

ahri.com.au/membership



2017 CPD GUIDE

As a professional member of the Australian HR Institute (AHRI) you have made a commitment to model excellence in the workplace.

A key element of maintaining professional standards is continuous professional development (CPD) which ensures that your professional skills and knowledge are current. Your commitment to CPD means that you will routinely reflect on learning and review your current knowledge. Continuously developing your skills and knowledge and applying this to your workplace will benefit your organisation and enhance your individual career opportunities.

THE KEY PRINCIPLES OF CPD

- Professional development is a continuous process that applies throughout the working life of professionals.
- Individuals are responsible for planning, managing and recording their own development.
- Individuals decide for themselves their learning needs and how to fulfil them.
- Learning goals should be clearly articulated and well planned.
- CPD comprises a balanced mix of activities that include work-based activities, courses, seminars and conferences, and self-directed informal learning.
- All CPD should be planned and recorded.

The program is built on a three year model which allows for a more rounded learning program. This cycle is more naturally aligned to the way individuals invest in professional development than an annual cycle. A selection of the AHRI membership base is audited every year for compliance with the CPD requirement.

The three-year period is a rolling period, which means that at any point in time that an audit is conducted you must have completed at least the minimum number of CPD hours within the previous three-year period.

Members who have suspended their membership due to absences from the profession (for example, long service leave, sabbatical, career break) or who have been on parental leave during the audited period will need to have recorded an appropriate number of CPD hours on a pro-rata basis.

Members who have notified AHRI of their retirement and have continued their membership on the special AHRI retired members rate are exempt from CPD.

AHRI PROFESSIONAL MEMBER CPD REQUIREMENTS

AHRI professional members (Graduate, MAHRI, CAHRI and FAHRI) and Certified Practitioners (CPHR and FCPHR) must complete the required minimum hours of CPD every three years to maintain professional membership or certification status.

In support of your CPD, AHRI provides a wide variety of formal and informal activities and services to help you to maintain currency.

The CPD recording tool (located within your profile on the AHRI website) automatically records activities you have completed through AHRI, but you will need to enter non-AHRI professional development activities as you complete them to make sure you have an accurate record of all of your CPD.

MEMBERSHIP LEVEL	HOURS OF CPD	ELIGIBLE ACTIVITIES (Refer to definitions of 'types' below)	AUDIT STRATEGY
FAHRI and FCPHR	30 hours of CPD over a three-year period, specifically relating to advancing the HR profession.	Type 3 – Conferences and seminars Type 4 – Presentation of papers Type 5 – Industry involvement Type 6 – Service to the Profession	All Fellow applications are taken through a series of formal reviews prior to being awarded. A random sample of 10% of all FAHRI members will be audited on an annual basis. All FCPHR members will be audited at least once every three years as part of the commitment to maintaining certification standards.
CAHRI and CPHR	60 hours of CPD over a three-year period.	Minimum of 40 hours by participating in the following activities: Type 1 – Formal education Type 2 – Learning activities Type 3 – Conferences and seminars Type 4 – Presentation of papers The remaining 20 hours may be accumulated by participating in the following activities: Type 5 – Industry involvement Type 6 – Service to the profession Type 7 – Informal learning	A random sample of 10% of all CAHRI members will be audited on an annual basis. All CPHR members will be audited at least once every three years as part of the commitment to maintaining the certification standards.
MAHRI and Graduate	30 Hours of CPD over a three-year period.	Type 1 – Formal education Type 2 – Learning activities Type 3 – Conferences and seminars Type 4 – Presentation of papers Type 5 – Industry involvement Type 6 – Service to the profession (A limit of 20 per cent of total CPD in any three-year period is allowed) Type 7 – Informal learning (A limit of 10 per cent of total CPD in any three-year period is allowed)	A random sample of 10% of all MAHRI and Graduate members will be audited on an annual basis.
LAHRI	There are no CPD requirements for this membership grade		
Affiliate	There are no CPD requirements for this membership grade		
Student	There are no CPD requirements for this membership grade		

CPD TYPES

CPD should be a balanced mix of activities that include work-based activities, courses, seminars and conferences, and self-directed informal learning.

