

[ahri.com.au/membership](http://ahri.com.au/membership)

**AHRI**  
Australian HR Institute®



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. Each year AHRI conducts a CPD Audit on a random selection of professional members and all certified members.

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 points within the previous three-year period.

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 AND CERTIFIED MEMBER CPD REQUIREMENTS

AHRI professional members (MAHRI, AMAHRI, CAHRI and FAHRI) with the exception of GAHRI, Certified Practitioners (CPHR and FCPHR), and Certified Academics (CAHR and FCAHR) must complete the required minimum points 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 when you [Sign in](#) 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	POINTS OF CPD	EXAMPLE OF ELIGIBLE ACTIVITIES (Refer to definitions of 'types' on pages 4 - 6)	AUDIT STRATEGY
FAHRI, FCPHR and FCAHR	<b>30</b> 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	A random sample of <b>10%</b> of all FAHRI members will be audited on an annual basis.  <b>All</b> FCPHR and FCAHR members will be audited at least once every three years as part of the commitment to maintaining certification standards.
CAHRI, CPHR and CAHR	<b>60</b> hours of CPD over a three-year period.	Minimum of 40 points 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 points 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 <b>10%</b> of all CAHRI members will be audited on an annual basis.  <b>All</b> CPHR and CAHR members will be audited at least once every three years as part of the commitment to maintaining the certification standards.
MAHRI and AMAHRI	<b>30</b> 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 Type 7 – Informal learning	A random sample of <b>10%</b> of all MAHRI and AMAHRI members will be audited on an annual basis.

There are no CPD requirements for the following membership grades:

- Life Members
- Life Fellows
- Graduate Members (GAHRI)
- Retired
- Affiliate
- Student

# 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 points are generally calculated at a rate of one hour of activity being equal to one point 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 points, 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 points 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 points 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
- Academic conferences or symposia

### TYPE 4 – Presentation of Papers/Contribution to intellectual capital

You can claim CPD points 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 a HR professional.

CPD points 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 and the Academic Pathway attracts 32 CPD points 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 AHRI Senior Leaders Pathway Case Study](#)
- [The Academic Pathway Portfolio Submission](#)

### 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
- Contribution sharing of HR knowledge and expertise through participation within AHRI's LinkedIn groups
- Webinars on HR relevant topics offered by AHRI or an external provider

CPD points 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 when you click on [Sign in](#) on the AHRI website. Physical attendance at events and courses is required for the CPD points 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 the [AHRI website](#) and follow these simple steps.

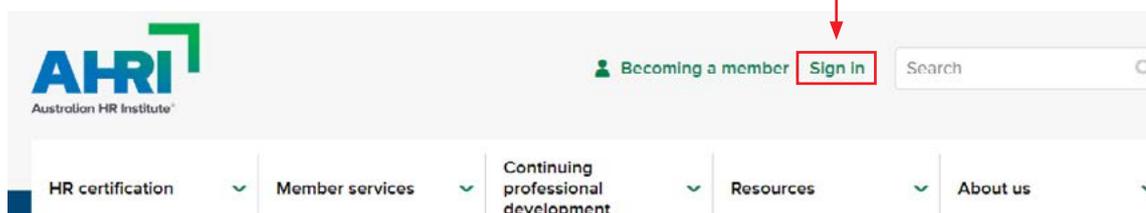
Remember:

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).

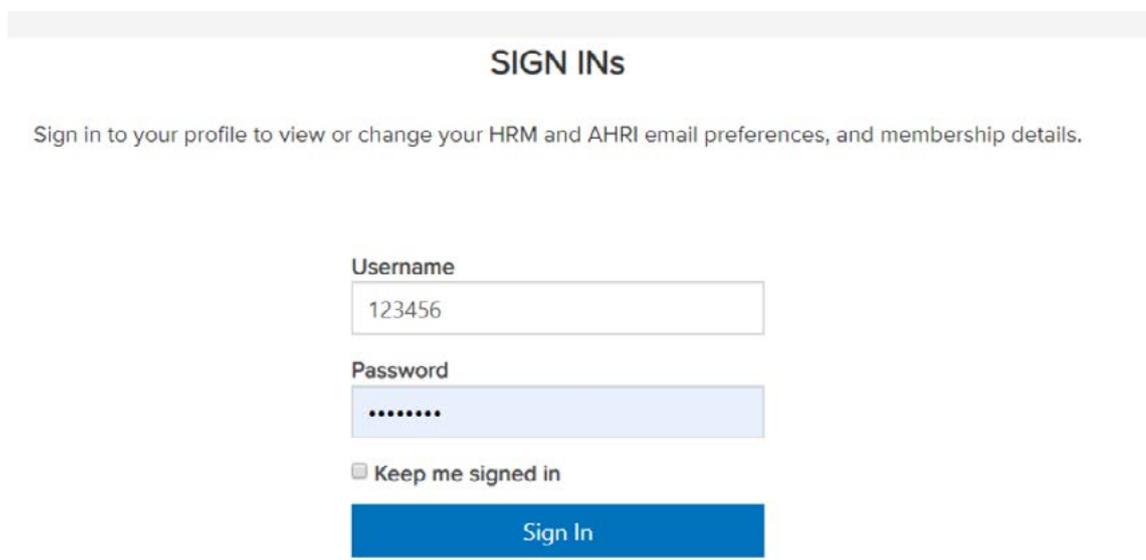
## HOW TO RECORD YOUR CPD

1. GO TO the [AHRI website](#)

2. [SIGN IN](#) with your username and password.

