

AIHS Continuous Professional Development Program OHS Certified Members

What is the purpose of CPD for AIHS Certified Members

All AIHS Certified Members are required to undergo Continuous Professional Development (CPD) to maintain their certification. Why do we do this?

CPD is about developing your capabilities in your chosen profession to keep your skills, knowledge, and experience up to date.

The requirement for Certified Practitioner (COHSPrac), Certified Professional (COHSProf) and Chartered Professional (ChOHSP) members is 20 points per year across a three-year rolling cycle. Please refer to Appendix 3 for details on the three-year rolling cycle.

Recording system

For simplicity, 1 hour of activity = 1 CPD point. There are a range of activities, both formal and informal, that can be considered CPD. These are activities offered through the Australian Institute of Health & Safety and external providers that are beyond normal employment.

Please see [Appendix 1](#) for details regarding the different categories of CPD and the types of activities that fall within them.

CPD Categories

CPD types are based on the current activities a certified member can undertake and are grouped into categories. The categories are:

- **Formal education:** Completion of an OHS or related OHS qualification*.
- **Learning activities:** Participating in online or face-to-face training that is not part of a formal qualification.
- **Conferences and symposiums:** Attend half, 1 or multiple-day conferences or seminars, both face-to-face or online.
- **Contribution to Intellectual Capital:** Preparing or presenting papers at conferences, symposiums, seminars, authoring of OHS BoK chapters, articles, or blogs that are beyond normal employment.
- **Industry involvement:** For those who are working in academic positions or consulting, where they are fostering links within the profession for the benefit of OHS practices in Australia.
- **Service to the profession:** Contributing time and expertise to the profession, beyond normal employment.
- **Informal education:** Informal learning that is not part of day-to-day workplace training.

Examples of activities and the number of points for each are provided in [Appendix 1](#). This is a tool to act as a guide for AIHS programs and a tool to assist with self-assessing what is eligible as CPD.

**If completing more than 1 unit per year, multiply the number of points by the number of units. Refer to <https://www.ohseducationaccreditation.org.au/> for details of OHS Accredited Qualifications.*

APPENDIX 1

The durations provided for the following activities are an example to give certified members the tools to self-select when entering CPD. The number of hours may differ depending on the time spent doing each activity. This list of activities is a guide to inform the types of professional development that can be recorded and the category it may belong to.

FORMAL EDUCATION	DURATION	CPD Points
Certificate IV in OHS	<i>Points for total course</i>	36 points
Diploma in OHS	<i>Points for total course</i>	48 points
Advanced Diploma in OHS	<i>Points for total course</i>	48 points
Graduate Diploma in OHS or related	<i>Points per unit</i>	40 points
Masters in OHS or related	<i>Points per unit</i>	50 points
PhD in OHS or related	<i>Points per unit</i>	50 points

LEARNING ACTIVITIES	DURATION	CPD Points
AIHS Mentoring Program as a Mentee	6-month program	12 points
AIHS Essence of Ethics eLearning Course	3 hours	3 points
AIHS Giving Voice to Values	8 hours	8 points
AIHS Job Crafting for Safety Professionals	2 hours	2 points
AIHS Applying WHS Law in Australia	2 hours	2 points
AIHS 1 hour networking forum	1 hour	1 point
eLearning course through external provider	1 hour	1 point
eLearning or face-to-face training through external provider	Half day	4 points
eLearning or face-to-face training through external provider	Full day	7points

CONFERENCES & SEMINARS	DURATION	CPD Points
AIHS National Conference full registration	3 days	21 points
AIHS State Symposiums	Half day	4 points
AIHS 1 day Symposium	1 day	7 points
Conference through external provider	2 days	14 points
Conference through external provider	1 day	7 points

CONTRIBUTION TO INTELLECTUAL CAPITAL	DURATION	CPD Points
Presenting at AIHS or external events	3 + 1 hours*	4 points
Presentations in an academic context	3 + 1 hours*	4 points
Writing an OHS Blog	3 hours	3 points
Contribute to a new or revise an existing OHS Bok Chapter	5 hours	5 points
Prepare/coordinate/provide input to OHS regulations	5 hours	5 points
Presentation of AIHS or external Webinars	2 + 1 hours*	3 points
Standards Australia Technical Committee	1 hour	1 point

*Durations shown as 2 + 1 refer to number of hours development plus number of hours presentation

INDUSTRY INVOLVEMENT	DURATION	CPD Points
Industry partnerships/supervision in research (6-month project)	5 hours p/week	120 points
Sabbaticals to industry (6-month project)	1 hour p/week	24 points
Industry wide projects (20-hour project)	20 hours	20 points

