRONYM	DEFINITION
Act	<i>Building Services (Registration) Act 2011 (WA)</i>
Board	NFIA Board of Directors
Building Commissioner	Government of Western Australia Building Commissioner
Career Break	For the purposes of NFIA CPD scheme, a <i>career break</i> means a period of leave from the workforce of at least three consecutive months for any proper cause. In this context, <i>proper causes</i> include, but are not limited to: <ul style="list-style-type: none"> • a serious illness; • parental leave; • extended travel; • caring for family members; • involuntary unemployment; or • elite sporting or cultural pursuits.
CPD	Continuing Professional Development
DEMIRS	Department of Energy, Mines, Industry Regulation and Safety (also referred to as <i>Building and Energy</i>)
NFIA Members	Members of the NFIA
NFIA	National Fire Industry Association of Australia Ltd (ABN: 23 618 984 599) (ACN: 618 984 599)
Practitioner(s)	Registered Building Engineering Practitioner(s) – Fire Systems Technologist Registered Building Engineering Practitioner(s) – Fire Systems Associate
Registration	Registration as a Practitioner under the Act
Regulations	Building Services (Registration) Regulations 2011 (WA)
WA	Western Australia or Australian (as appropriate)

1.2 If a term of this Policy is invalid, illegal, void, or otherwise unenforceable it must, to the extent that it is invalid, illegal, or unenforceable, be treated as severed from this Policy. Invalidity shall extend to non-compliance with applicable policies, as made and amended from time to time by the Building Commissioner.



- 1.3 Severance of a term will not affect the validity and enforceability of the remaining terms.
- 1.4 Where necessary to ensure compliance with applicable policies, as made and amended from time to time by the Building Commissioner, this Policy shall be treated as varied to the extent required for compliance.

2 Purpose

- 2.1 This document establishes an independent and authoritative framework for Practitioners to demonstrate compliance with CPD requirements prescribed in the Regulations.
- 2.2 A copy of this Policy shall be publicly available via the NFIA website.
- 2.3 For the avoidance of doubt, this Policy relates only to Practitioners in the following categories:
 - 2.3.1 Registered Building Engineering Practitioner(s) – Fire Systems Technologist; and
 - 2.3.2 Registered Building Engineering Practitioner(s) – Fire Systems Associate.

3 Scope

- 3.1 This Policy applies to NFIA, applicants (potential and current), and Practitioners.

4 CPD

- 4.1 This procedure applies for Practitioners who are seeking to satisfy their CPD obligations under the Regulations as Members of this CPD Scheme.

Practitioner Obligations

- 4.2 To retain CPD membership, Practitioners shall be required to evidence having complied with the following obligations.
- 4.3 The amount and type of CPD required shall be as established under Part 5 of the DEMIRS *Registered building engineering practitioner approved CPD requirements* policy, as it exists from time to time. At the time of this Policy's commencement, the requirements are as follows:

Practitioners must undertake and document a minimum of 60 hours (Technologists) or 50 hours (Associates) of structured CPD over a three-year period. Of these hours, at least:

- *40 hours (Technologists) or 30 hours (Associates) must relate to the class of practitioner registration, i.e. fire systems;*
- *5 hours must cover building standards, being the NCC and referenced Australian Standards;*
- *5 hours must cover risk management; and*
- *5 hours must address business and management skills.*

The remaining hours must cover a range of activities relevant to the practitioner's career.

4.4 The types of activity that may be claimed as CPD, and the maximum hours of CPD that may be claimed for each activity type in each three-year period, shall be as established under Part 6 and Appendix A of the DEMIRS *Registered building engineering practitioner approved CPD requirements* policy, as it exists from time to time. In accordance with Part 6, the maximum hours set out in Appendix A (of the DEMIRS policy – above) apply pro-rata to Practitioners (as defined in this Policy). At the time of this Policy's commencement, the requirements are as follows:

Type	Max Hours Allowable (Pro Rata)	Notes
Tertiary course taken as an individual course or for a formal postgraduate award	Unlimited	Time claimed is the 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. 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.
Short courses, workshops, seminars, conferences, and technical meetings	Unlimited	These activities will normally be delivered or facilitated by recognised practitioners in the field, and may be inhouse for employees of large engineering concerns.
Workplace learning activities that extend competence in your class of registration	Technologists: 30 hours Associates: 25 hours	For learning activity undertaken in the workplace, a registered practitioner must be able to demonstrate how it has extended their knowledge. Normal work activities, applying current knowledge, cannot be claimed as learning activities in the workplace.
Private study that extends your knowledge and skill	Technologists: 40 hours Associates: 33 hours	Study may be in the practitioner's class of registration, or in building standards, risk management, business and management skills. Private study includes the reading of books, journals, manuals etc. Records must be kept for audit purposes, of date, title, author, time invested and knowledge gained.
Service to the engineering profession	Technologists: 20 hours Associates: 17 hours	Service to the engineering profession includes: <ul style="list-style-type: none"> • Assisting in tertiary course accreditation; • Assisting an assessment entity to administer an assessment scheme, e.g.: <ul style="list-style-type: none"> ○ assessing engineers seeking registration; ○ auditing assessments; ○ monitoring or reviewing an assessment scheme; • Undertaking CPD audits of members of an approved CPD scheme; • Peer-review of technical publications prior to publication; • Mentoring a colleague for registration purposes; and • Preparing submissions to, and participation in technical standards related meetings of organisations, such as Standards Australia, on areas relevant to your professional work.
Preparation and presentation of materials for courses, conferences or publication	Technologists: up to 18 hours per paper, up to 30 hours per paper for peer-reviewed papers Associates: up to 15 hours per paper, up to 25 hours per paper for peer-reviewed papers	This represents work outside of the practitioner's normal employment and can be claimed for CPD purposes if the material is prepared and presented by the practitioner and the activities contribute to the advancement of the profession.