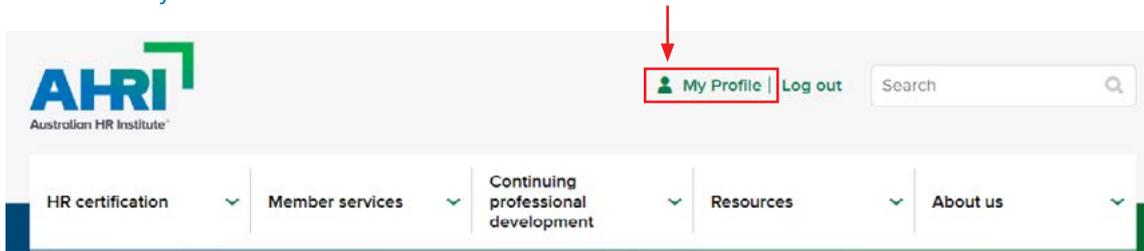


3. Login using your Username and Password

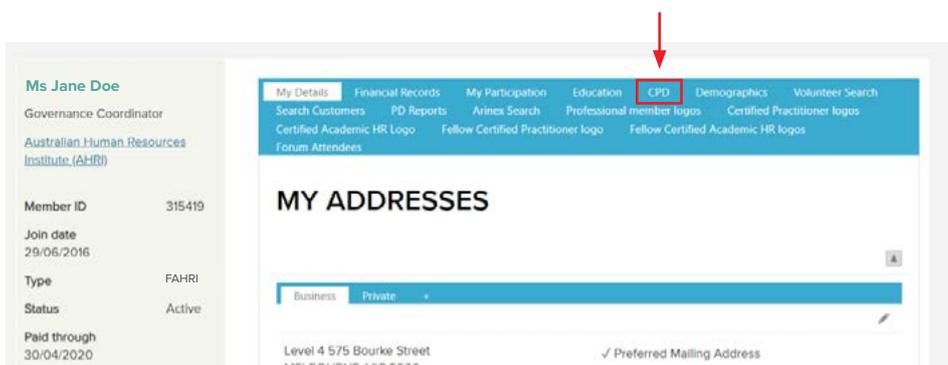
A screenshot of the AHRI 'SIGN INs' login form. The title 'SIGN INs' is centered at the top. Below the title is a sub-header: 'Sign in to your profile to view or change your HRM and AHRI email preferences, and membership details.' The form contains three input fields: 'Username' with the value '123456', 'Password' with masked characters '.....', and a checkbox labeled 'Keep me signed in' which is currently unchecked. At the bottom of the form is a blue button labeled 'Sign In'.

Note: Should you encounter difficulties logging in, contact our Member Career Support team on +61 03 9918 9230 or [enquiries@ahri.com.au](mailto:enquiries@ahri.com.au)

4. Click on My Profile



5. View your CPD profile



5.1 The first tier, you will see your CPD points from the past 3 years.

Note: this is live data calculated from your login date, therefore total points may change below.

## CPD Listing

### AHRI CPD LISTING

Start	End	Internal	Type	Points	Description	Provider
27/09/2018	27/09/2018	Y	ServPro	32.00	Senior Leaders Pathway Intake 3 2018	AHRI
18/06/2018	18/06/2018	Y	SEM	1.00	Registration - HR Certification Info Session VIC	AHRI
12/10/2016	12/10/2016	Y	INFORMAL	1.00	Registration	AHRI

5.2 Second tier you will be able to insert your own CPD points completed externally from AHRI.

Click on the "+" symbol below to your right.

### CPD RECORDING TOOL

[Download CPD Guidelines.](#)

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



### 5.2.1 Below enter in the pop-up box:

- Add CPD Type as per CPD guide
- Add a short description – ie Name of Conference
- Add the start and end date
- Add the total CPD points for the time period allocated: 1hr = 1point
- Add provider details – Details of the presentation
- Once all information is added, click Save & Close

**Add** ⌵ ⌵ ✕

**CPD type**

**Description**

**Start date**  📅 🕒

**End date**  📅 🕒

**Points**

**Provider**

Save & Close Cancel

You can also edit your entry by clicking on the “pencil” icon or delete by clicking “x”

CPD type	Description	Start date	End date	Points	Provider	
Presentation of papers	HR Leaders Forum	17/07/2018 12:00 AM	17/07/2018 12:00 AM	35.00	Research, preparing and presenting: No Immunity: Forcing the Evolution of the HR Function	 

6. As mentioned in step 5.1, you will see your CPD points total from the past 3 years.  
Note: this is live data calculated from your login date, therefore total points may change below.  
Internal – AHRI entered points / External – Your self-recorded points.

### TOTAL CPD POINTS

Total Points	Internal	External
69.00	34.00	35.00

Export

## PROVIDING EVIDENCE OF CPD

Each year AHRI conducts a CPD Audit on a random selection of professional members and all certified members.

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 MAHRI or Affiliate membership. Re-grading considerations of that type are made on a case-by-case basis.

### Non-Compliance: Certified Practitioners

Certified Practitioners (CPHR and FCPHR) and Certified Academics (FCAHR and CAHR) 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 will 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 [careersupport@ahri.com.au](mailto:careersupport@ahri.com.au)



AUSTRALIAN HR INSTITUTE  
Level 4, 575 Bourke Street  
Melbourne, VIC 3000  
T +61 (0) 3 9918 9230  
E [careersupport@ahri.com.au](mailto:careersupport@ahri.com.au)