The RCSA Continuing Professional Development (CPD) Program

Purpose of CPD

RCSA Accredited Members play an important role in protecting and building public trust as a recognised recruitment and staffing professional. The purpose of the RCSA CPD program is to provide a structure that enables Accredited Professional Members to be formally recognised across the ways in which they manage and extend their professional skills and knowledge.

In gaining Accredited Professional Member status (Accredited Professional Recruiter, Member or Fellow) with The Recruitment, Consulting & Staffing Association (RCSA), you are making a commitment to keep your professional skills current by completing Continuing Professional Development (CPD) activities during the term of your recognition.

The RCSA CPD framework reflects knowledge beyond initial tertiary qualifications through a commitment to the highest standards of competence, which are:

- Professional development as a continual process that applies throughout a professional's working life;

- Responsibility for controlling, managing and recording own professional development activities;

- Self-identify learning needs and decide how best to fulfil them;

- An understanding that learning is most effective when it is acknowledged as an integral part of all work activity rather than an additional burden;

- Recognises CPD is be comprised of a balanced mix of activities which should increase professional work-based activities through participation of courses/seminars/conferences and self-directed/informal learning experiences

CPD can assist RCSA Accredited Professional Members to:

- enhance their credibility as a recruitment professional;

- accelerate their career prospects;

- negotiate better salaries and benefits; and

- increase job satisfaction

RCSA CPD Requirements

The RCSA CPD program requires Accredited Professional Members to successfully complete 25 CPD points (approximately 25 hours) every 12 months to maintain and renew their professional membership status.

Key elements of the RCSA program are as follows:

- The Code of Professional Conduct requires Professional Members to meet the standard of personal professionalism and certainty of engagement with stakeholders in that they

run with operational integrity

- Learning activities must vary to demonstrate the scope of professional development knowledge required as a professional recruiter

- CPD points accrued through RCSA activities are recorded through your member profile at www.rcsa.com.au. Once logged onto the website; select the 'My Dashboard' and then 'Manage CPD' to review a summary of your points in the current period

- A proportion of the member base will be audited every year for compliance with CPD requirements;

- On renewing individual membership, RCSA members are confirming compliance with the requirement to complete 25 CPD points over the 12 months

Core Elements (Balance & Record)

The most important elements of the RCSA CPD program are 'balance and recorded' together with the recognition that CPD is an ongoing and permanent activity of reflection and development.

➢ Professional Members are allocated one CPD per hour spent undertaking professional development and are able to manage their CPD through our online member dashboard

➢ The program requires each recognised individual to complete 25 CPD points (25 hours of learning) within a 12-period (1st July – 30th June) to maintain their professional membership status

➢ Professional Members are responsible for controlling, managing and recording their own external professional development. RCSA events and or learning activities are managed and recorded by RCSA

➢ L&D promotes Professional Members should engage in learning activities that extend or update their knowledge, skill or judgement within their area(s) of practice. Activities are deemed compliant those that:

  ➢ Relate to your area(s) of practice

  ➢ Up to date across industry legislation and or risk management

  ➢ Address business and management skills

  ➢ Better serve the industry

➢ Professional Members decide for themselves how to best to fulfil CPD requirements

Sources of CPD

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

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

The RCSA CPD program recognises six learning activity types:

1. Formal education
2. Learning activities
3. Conferences/seminars
4. Presentation of papers
5. Service to the profession
6. Informal learning

1.   Formal Education

Formal education is learning undertaken in pursuit of a formal award or certification. For example: the RCSA Recruitment Consulting Certificate or a Professional Course where there are clear objectives and learning outcomes and supporting evidence can be provided if required. Note: the member must pass in order to claim CPD hours.

Such activities include formal classroom sessions, online delivery and short-courses. They may be external to employment or conducted in-house.

2.   Learning Activities

This area covers recognised and structured training, which is not part of a formal award or certification 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 in-person 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

2.1.   Calculating CPD of Learning Activities

CPD hours are generally calculated based on number of hours attended and excludes meal breaks. The table below provides some examples of formal education activities and points calculation.