SERVICE TO THE PROFESSION	DURATION	CPD Points
Serve on the AIHS Board (6 meetings per year)	12 hours	12 points
Serve on AIHS Committees or Branch (6 meetings per year)	12 hours	12 points
AWHSA Judge (2-hour panel discussion and 6 hours judging)	8 hours	8 points
Volunteering at AIHS events or networks (2-hour event)	2 hours	2 points
Participating in the AIHS Mentoring Program as a mentor	6-month program	12 points
CPD Compliance Audits (2 hour audits)	2 hours	2 points

INFORMAL LEARNING	DURATION	CPD Points
1 hour Webinar	1 hour	1 point
Discussion group 1 hour	1 hour	1 point
Reading books, journals or OHS Magazine	1 hour	1 point
Television, radio programs or podcasts	1 hour	1 point

**There is a limit to the percentage of 'Informal Learning' that can be registered as annual CPD. See Appendix 2.*

CPD Requirements

Points requirements for each level of certified member plus the category of activities they can participate in to accumulate them.



Certified Practitioner

OHS Practitioners should undertake further formal education, participate in learning activities and attend events for both education and networking.



Certified Professional

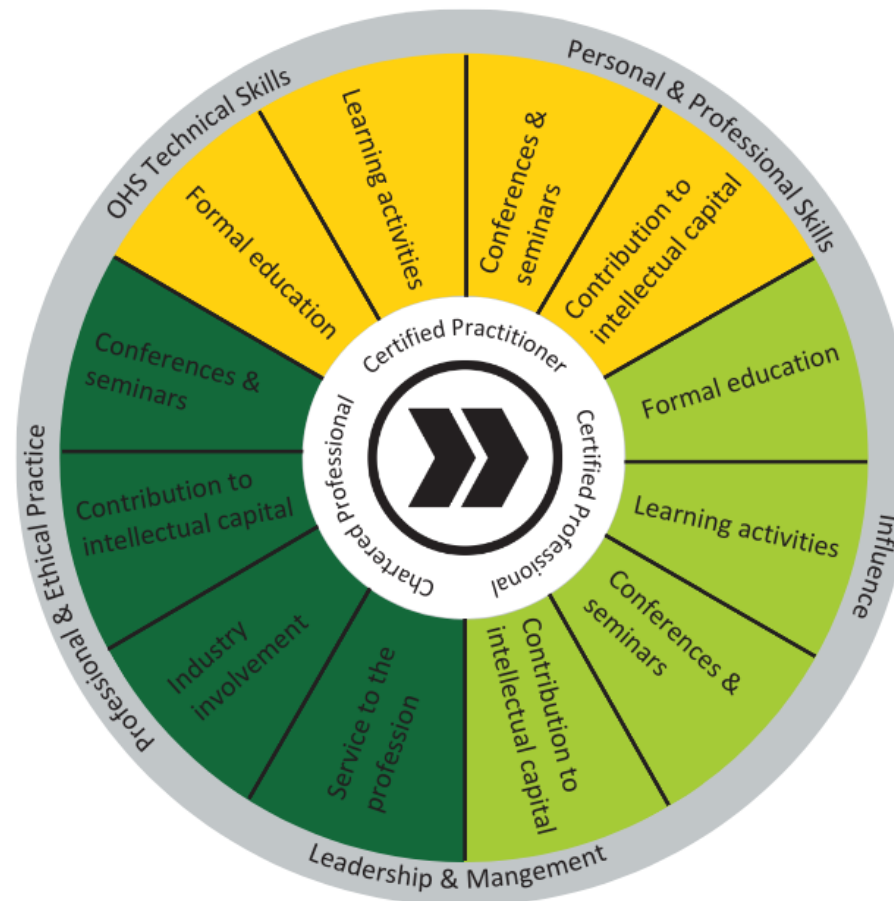
While formal education cannot be ruled out, OHS Professionals are less likely to complete further formal education and more likely to participate in learning activities, attend events and begin to give back to the profession.



Chartered Professional

Chartered OHS Professionals are less likely to obtain further formal qualifications and participate in learning activities such as eLearning and face to face training.

At this level, a key requirement for CPD is a focus on using their knowledge, experience and capability to give back to the profession. A greater focus is placed on these CPD Categories to encourage this lifecycle of giving back.



