Recruitment & Consulting Services Association
Australia & New Zealand

Continuing Professional Education Program

Introduction

When an individual becomes a professional member of the Recruitment and Consulting Services Association Australia & New Zealand (RCSA) they undertake to keep professional skills current by committing to Continuing Professional Education (CPE).

CPE is a commitment to being professional, keeping up to date and continuously seeking to improve. It is the key to optimising career opportunities, both today and into the future.

RCSA supports the key principles of CPE which are:

- professional development is a continual process that applies throughout a professional’s working life;
- individuals are responsible for controlling, managing and recording their own development;
- individuals should decide for themselves their learning needs and how to fulfil them;
- learning is most effective when it is acknowledged as an integral part of all work activity rather than an additional burden;
- CPE should be comprised of a balanced mix of activities which should include professional work based activities, courses/seminars/conferences and self-directed/informal learning.

CPE can assist RCSA professional members to:

- enhance their credibility as a Recruitment Professional;
- accelerate their career prospects;
- negotiate better salaries and benefits;
- attain enhanced job satisfaction;
- showcase their achievements.
RCSA CPE Requirements

The RCSA CPE program requires individual members to complete 25 CPE points (roughly 25 hours) every 12 months to maintain their professional membership status.

Key elements of the RCSA program are as follows:

- members must complete 25 hours of CPE every 12 months;
- all activities directed at ensuring an individual remains competent and skilled are valid forms of CPE;
- individuals are responsible for planning and recording their CPE;
- a proportion of the member base will be audited every year for compliance with the CPE requirements;
- on renewing individual membership, RCSA members are confirming compliance with the requirement to complete 25 CPE points over the previous 12 months.

RCSA CPE Program – Core Elements (Balance & Record)

The most important elements of the RCSA CPE program are “balance and record“ together with the recognition that CPE is an ongoing and permanent activity of reflection and development.

**Balance**

CPE should be comprised of a balanced mix of activities which should include professional work based activities, courses/seminars/conferences and self-directed/informal learning.

Generally, CPE hours are calculated at a rate of 1 hour of activity being equal to 1 hour of CPE. All CPE contributes to the 25 points, however, there are restrictions to the total claimable hours by some activity types.

The RCSA CPE program recognises 6 learning activity types:

1. Formal Education
2. Learning Activities
3. Conferences/Seminars
4. Presentations of Papers
5. Service to the Profession
6. Informal Learning

**1. Formal Education**
Formal education is learning which is undertaken in pursuit of a formal award or accreditation. For example: RCSA education programs such as the Certificate in Recruitment and Selection or the Certificate in OHS Risk Management, and other related disciplines offered by accredited universities and TAFEs. The student must pass in order to claim CPE hours.

Such activities include formal classroom sessions, 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 always involve some form of assessment.

**Calculating CPE** - CPE hours can include the actual lectures attended and/or research undertaken. For distance learning, the simplest approach is to estimate the equivalent number hours of formal face-to-face education that would have been involved if this mode had been taken. The table below provides some examples of formal education activities and points calculation.

<table>
<thead>
<tr>
<th>Formal Education</th>
<th>CPE Points Guide</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Grad/Post Grad</td>
<td>20-50</td>
</tr>
<tr>
<td>RCSA Diploma in HR (Monash) – Completed Course</td>
<td>25</td>
</tr>
<tr>
<td>RCSA Entry Level Program</td>
<td>25</td>
</tr>
<tr>
<td>RCSA Certificate In Recruitment &amp; Selection</td>
<td>25</td>
</tr>
<tr>
<td>RCSA Certificate IV Modules (NMIT &amp; LearnR)</td>
<td>5 points per module</td>
</tr>
<tr>
<td>OHS Risk Management</td>
<td>20</td>
</tr>
</tbody>
</table>

### 2. Learning Activities

This area covers recognised and structured training which 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 Recruitment training events such as non-assessed RCSA education programs and webinars;
- Non-assessed professional training organised through the course of employment;
- RCSA Code for Professional Conduct training.

**Calculating CPE** - CPE hours are generally calculated on the basis of number of hours attended and excludes meal breaks. The table below provides some examples of formal education activities and points calculation.
Learning Activities | CPE Points Guide
---|---
RCSA Code for Professional Conduct (to be completed annually) | 5
Training including in-house training | 1 point per hour
½ day training | 4
Full day training | 8
RCSA / Other WebinR's | 1 point per hour
In-house training (as a facilitator) | 1 point per hour
In-house training (facilitator – research & preparation) | 1 point per hour
Distance Learning including on-line delivery | 1 point per hour
RCSA approved in-house training Introduction to Recruitment and Academy Programs | 25

3. Conferences/Seminars

Attending conferences and seminars can be claimed as CPE provided that the content relates to the individual’s professional development needs; for example the RCSA Annual Conference.