Learning Activities	CPD Points Guide
RCSA Code for Professional Conduct (to be completed annually)	5
RCSA Workshops & Webinars (online & in-person)	1 point per hour

External Workshops & Webinars (online & in-person)	1 point per hour
In-house Training Presentation (as a facilitator)	1 point per hour
In-house Training Research & Preparation (as a facilitator)	1 point per hour
eLearning Modules (RCSA hosted & External)	1 point per hour

3. Conference / Seminars

Attending conferences, seminars or networking events (RCSA & or External) can be claimed as CPD if the content relates to the individual's professional development needs; for example, the RCSA Conference.

3.1. Calculating Conference / Seminar CPD

CPD hours are generally calculated based on number of hours attending formal presentations and excludes meal breaks, social events and travelling. The table below provides some examples of formal education activities and points calculation.

Conferences/Seminars	CPD Points Guide
RCSA Conference (points allocated by RCSA and varies year-to-year)	25
Client/Industry Conference (8 points per day of conference)	8
RCSA Industry Breakfast / Client Breakfast with Speaker	1 point per hour
Client/Industry Lunch with Speaker	1 point per hour
Cocktail Party/Networking Event with Speaker	1 point per hour
ANRA/AMRANZ Meeting	1 point per hour

4. Presentation of Papers

CPD 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 as CPD, it must extend knowledge of the individual member.

4.1. Calculating CPD

CPD hours are generally calculated based on number of hours required in preparing and presenting the presentation. The table below provides some examples of formal education and point's calculation.

Presentation of Papers	CPD Points Guide
Formal presentation of conference, symposia and seminar papers: 1 point per hours up to a maximum of 4 points per activity	4
Research and preparation for formal presentation of conference, symposia and seminar papers: 1 point per hour up to a maximum of per activity	3

5.   Service to the Profession

Service to the profession is a valid form of CPD 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 the RCSA PEARL Program or another formal Mentor program;
- Writing articles for business magazines or journals

5.1.   Calculating CPD

CPD hours are calculated based on the number of hours of actual involvement. The table below provides some examples of formal education activities and points calculation.

Service to the Profession	CPD Points Guide
Committee meetings	1 point per hour
Council meetings	1 point per hour
Coaching or mentoring – receiving on an ongoing and formal basis *external mentoring outside of PEARL	1 per hour of coaching
Coaching or mentoring – providing on an ongoing and formal basis (e.g. business coaching) *external mentoring outside of PEARL	1 per hour of coaching

6.   Informal Learning

There is considerable scope for informal learning away from the work environment. Books, journals, newspapers, television provide a wealth of professional development material; for example, the RCSA The Brief and or Shortlist.

6.1.   Calculating CPD

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

7.   The CPD Audit Process

At annual renewal, RCSA learning and development will at random audit a sample of our Professional Membership database assessing their CPD accrual and external activity types. The Professional Members selected will have 30 days from advice, to:

- provide evidence of any formal external learning achievements;
- provide commentary to how any external learning achievements contributed to the professionalism of their role; and
- the opportunity to add to their total CPD log in order to achieve the 25 point minimum requirement

Note: There is considerable flexibility where sources of evidence of CPD are concerned. They can include copies of formal qualifications, attendance statements, copies of articles written, presentations given, and payment receipts from conference. The rule is that the source must be objective and serviceable.

7.1.   Non-compliance

Members who do not meet their CPD requirements may have their individual membership revoked or suspended. However, these considerations will be made on a case-by-case basis.

