

FAMANZ Continuous Professional Development (CPD) Return

Record of CPD activities from 1 January _____ to 31 December _____.

Use this table to record your CPD activities. Your record should be comprehensive, and include, as a minimum, details shown in the table. You may be requested to provide further information to support your CPD claims if your CPD Return is selected for audit.

Members must accrue CPD points from at least 2 CPD Categories, with at least 2 CPD points from Category B or C. Additional information on professional development activities, evidence criteria and CPD point allocation for various CPD Categories is set out below; or refer to the document 'Continuing Professional Development Scheme Guidance for FAMANZ members' [FAMANZ09] on the famanz.org website in the member area.

Your Name:	Signature:
-------------------	-------------------

Complete the record of your CPD activities below (attach additional pages if more space is needed)

Ref.	Date	CPD Category <i>(see below)</i>	Activity/topic/provider	Briefly detail how the activity has extended your knowledge, skills, or experience?	CPD Points claimed
TOTAL CPD Points (goal 5)					

Example

Ref.	Date	CPD Category (see below)	Activity/topic/provider	Briefly detail how the activity has extended your knowledge, skills, or experience?	CPD Points claimed
1.example	24/11/20	B1	Attended FAMANZ webinar 'Fibrous Minerals of the Pilbara'	Expanded my knowledge of fibrous minerals in Australia.	1/2
2.example	2020	A1	Working full time as a Licenced Asbestos Assessor with ABC Consulting.	Broadened LAA experience in range of industries. Expanded my professional network	2

CPD Category	Required Supporting Evidence	Points	Maximum points claimable
Category A: Work Based Activities			
A1	Actively working in or involved with asbestos assessment, management, or remediation	Evidence of employment in asbestos related activity: Full time work (>24 hours per week) Part time work (8-24 hours per week)	F/T – 2 points P/T – 1 point 2
A2	On the job training of employees, formal mentoring, supervision of employees in the field of asbestos assessment, management, or remediation	Evidence of activity: Supervision/mentoring/training 1 day per week or pro rata Formal training sessions: 1 point per day	1 point per day 1 point per day 4
A3	Legal and forensic work in relation to asbestos assessment, management, or remediation	Evidence of appointment	1 point per day 2
A4	Participation in an independent / external proficiency testing programme ¹	Submission of reports from independent provider demonstrating successful completion	1 point per scheme ² 3

¹ Examples

Proficiency Testing Australia (PTA):

- National Asbestos Programme
- Asbestos Identification (Building & Related Products)
- Asbestos in Soils Programs.

International Accreditation New Zealand (IANZ):

- PTA model coordinated through IANZ.

² One (1) point per proficiency scheme per year of participation (e.g. if participation is biennial, points can only be claimed for successful completion in the year of participation).

Category B: Attendance at Conferences, Seminars, Webinars, and Training (related to asbestos risk assessment, management, or remediation)				
B1	Conferences, seminars, and webinars organised or endorsed by FAMANZ	Evidence of attendance	2 points per 4 hours	No limit
B2	Conferences, seminars, and webinars from other organisations	Evidence of attendance	1 point per 4 hours	No limit
B3	Training Course or workshop organised or endorsed by FAMANZ	Evidence of attendance	2 points per 4 hours	No limit
B4	Training Course or workshop from other organisations	Evidence of attendance	1 point per 4 hours	No limit
B5	Technical meetings, discussion groups, in-house or 3 rd party training, non-industry based short courses. Including general professional development i.e. project management, business management, leadership, etc.	Attendance records, receipts of payments, letter from employer, statement of how the CPD activity has extended your knowledge.	0.5 point per 4 hours	2 points
B6	Formal education and training including distance education, conducted by an accredited institution and where there is a formal assessment.	Certificate of attainment (pass); certificate, degree and/or diploma awarded from formal assessment in the field of occupational and/or environmental hygiene; environmental science &/or engineering; science; WHS or occupational/worker health; environmental health.	8 points per year of study*	8 points
Category C: Horizon Broadening - Professional and Technical Activities (related to asbestos risk assessment, management, or remediation)				
C1	Presenter at a conference or seminar	Evidence or confirmation of appointment.	2 points/hour for FAMANZ events 1 point/hour for non-FAMANZ events	No limit
C2	Presenter at a training course or workshop			8 points
C3	Presenter at a technical event or webinar			6 points
C4	Presentation at a non-conference forum, eg university or community event			4 points
C5	Publishing of general asbestos related article.	Evidence of published article.	2	4 points
C6	Publishing of an asbestos related technical or research paper in a peer-reviewed journal.	Evidence of published article.	6	No limit
C7	Publishing of an asbestos related technical or research paper (includes co-authors.)	Evidence of published article.	5	No limit

Category D: Services to the Asbestos Risk Assessment, Management or Remediation Profession (serving in a volunteer capacity)				
Not limited to FAMANZ activities; also accepted are services to other approved kindred associations with asbestos risk assessment, management, or remediation; or asbestos health related activities.				
D1	FAMANZ Executive/Board positions	Evidence in the form of approved meeting minutes, letter from the association or similar.	4 points	4 points
D2	Executive/Board positions (not FAMANZ)		2 points	4 points
D2	FAMANZ Office Bearers holding a leadership position, for branch operations, special purpose committees, special interest groups, professional accreditation panels, representatives on industry panels and advocacy groups, etc. Includes Editors of professional publications.		2 points	4 points
D3	FAMANZ general committee members for branches, special purpose committees, special interest groups, professional accreditation panels, representatives on industry panels and advocacy groups, etc.		2 points	4 points
D4	Preparation of FAMANZ written submissions/ contributions to, and participation in, technical standards related meetings of organisations such as Standards AS/NZ, on areas relevant to your professional asbestos related work.	Evidence of participation	2 points	4 points
D5	Volunteer services to a sub-committee or project team, working on an asbestos risk assessment, management, or remediation related activity.	Evidence of participation	1 point	3 points
Category E: Other Activities				
E1	Community activities that support FAMANZ vision and objectives.	As approved by FAMANZ or endorsed groups.	1 point per day	4 points
E2	Provision of pro bono advice and assistance to community groups (including expert witness work in relation to asbestos).	Evidence of appointment	2 points per day	4 points