

FACILITIES MANAGEMENT ASSOCIATION OF NEW ZEALAND (FMANZ)

Continuing Professional Development (CPD) Policy

Purpose

The purpose of this policy is to provide a clear framework for Continuing Professional Development (CPD) requirements for members of the Facilities Management Association of New Zealand (FMANZ).

Continuing professional development is an essential part of a professional's career demonstrating a commitment by members to strengthen and acquire knowledge and business skills, complimenting the experience that they gain through practising in an exciting, challenging and changing environment, the world of FM.

Who does this policy apply to?

This policy applies to FMANZ Certified members. Certified members are required to undertake CPD, all other members are encouraged to undertake CPD but it is not a requirement of their membership category.

CPD requirements

Certified members must undertake a minimum of 20 hours of CPD activity each calendar year, and record this in the member's portal by the end of January the following year. One CPD point is accrued per one hour of CPD activity.

There is no maximum limit on the amount of CPD activity a member can complete in any one year and FMANZ would encourage members to participate in as much CPD activity as possible. A maximum of five CPD points can be carried over from one year to the next.

If a person becomes a FMANZ member part way through a CPD year, the CPD requirements for that year will be adjusted for that year on a pro-rata basis.

Certified members must achieve their 20 CPD points in two out of three years, with those not meeting this requirement losing their Certified status.

CPD relevance

When considering the relevance of a certain CPD activity, members must consider how the activity relates to the FMANZ competency framework, with CPD spread evenly across a wide range of competencies, and learning modes. The Operational Team will align national events such as the national breakfasts to the competency framework, and local Branches should also use their events to complement the National programme.

Approved courses of study

Approved Courses of Study are those offered by tertiary institutions, or professional associations, approved by the FMANZ Board from time to time.

Recognised forms of CPD

CPD points can be accrued from the following learning sources, further details are available on the FMANZ web-site.

- FM Summit (1 day – 5 points; 2 days – 10 points)
- FMANZ National Breakfast Seminar Series
- FMANZ Branch After 5 educational event
- FMANZ Pathways Workshop
- FMANZ webinar

- FM quiz night
- Participation in the FMANZ mentorship programme
- Non-FMANZ training and conference
- Non-FMANZ seminar or workshop
- Professional reading
- Accredited FM tertiary papers
- Non-FMANZ webinar
- Preparing or delivering a paper or presentation on a FM related topic
- Membership of committees involving:
 - preparation of professional responses to Government initiatives
 - contributions to FMANZ governance practices, or technical guidance material
 - the development of a member's knowledge through self-managed learning, such as reading meeting papers and other materials

* A maximum of five points is available in any one category, except the FM Summit and accredited FM tertiary papers.

** Professional development activities outside FMANZ must be aligned with our professional competency framework.

** Participation in an Approved Courses of Study (FM paper) offered by tertiary institutions will earn a maximum of 15 points per paper per year.

CPD exemptions

Circumstances can arise that mean that the usual CPD requirements may not be achievable. If a member is not practicing in a FM related profession for a minimum period of 12 months or where any of the following reasons require an absence of at least six months they may be able to obtain an exemption from the FMANZ CPD requirements:

- parental leave
- unemployment
- illness (including accident) resulting in the member being unable to work (but not related to a permanent disability)
- caring for someone who is unwell compassionate leave

It is the responsibility of the member to inform the Board of any change to their situation which may impact on their ability to satisfy the CPD requirements.

Record keeping

FMANZ maintains records of attendance at FMANZ events and full attendance at an event is required to claim CPD for that event.

Members need to be able to substantiate that they have participated in eligible CPD activities. Members must maintain a record of non-FMANZ CPD using the members portal. The following information is required when applying for CPD in the portal:

- Course name
- Course date
- Course offered by
- Course website
- Educational contact hours
- Presenter
- Description

Sufficient evidence should be maintained for non-FMANZ CPD should a CPD audit be undertaken.

Should a member need any assistance with logging their CPD on their members' dashboard on the FMANZ website please contact membership@fmanz.org

Non-compliance and sanctions

Failure to comply with the requirements of this CPD policy is a breach of the Code of Ethics and may result in the Board taking action against the member by the removal of post nominals.

Policy review

This policy will be reviewed periodically.