8.   Recording CPD

The maintenance of CPD records is compulsory and self-managed to RCSA's CPD policy. All members can access their online CPD dashboard profile, which enables members to keep a record of their external achievements and activities undertaken, together with respective RCSA sessions.
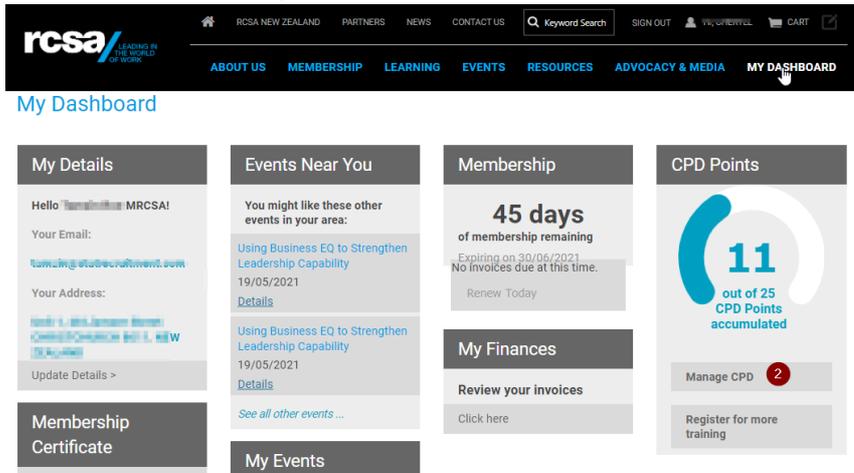
All Members are able to view and or record and access transcripts of own professional development via the rcsa.com.au website

- Log on using your own unique Username (5 digit membership number) and enter your Password
    a. Contact info@rcsa.com.au to confirm your unique access details
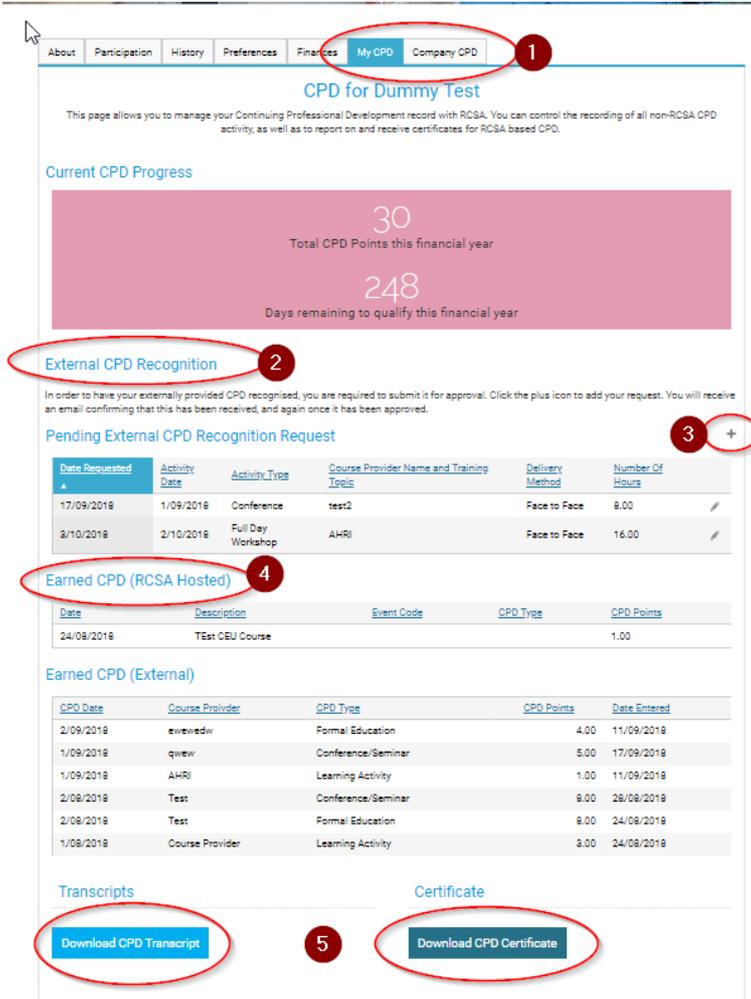
1. Click on 'MY DASHBOARD'
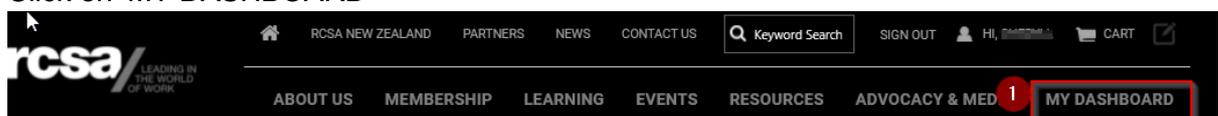
2. Then Click on 'Manage CPD' to access your CPD profile