CPD hours are generally calculated at a rate of one hour of activity being equal to one hour of CPD. All CPD contributes to the relevant three-year requirements for each membership level; however there are restrictions to the total claimable hours of some activity types.

You can record CPD for seven learning activity types:

Type 1	Formal education
Type 2	Learning activities
Type 3	Conferences and seminars
Type 4	Presentation of papers/Contribution to intellectual capital
Type 5	Industry involvement
Type 6	Service to the HR profession
Type 7	Informal learning

TYPE 1 – Formal Education

Formal education is learning undertaken in pursuit of an award or accreditation. To claim CPD hours, members undertaking courses must satisfy assessment requirements.

Activities of this type include formal classroom, distance education (including online delivery) and short courses. They may be external to employment or conducted in-house. They will always include time spent in preparation and follow-up, either through lectures or self-study activities and will involve some form of assessment.

CPD hours include the actual classes attended and/or research undertaken. For distance learning, estimate the equivalent number of hours of formal face-to-face education that would have been involved.

Examples:

- Certificate IV in Human Resources
- AHRI Practising Certification Program (APC)
- Award programs in HR and related disciplines offered by accredited universities and TAFEs.

TYPE 2 – Learning Activities

This area covers recognised and structured training that is not part of a formal award or accreditation process, and generally does not involve structured assessment.

Learning activities can include:

- Non-assessed courses offered by education and learning institutions, professional bodies and employers (delivered face-to-face, distance and online)
- Attendance at professional HR events such as AHRI network forum presentations
- Non-assessed professional training organised through the employer

Examples:

- Participation in the AHRI Mentoring Program as a mentee
- AHRI short courses or short courses offered by an external provider
- AHRI network forums

CPD hours are generally calculated on the basis of the number of hours attended and exclude meal breaks.

TYPE 3 – Conferences and Seminars

You can claim conference attendance as CPD provided the content relates to your professional development.

CPD hours are generally calculated on the basis of the number of hours spent attending formal presentations and exclude meal breaks, social events and travelling.

Examples:

- The AHRI National Convention and Exhibition
- AHRI State Conference
- Non-AHRI conferences with a significant HR focus

TYPE 4 – Presentation of Papers/Contribution to intellectual capital

You can claim CPD hours for preparation and presentation at conferences, symposia, seminars, articles, blogs etc. which are conducted beyond normal employment.

For this to be considered CPD, it must extend knowledge in your area of HR practice and contribute to your capabilities as an HR professional.

CPD hours are generally calculated on the basis of the number of hours required in preparing, researching and presenting.

Applications prepared and presented to AHRI for the Senior Leaders Pathway to Certification attracts 15 CPD hours in the year of application.

Examples:

- Presenting at an AHRI network forum
- Presentations in academic contexts such as university conferences or symposia
- Writing a HR blog
- The Senior Leaders Pathway Case Study

TYPE 5 – Industry Involvement

HR professionals employed in academic positions are expected to foster links with industry for the benefit of HR education, research and practice in Australia.

This requirement also ensures that academics are exposed to development in HR practices outside their university or TAFE institution.

Industry involvement can include:

- Consulting services
- Industry partnership/supervision in research
- Sabbaticals to industry and return to industry
- Industry committees for course development
- CPD hours are calculated based on the number of hours of involvement

TYPE 6 – Service to the HR Profession

Service to the profession is a valid form of CPD particularly where it extends the development of the person making the contribution.

Service to the profession is also a key requirement for admission to the Fellow membership levels (FAHRI and FCPHR). Members wishing to upgrade to Fellow should consider ways in which they can contribute to the profession, taking note of the below examples.

For AHRI members, service to the HR profession may include:

- Standing as an AHRI council member
- Volunteering as an AHRI network convener and member
- Judging for AHRI Awards programs
- Contribution to AHRI committees and panels
- Participating in an AHRI Mentoring Program as a mentor
- Writing articles for HR or business magazines or journals
- Participation in AHRI research

CPD hours are calculated based on the number of hours of actual involvement.

TYPE 7 – Informal Learning

There is considerable scope for informal learning away from the work environment. Discussion groups, webinars, books, journals, newspapers, television and radio programs provide a wealth of professional development material.

