

ASOFIA

AUSTRALIAN SHOP & OFFICE FITTING INDUSTRY ASSOCIATION LIMITED

# ASOFIA

## Continuing Professional Development (CPD)

### Maintaining your Professional Edge

Professionals in all walks of life are recognising the benefits of a planned and structured approach to the maintenance and upgrading of their skills and knowledge. They need to keep up to date and have the ability to acquire new knowledge in response to new business challenges. It is this gaining of new knowledge that is being seen as the best possible means of achieving and maintaining competitive advantage and it is the ASOFIA CPD program that is underpinning that advantage.



THE MARK OF  
A PROFESSIONAL

**ASOFIA**

## **The new ASOFIA CPD program for ASOFIA Accreditation is distinct but complimentary to the current Statutory CPD requirements.**

Participation in ASOFIA's CPD program is one of the requirements to achieve the newly released ASOFIA Accreditation system. This would be a continuous process throughout the term of Accreditation requiring members to accumulate points for attending approved skills and knowledge programs. More details on accreditation are available online at [www.asofia.com.au](http://www.asofia.com.au)

### **What is CPD**

Continuing Professional Development (CPD) is a life-long learning commitment to your personal and professional development, systematic maintenance, improvement and broadening of knowledge and skills, and development of personal qualities necessary to carry out the professional and technical requirements of your working life.

### **Maintain the Highest Standards**

CPD is essential for professional practice it ensures accredited ASOFIA members maintain the highest standards of practice through a commitment to continued learning in their field. This continued learning can take a variety of forms including conferences, seminars, workshops, mentoring or formal learning. CPD is a commitment each ASOFIA member needs to make to improve the status of the Shop and Office Fit-out profession.

### **By undertaking CPD you**

- Maintain and develop your proficiency in your current role
- Ensure you are competitive in the job market
- Demonstrate commitment to your own development
- Find a new intellectual challenge
- Achieve the requirements required by professional organisations and by their clients
- Operate in a systematic and structured manner
- Cover the full range of knowledge and skills, personal, technical and commercial in your required profession.



### **Added benefits of CPD include:**

- Better business practices
- Career development and on-going training
- High quality and safe fit-outs
- Satisfied customers
- Continuous development of work practices
- Reduction in building disputes
- Improved levels of OH&S

### **Employers and clients value learning agility**

The benefits of CPD aren't just felt when moving to ASOFIA Accredited membership. Many employers now value learning agility as a core competency to:

- Build confidence and credibility; you can see your progression by tracking your learning
- Earn more by showcasing your achievements; a handy tool for appraisals
- Achieve your career goals by focusing on your training and development
- Cope positively with change by constantly updating your skill set
- Be more productive and efficient by reflecting on your learning and highlighting gaps in your knowledge and experience

## CPD can benefit your organisation

As organisations shift the responsibility for personal development back to the individual, the ability and insight to manage your own professional growth is seen as a key strength, CPD can:

- Help maximise staff potential
- Promote staff development; increase staff morale and positive image to a brand or organisation
- Adds-value, it will help staff to consciously apply learning to their role and the organisation's development.
- Link to appraisals. This is a good tool to help employers focus staff and company achievements.

## Topics

CPD programs offer a wide range of learning opportunities and activities. These learning areas include occupational health and safety, business practices, first aid, product and technology development to name just a few.

Shop and Office Fit-out professionals can choose the type and style of topics/activities that best suit their needs. Currently not all states require CPD for licensing and the states that do, have varying topics and activities for fulfilling CPD requirements in the building industry. For simplicity the ASOFIA examples for topics, point systems and record keeping are based on the CPD system provided by the NSW Department of Fair Trading. There are eight topics identified and activities undertaken must be relevant to one of those topics.

CPD Points can be earned in: technical issues, sustainability, compliance, communication, customer service, dispute resolution, contracts, safety and business management. The courses, provided by many professional training organisations, provide ASOFIA members with a broad selection from which to select current and relevant courses to gain CPD points. From time to time ASOFIA will also organise business and trade courses for members and their employees.

## Statutory Points

The current Statutory CPD point programs are based on state licensing systems while the ASOFIA CPD points requirement is aimed to be complimentary and industry specific. Check the website for your states requirements.

## ASOFIA CPD Points

In addition, ASOFIA Accredited Members will require three ASOFIA points to be earned by participating in events organised by the Association.

## CPD Points System

One point per hour of activities and the learning must:

- Be relevant to one of the topics listed above
- Have an identifiable learning outcome
- Be interactive, meaning active participation to complete the learning program
- Be delivered as a course, workshop, trade session, forum or conference, either online, by CD-ROM or face to face
- Be delivered by an organisation or person with specialist industry expertise

Two points per hour of activities must:

- Be relevant to one of the topics listed above
- Have an assessable learning outcome (learning is linked to a National Australian Training Package or an Australian University qualification)
- Be delivered by an Australian University or Registered Training Organisation (RTO)

There are many organisations that offer CPD programs. More information can be found on the NSW Fair Trading and CITAB websites.





### Other CPD point options

Points can also be earned for other activities such as employing an apprentice or trainee or if a business partner or associate undertakes CPD activities on behalf of the business.

#### One point per hour activities:

- Seminars, workshops, conferences, forums Government
- News or Trade sessions, short courses, online or CD Rom Based courses

#### Delivered by:

- Industry Associations,
- Agencies eg.: Fair Trading Suppliers of Materials and / or services Private Training companies and / or Community College and Adult Education Centres

#### Two point per hour activities:

- Formal assessed learning from a relevant Australian Training Package or an Australia University qualification

#### Delivered by:

- TAFE
- MBA
- HIA
- Other registered training organisation
- An Australia University

### Keeping Records

Members must keep a record of how they meet their CPD obligations for both Statutory and ASOFIA programs, including documentary proof of participation wherever possible. If participating in face to face activity the person or organisation providing the learning must provide a Record of Attendance.

### ASOFIA CPD Points System

ASOFIA CPD Points System activities could include: attendance and participation at Association conferences and workshops; attendance in industry related or business related training courses; attendance in ASOFIA Project Management courses; providing employment and supervision of apprentices; engaging work experience students - mentoring, review and assessment; participation in quality assurance programs; involvement in or promotion of environmental initiatives relating to the industry; and participation on ASOFIA boards and committees. The cost of learning will depend on the activities chosen and money spent on CPD may be tax deductible.



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