3. The following screen shot displays your CPD Dashboard; each step numbered

1. *Each member profile has access to their own **CPD tab;** and Corporate Member Administrators in addition to their own individual tab will display an additional tab*

marked **Company CPD;** the **Company CPD** tab allows Company Administrators to track and view the Total CPD points achieved (for the current financial year) from within the company roster in which the administrator (branch) is assigned to

2. *Members have the capacity to register and record all non-RCSA Professional Development CPD activity via an **External CPD Recognition** request.*

3. *To submit an **External CPD Recognition** Members can do so by selecting the '+' icon and entering details*

4. *Click on the **+** icon vis the CPD Dashboard Home page and the following will appear:*
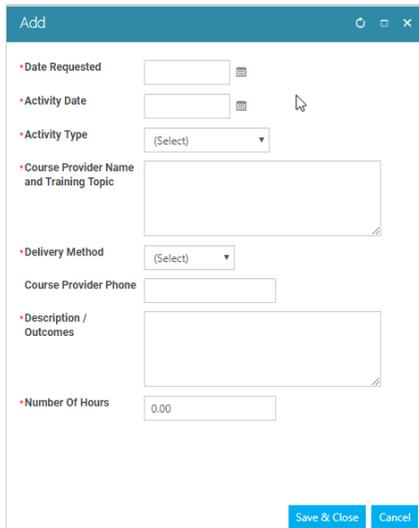
Date Requested: enter the date you are submitting the request

Activity Date: enter the date you completed the activity

Activity Type: Select the applicable activity relevant

Course Provider Name & Training Topic: enter the name of the training provider and advertised topic

Delivery Method: enter learning experience

Course Provider Phone: enter the contact number for the training provider

Description/Outcomes: enter the learning outcomes of the activity

Number of Hours: enter the total number of hours spent participating in the activity

5. *After approval of an External CPD Recognition Request the activity will appear within the 'Earned CPD (External)' list:*

6. *CPD Transcripts and Individual Certificates can be downloaded via Transcripts (a record of activities) or Certificate (when 25 points are achieved) by clicking on the relevant icon:*

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<u>Frequently Asked Questions FAQs</u>

Is there a cost for RCSA CPD?

➢ There is no cost to access CPD tracking

What do Members need to ensure is included in their own training programs for the RCSA to be comfortable in awarding external CPD points?

➢ Calculating CPD points are calculated on the basis of number of hours attending activities i.e. training activities
➢ Activities can be a combination of both RCSA and other learning and development providers; or solely non-RCSA
➢ Each individual would need to submit an 'External Recognition' for each activity request via the RCSA website CPD tab function
➢ Random CPD annual audits are conducted by L&D after each annual period
  o Each individual must obtain CPD certificate of attendance or proof of attendance from external providers

What balance / ratio of RCSA to external training providers is deemed reasonable?

➢ L&D promote a mixture of both RCSA and external training activities
  o RCSA constitution does not formally rule that CPD achievement must include RCSA
➢ RCSA Members do not have ongoing obligations to accrue CPD points unless they choose to obtain accreditation
➢ To uphold or achieve RCSA Professional Accreditation they must complete 12 points of RCSA professional development in the 12-month period.

Are Members able to promote or integrate RCSA training / offerings into their own LMS?

➢ Absolutely, the RCSA can arrange to upload directly onto company LMS/Intranet pages specific learning topics of interest. There is an hourly-charge to do this; to code and program directly into your LMS. Alternatively, we can provide copies of the learning synopsis to self-load