Examples:

- Reading HR relevant magazines and journals, including those published by AHRI
- Participation within AHRI's LinkedIn groups
- Webinars on HR relevant topics offered by AHRI or an external provider

CPD hours are calculated based on the number of hours of actual involvement.

RECORD YOUR CPD WITHIN YOUR MEMBER PROFILE

The CPD recording tool makes it easy to maintain your CPD records. All AHRI CPD activities, *excluding e-Learning and mentoring*, will be automatically recorded in your CPD record, which is located within your member profile on the AHRI website. Physical attendance at events and courses is required for the CPD hours to be allocated. Please allow up to 60 days for the AHRI team to confirm your attendance and update your record.

For e-learning and mentoring please take note of the actual hours of participation and update your CPD record upon completion of each module or period of participation.

You should also record your non-AHRI provided CPD activities to ensure that you have a complete list of activities and the full picture of your CPD. To view your CPD record and/or add an activity to your record go to ahri.com.au and follow these three simple steps.

Remember:

1. 1 hour = 1 point
2. If you are unsure if an activity can be counted towards your CPD, ask yourself if it has contributed to your development as a HR professional.
3. With the exception of training/courses/events attended during business hours or as workplace training, CPD activities *are generally not part of your normal employment* (i.e. if you were paid to do it as part of your normal employment then there is a chance it isn't CPD).

HOW TO RECORD YOUR CPD

1. SIGN IN with your username and password.



2. Click on your member profile button in the top right hand corner.



3. Click on the CPD tab in your member profile.



4. View your CPD Profile

AHRI CPD LISTING AHRI CPD Activity

[Export](#)

Date	Description	CPD Points
4/27/2015	Webinar: HR and Social Media	1.00
8/12/2014	Diploma of management Semester 2 2014	2.00
3/11/2014	Training	10.00
10/28/2013	Project Management VIC	14.00

CPD RECORDING TOOL

[Download CPD Guidelines.](#)

Click the "+" symbol below to add your external CPD

Record your CPD    

CPD type	Description	Start date	End date	Points	Provider	
Informal learning	Webinar: HR and Social Media	4/15/2015 12:00 AM	4/17/2015 12:00 AM	1.00	Social Media Research Centre	

TOTAL CPD POINTS

[Export](#)

CPD Points
▶ 27.00  View your total points

5. Record your CPD

3/11/2014 Training

Add   

CPD type: Service to the HR profession

Description: Mentoring

Start date: 7/4/2016 12:00 AM  

End date: 12/22/2016 12:00  

Points: 32

Provider: AHRI

[Save & Close](#) [Cancel](#)

PROVIDING EVIDENCE OF CPD

A random sample of AHRI professional and certified members will be audited annually for CPD.

In some cases AHRI will request evidence of your CPD activities. When asked to supply evidence of CPD, members will be required to supply records for the past three years.

There is considerable flexibility with respect to sources of evidence for CPD. Evidence can include copies of formal qualifications, attendance statements, copies of articles written, presentations given, or payment receipts from conferences. The source must be objective and serviceable.

We encourage you to keep your own file at home with evidence of your completed CPD.

Non-Compliance

Professional members who do not meet their CPD obligations may be re-graded to Affiliate membership. Regrading considerations of that type are made on a case-by-case basis.

A review panel will enable non-compliant members to be reviewed by other HR professionals sensitive to the needs of practising professional members. An appeal process will be available to members in the event that AHRI determines they have not met their CPD obligations.

Non-Compliance: Certified Practitioners

Certified Practitioners (CPHR and FCPHR) may lose their certified status in the instance that they do not meet the CPD requirements for their membership level.

NB: Evidence of CPD completed during periods of lapsed membership may be requested in instances where a Certified Practitioner (CPHR or FCPHR) applies to be re-admitted.

We therefore recommend that all Certified Practitioners:

- Keep a private record of CPD
- Ensure that their AHRI CPD record is kept up to date
- Ensure their membership is current
- Contact AHRI if they have any absences from the profession rather than letting their memberships lapse

QUESTIONS AND FEEDBACK

We encourage AHRI members to forward questions and feedback to members@ahri.com.au



AUSTRALIAN HR INSTITUTE

Level 13, 565 Bourke Street
Melbourne, VIC 3000

T +61 3 9918 9230

E members@ahri.com.au

ahri.com.au/membership