Calculating CPE - CPE hours are generally calculated on the basis of number of hours attending formal presentations and excludes meal breaks, social events and traveling. The table below provides some examples of formal education activities and points calculation.

Conferences/Seminars | CPE Points Guide
---|---
RCSA International conference (points allocated by RCSA – may vary by year) | 25
Client / Industry Conference (8 points per day of conference) | 8
RCSA Industry Breakfast / Client Breakfast with speaker | 2
Client / Industry Lunch (with speaker) | 2
Cocktail Party / Networking (with speaker) | 1
AANRA / AMRANZ Meeting and Dinner | 8
4. Presentation of Papers

CPE hours can be claimed for preparation and presentation of conference, symposia and seminar papers which are conducted beyond normal employment. For this to be considered CPE, it must extend knowledge of the individual member.

Calculating CPE - CPE hours are generally calculated on the basis of number of hours required in preparing and presenting the presentation. The table below provides some examples of formal education activities and points calculation.

<table>
<thead>
<tr>
<th>Presentation of Papers</th>
<th>CPE Points Guide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Formal presentation of conference, symposia and seminar papers - 1 point per hour up</td>
<td>4</td>
</tr>
<tr>
<td>to a maximum of 4 points per activity</td>
<td></td>
</tr>
<tr>
<td>Research &amp; preparation for formal presentation of conference, symposia and seminar</td>
<td>3</td>
</tr>
<tr>
<td>papers - 1 point per hour up to a maximum of 4 points per activity</td>
<td></td>
</tr>
</tbody>
</table>

5. Service to the Profession

Service to the profession is a valid form of CPE particularly where it extends the continuing professional development of the person contributing.

With RCSA this may include being:

- An RCSA Council or committee member;
- A mentor through a formal mentor program;
- Writing articles for business magazines or journals.

Calculating CPE - CPE hours are calculated on the basis of the number of hours of actual involvement. The table below provides some examples of formal education activities and points calculation.

<table>
<thead>
<tr>
<th>Services to the Profession</th>
<th>CPE Points Guide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Meetings</td>
<td>2 (per meeting)</td>
</tr>
<tr>
<td>Council Meetings</td>
<td>2 (per meeting)</td>
</tr>
</tbody>
</table>
Coaching - Providing Coaching on a weekly and ongoing and formal basis | 1 per hour of coaching
---|---
Coaching – Receiving Coaching on an ongoing and formal basis (e.g. Business Coaching) | 1 per hour of coaching
Member and Accreditation – AHRI, AICD, AIM, ITCRA and other Associations where accreditation is required | 20 points (one off on joining)
Membership of Other Association/Organisation | 5 points annual
Writing articles for business magazines and journals | 5 points per article
RCSA Surveys | 2 points per survey

### 6. Informal Learning

There is considerable scope for informal learning away from the work environment. Books, journals, newspapers, television and radio programs provide a wealth of professional development material; for example the RCSA Journal, Shortlist and Recruiter Daily. The table below provides some examples of formal education activities and points calculation.

### Calculating CPE

- CPE hours are calculated on the basis of the number of hours of actual involvement. A limit of 6 points of your total CPE in any 12 months is allowable.

### Recording CPE

The maintenance of CPE records is fundamental to RCSA’s CPE policy. Successful CPE requires the RCSA member to keep a record of achievements and activities undertaken, together with respective outcomes.

Individual approaches to record keeping are understood and supported with the key being that individuals record all the professional development undertaken.

Whether records are maintained online or paper based is an individual member choice.

RCSA does record automatically all RCSA provided CPE which requires completion of a registration form. The RCSA is working on an online member only recording system which will allow RCSA members to also self-enter non-RCSA completed CPE. It is anticipated this system will be released during 2011.

### Providing Evidence of CPE

A sample of the membership database will be audited annually for CPE. When asked to supply evidence of CPE members will be required to supply records for the past 12 months supported by evidence. There is considerable flexibility where sources of evidence of CPE...
are concerned. They can include copies of formal qualifications, attendance statements, copies of articles written, presentations given, payment receipts from conferences. The rule is that the source must be objective and serviceable.
Non-compliance

Members who do not meet their CPE obligations may have their individual membership revoked or suspended. However, such considerations are made on a case-by-case basis.

A peer review panel will be set up which will enable non-compliant members to be reviewed by a panel sensitive to the needs of members. The member may appeal to this panel prior to any regrading taking place.