APPENDIX B – EXAMPLES OF CPD CATEGORIES AND ILLUSTRATIVE POINT VALUES

Category	Sub-category	Activity description	Examples	Point value	Unit
Knowledge Any CPD undertaken that enables the participant to learn and increase their understanding of professional information or acquisition of skills	**K1** **Short Session**	Meetings, presentations, workshops, networking activities, live webinars or webcasts	YAP Session, Insights Session, networking evening/dinner	2	Per hour attended
	K2 **Seminar**	Seminars, conferences, conventions and forums	Financial Services Seminar, Accident Compensation Seminar, Biennial Convention, seminars conducted by other organisations such as ASFA, FSC, CFA etc		Per hour attended
	K3 **Study/ research**	Reading of relevant articles Undertaking research, including time spent developing new techniques, methods etc to solve problems	Published articles, such as Institute journals, research journals, Part III course materials, other professional articles (eg APRA) and articles that increase market/industry awareness		Per hour of study/research
	K4 **Course**	Courses, workshops and interactive online learning modules relevant to practice	Courses, such as ANZIIF Certified Insurance Professional, CFA		Per hour of attendance and study
Development Any CPD relating to personal development in support of	**D1** **Personal and Professional Qualities**	Business and management skills development activities	Development activity in: – communication – negotiation – people management – project management – leadership skills	3	Per hour of attendance or activity

Category	Sub-category	Activity description	Examples	Point value	Unit
professional practice	D2 Support	Mentoring, coaching or tutoring	Members giving or receiving support to/from another Member	3	Per hour received or given
Contribution Any CPD involving sharing professional expertise with the profession, Institute members and/or the wider community	C1 Services	Institute Committee membership	Member of Council, Council Committee or Practice Committee	3	Per hour of preparation and attendance
			Member of an event, taskforce, technical or research committee		
			Member of an Institute disciplinary body		
		Responding to Institute requests for assistance	Drafting submissions or professional practice documents for the Institute	4	Per hour of service
			Providing comments to Institute on draft documents or proposals		
	C2 Authorship and presentation	Preparing and presenting peer reviewed conference paper or published article	GI Seminar, Accident Compensation Seminar, Biennial Convention	4	Per hour of preparation and presentation
		Preparing and presenting non-peer reviewed conference paper	Insights Session, webinar, meeting	3	Per hour of preparation and presentation
		Authoring non-peer reviewed material, editorial, paper or similar	Published in a professional publication or other context which is not peer reviewed		Per hour of authoring
		Preparing and presenting information or material to a group	Meeting (eg, for government liaison)	2	Per hour of preparation and presentation

Category	Sub-category	Activity description	Examples	Point value	Unit
	C3 **Peer review**	Peer reviewing a paper or presentation	Peer reviewing any paper falling within C2	3	Per hour of peer review
	C4 **Teaching and Assessment**	Participation in teaching, curriculum review or assessment in Institute education courses or comparable university courses	Activities such as: − writing assignments, exams or assessments − course development − delivering tutorials − monitoring discussion forums	4	Per hour of teaching and assessment activity or PhD supervision
			− course leadership − curriculum review	3	
		Supervising PhD candidates	− marking assignments and exams − exam and PhD supervision	2	

END OF PROFESSIONAL STANDARD 1