APPENDIX 2

CERTIFICATION LEVEL	ANNUAL CPD	FORMAL EDUCATION	LEARNING ACTIVITIES	CONFERENCES & SEMINARS	CONTRIBUTION TO INTELLECTUAL CAPITAL	INDUSTRY INVOLVEMENT	SERVICE TO THE PROFESSION	INFORMAL LEARNING
Certified OHS Practitioner (COHSPrac)	20 points	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Max 4 points*
Certified OHS Professional (COHSProf)	20 points	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Unlimited	Max 4 points*
Chartered OHS Professional (ChOHSP)	20 points	Unlimited	Max 4 points*	Unlimited	Unlimited	Unlimited	Unlimited	Max 4 points*
Retired/Life/Honorary Certified Members	0 points							

Recording system

Certified OHS Members are required to log 60 points across a three-year rolling cycle, or 20 points per year. The cycle is to recognise that members participate more in some years than others, but to maintain a consistent level of CPD.

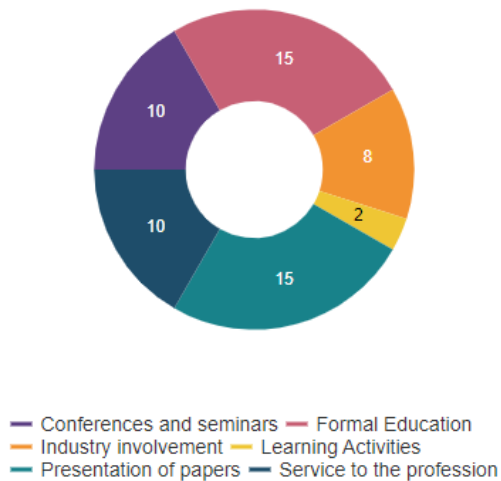
For example, if a Certified Member completes 25 points in year 1, 15 in year 2 and 20 in year 3, they have accumulated 60 over 3 years. To maintain the rolling tally, they are required to complete 25 points in year 4.

APPENDIX 3

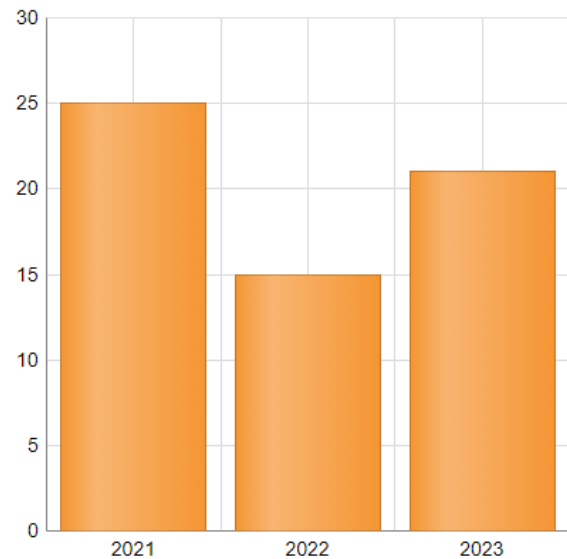
Professional Member A Example

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL
Rolling period 1	25 points	15 points	20 points				60 points
Rolling period 2		15 points	20 points	25 points			60 points
Rolling period 3			20 points	25 points	20 points		65 points
Rolling period 4				25 points	20 points	15 points	60 points

Points by Category



Points by Year



CPD Record

Your CPD Record is a tool to view and record your CPD Activity. It is accessed on the AIHS website in My Account. The CPD Record contains:

- CPD Reporting Cycle:** Your reporting cycle aligns with your membership renewal dates. These are shown in the CPD Cycle Start and CPD Cycle End dates.
- CPD Progress:** You can keep track of your CPD progress by total points, points by category and and points by year.
- CPD Logging and Planning:** Add any completed CPD activity, build a CPD plan or export your activity record. Any eligible AIHS Events or Learning will automatically be included in your Completed CPD Log. Externally run professional development, AIHS Mentoring, Endorsed Training or committee meetings should be added manually.

CPD Auditing and Maintaining Certified Professional Membership

All Certified Professional Members are required to renew their membership annually.

On their membership renewal date, members are required to confirm they have met their CPD obligations. Memberships that are not paid by the due date will become overdue. If membership remains unpaid for more than 3 months past the due date, the membership will lapse and no longer allow access to the membership benefits (including Certification status).

Lapsed members will need to re-apply for certification and provide mandatory proof of CPD for their Certified Professional Membership to be reinstated.

Annually 10% of Certified Professionals will be randomly chosen and audited.

If, as a result of this audit, a certified member has not met their CPD requirements, then they will be given a period of 60 days to bring their record up to date. A failure to do so will result in the Member being downgraded to AIHS Member and losing their Certified Member level.

Periods of exemption

Certified Members experiencing difficult periods or away from work on parental leave can apply for a 1-year grace period in which they are not obligated to complete CPD. At the end of the 12 months, the CPD requirements will resume.