Entity CPD Offering

- 4.5 NFIA shall provide opportunities to complete at least twenty (20) hours of eligible CPD each year. CPD Scheme Members shall also be able to submit CPD completed outside of the NFIA scheme for review.
- 4.6 CPD shall be supplied either online or in-person in WA and/or in other states when supplied nationally, or a mix of formats.

Career Break

- 4.7 At its discretion, NFIA may reduce the total CPD hours required to be completed by a Practitioner in a three-year period in order for them to retain their Entity membership, where that Practitioner has been on a career break of at least three (3) consecutive months during the three-year period.
- 4.8 The extent of this reduction for:
 - 4.8.1 Practitioners (Technologists) may be up to 40 minutes for each consecutive week of leave, to a minimum of 40 hours in each 3-year period; and
 - 4.8.2 Practitioners (Associates) may be up to 20 minutes for each consecutive week of leave, to a minimum of 30 hours in each 3-year period.
- 4.9 NFIA shall not unreasonably refuse a request by a Practitioner to reduce their total CPD hours required to be completed, if made in accordance with this Policy.

5 Fees

- 5.1 Fees for CPD offerings shall be set by the NFIA.

6 Responsibilities

- 6.1 The Board is responsible for ensuring compliance with, and review of, this Policy as appropriate from time to time. The Board may delegate this responsibility to an internal or external role or organisation.

7 Record Keeping

- 7.1 The NFIA shall maintain records of attendance/ participation and membership, as required by the Regulations and policies, as made and amended from time to time by the WA Building Commissioner. Such records shall be:
 - 7.1.1 retained for a minimum of 7 years post-creation of each record; and
 - 7.1.2 available to the WA Building Commissioner upon reasonable request, for example, to confirm CPD Scheme Membership.



- 7.2 The NFIA shall maintain records of attendance for all CPD it runs, which shall be documented through the auditing process.
- 7.3 The NFIA shall issue membership certificates to each CPD Scheme Member on a yearly basis and maintain an online register of Members.

8 Reporting Requirements

- 8.1 Reviews will be conducted by at least one person who meets the following criteria: to conduct reviews, the individual must –
- 8.1.1 be capable of acting independently in relation to each review;
 - 8.1.2 not have any actual, potential, or perceived conflict of interest with each individual whose records would be reviewed;
 - 8.1.3 be a fit and proper person; and
 - 8.1.4 demonstrate knowledge and understanding of the CPD process in accordance with the requirements of the scheme and the Regulations.
- 8.2 Each December, NFIA shall audit 10% of its Members to ensure they are undertaking CPD in accordance with the Regulations.
- 8.3 As part of this process, Members will have until 31 November each calendar year to provide the NFIA with evidence of any additional CPD they have personally undertaken with a different CPD scheme throughout that year to be included as part of that audit. This evidence shall be assessed against the types of CPD and conditions as outlined by the Building Commissioner to determine compliance.
- 8.4 To manage the potential for non-compliance by Members to arise, NFIA shall notify Members of the CPD hours they have accrued with the NFIA each year as part of this audit process. This information shall be supplied as part of the NFIA reporting obligations to the Building Commissioner.
- 8.5 NFIA shall notify the assessment entity relevant to an individual of any risk of non-compliance at least six-months prior to the three-year period mark. An individual will be considered at risk of non-compliance if after two (2) years they have not completed forty (40) hours of CPD.
- 8.6 At the end of the three-year period, non-compliance by Members shall be resolved by a show cause process.
- 8.7 NFIA shall submit a report to the Building Commissioner by 31 July each year, for the previous financial year, on CPD audits (see *Appendix A*).
- 8.8 Each report shall include:
- 8.8.1 the total number of members of the scheme;
 - 8.8.2 the number of Practitioners who are members;



- 8.8.3 how NFIA selected Members for audit;
- 8.8.4 the number of Members that were audited; and
- 8.8.5 the results of the audits.

8.9 Each report shall be provided electronically and forwarded to: engineersCPD@demirs.wa.gov.au

9 Policy Review

9.1 This Policy shall be monitored and reviewed by the NFIA as needed, to ensure continuous improvement of processes contained within.

10 References & Related Documents

10.1 The following documents are referenced in this Policy, or are otherwise related:

- 10.1.1 NFIA *Appeals Procedure Policy*;
- 10.1.2 Building Services (Registration) Regulations 2011 (WA);
- 10.1.3 DEMIRS, Government of Western Australia, *Registered building engineering practitioner approved CPD requirements* (July 2024); and
- 10.1.4 DEMIRS, Government of Western Australia, *Building Commissioner's policy for the approval of industry CPD scheme for registered building engineering practitioners* (August 2023).

11 Approval & Review

Approved By	Joe Smith
Approval Date	1 July 2024
Next Review Date	30 June 2025
Review Responsibility	Joe Smith

Approval & Amendment History

Version	Approval Authority	Date
1	CEO	1 July 2024

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Appendix A: Audit Report Template – CPD

Member Name	Contact Number	Email Address	License Number	Period of Audit	Date Audit Completed	Hours Completed	Authorising Officer