



RIMPA

www.rimpa.com.au

Continuing Professional Development Program

TABLE OF CONTENTS

WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT?.....	2
WHO DOES THE PROGRAM APPLY TO?	2
BENEFITS OF CPD	3
WHAT KINDS OF ACTIVITIES ARE CONSIDERED CPD?.....	3
CATEGORIES.....	3
Category 1: Formal Training and Education	3
Category 2: Informal Training and Education	4
Category 3: Conferences and Meetings	4
Category 4: Presentations, Papers and Training	5
Category 5: Profession Service Activities.....	5
Category 6: Industry Involvement.....	7
REGISTERING CPD POINTS	7
MONITORING OF CPD PROGRAM.....	7
NOT ACTIVELY PRACTISING IN THE INDUSTRY	7

DOCUMENT CONTROL

Version	Date	Author(s)	Approval	Comments
1.0	14/12/18	Anne Cornish	RIMPA Board	

AMENDMENT, MODIFICATION OR VARIATION

- (a) This Program is effective from 1 February 2019 and are reviewed every two years.
- (b) This Program may be amended, varied or modified by the RIMPA Board.

All RIMPA Professional Members (with the exception of Life and Retired Members) are required to undertake the Continuing Professional Development (CPD) Program in order to maintain their status.

The RIMPA CPD program helps to demonstrate that RIMPA Professional Members are committed to the profession by maintaining and developing their proficiency and competence.

The RIMPA CPD Program is intended to be flexible and to allow members to determine and select their own learning needs.

Quick Tip

- CPD points will be automatically allocated to members who participate in RIMPA organised events via the CRM.
- CPD improves career opportunities
- You Tube videos will be introduced at no or minimal cost of sessions held at RIMPA events for regional members
- 50 CPD points are required per year. Members experiencing difficulties in achieving the required
- CPD points due to extenuating circumstances can contact the RIMPA office for a possible exemption.
- CPD points are to be generated from 1st July to 30th June each year in order to maintain professional status.
- CPD Points are audited yearly to confirm compliance

WHAT IS CONTINUING PROFESSIONAL DEVELOPMENT?

For the purpose of the RIMPA CPD Program, "continuing professional development" is defined as any learning

activity that meets at least one of the following criteria:

- Relates to professional needs;
- Assists with long-term career goals;
- Is of interest to the member's employer;
- Relates to professional ethics or public safety.

WHO DOES THE PROGRAM APPLY TO?

All Professional Members of RIMPA must comply with the CPD Program. This includes:

- Associate Members (ARIM)
- Chartered Members (MRIM)
- Fellow Members (FRIM)

Students, corporate nominees, life members and retired members are not subject to the requirements of the RIMPA CPD Program.

BENEFITS OF CPD

- Maintains and updates your industry knowledge
- Increases your opportunities in the workplace
- Improve career direction
- Keep abreast with industry trends
- Giving back to the industry
- Assisting new records professionals.

WHAT KINDS OF ACTIVITIES ARE CONSIDERED CPD?

The CPD program is aimed to assist members in maintaining their professional status on a yearly basis. There are six categories used to define the main activities identified which relate to what Records and Information Management professionals commonly undertake to maintain professional status and remain in touch with industry trends.

It is recommended that a member's 50 points are derived from more than one category but it is understood that some members may only have access to one or two of the categories yearly.

CATEGORIES

The categories for CPD include:

Category 1: Formal Training and Education

Refers to activities that include RIMPA accredited University Courses – (refer to RIMPA web page for details of accredited courses), non-accredited University courses relating to the industry, VET training and formally conducted short courses usually held outside of the workplace which require assessment. For example, Project Management Courses. This category also includes courses offered by RIMPA aligned partners such as Institute of Managers and Leaders, Australian Society of Archivists (ASA) and InfoGov ANZ.

Category 1 Type	CPD Points	Maximum Points Yearly
RIMPA Accredited University Courses	1 CPD point per 5 hours of onsite or online study	Maximum of 25 points in one year
Non-accredited University Courses related to the records & information industry	1 CPD point per 10 hrs of onsite or online study	Maximum of 20 points per year
VET Training related to the records and information industry	1 CPD point per 10 hours of onsite or online study	Maximum of 20 points per year

Category 2: Informal Training and Education

Informal training and education refers to various activities which include workplace training courses, systems/eDRMS training, webinars, video conferencing and RIMPA You Tube session viewing.

It also refers to private study such as the reading of books, journals, manuals, etc. Activities claimed must contribute to the development of your career as a professional Records and Information Management practitioner.

Category 2 Type	CPD Points	Maximum Points Yearly
Workplace Training Courses	1 CPD point per course	
Systems/eDRMS Training	1 CPD point per course	
Webinars	2 CPD points per webinar	
Video Conferences	1 CPD point per video conference	
RIMPA You Tube Sessions	2 CPD points per session	
Reading of books, professional journals and manuals	1 CPD point per book or journal/manual	Maximum of 5 points per year

Category 3: Conferences and Meetings

Conferences, symposiums, seminars, summits, workshops, inspections and meetings run by experts can be claimed as CPD provided that the content relates to the development of your professional career. This includes those events run by RIMPA, Institutes, Associations, Societies, professional conference groups, records and information management vendors or other groups which provide information relating to the profession of records and information management.

Category 3 Type	CPD Points
½ day conference, seminar, workshop, meeting ½ day conference, seminar, workshop, meeting	2 CPD points
Full day conference, seminar, workshop, meeting	5 CPD points
Two day conference, symposium or seminar	8 CPD points
Three day conference, symposium or summit (not including RIMPA Live)	12 CPD points
RIMPA Live – National Convention	24 CPD points

Category 4: Presentations, Papers and Training

The preparation and presentation of material for conferences, seminars, symposiums, workshops and courses can be claimed if these activities contribute to the records and information management profession. This category also includes material published in professional journals such as IQ, IDM, etc.

Papers and published material can refer to all aspects of the records and information management profession including those areas which support the profession indirectly such as leadership, change management, project management, marketing, etc.

Please note: For the writing and publication of books, please refer to Category 6, Industry Involvement.

Category 4 Type	CPD Points
Development of short presentation material (not exceeding 90 minutes)	4 CPD points
Delivery of short Presentation - (not exceeding 90 minutes)	6 CPD points
Development of workshop or training material (must exceed 90 minutes)	6 CPD points
Delivery of workshops or training – (must exceed 90 minutes)	8 CPD points
Development and publication of material for professional journals (Not IQ)	10 CPD points
Development and publication of material for IQ	12 CPD points
Publication of articles in RIMPA Newsletter	4 CPD points

Category 5: Profession Service Activities

Service to the profession is an important contribution for both you as an individual and the profession as a whole. The services provided by member volunteers are what allow RIMPA to operate effectively and remain in touch with the membership. The activities that can be claimed include:

- Contribution as IQ reviewer
- Reviewer of RIMPA governance documents
- Reviewer of technical papers prior to publication
- Member of a course accreditation team,
- Participation in CPD audits
- Board Meetings
- Board Weekly Activities (includes responding to emails, decision making, preparing and editing documentation, media releases, etc.)
- GABA Meetings
- Sub Committees of Records and Information Management Professionals. (such as IT21 Standards)
- Branch Meetings
- Branch weekly activities (includes responding to emails, decision making, preparing and editing documentation, media releases, etc.)
- Chapter Meetings

- Chapter weekly activities (includes responding to emails, decision making, preparing and editing documentation, media releases, etc.)
- New Professional Program (Noobs) Meetings
- Mentoring (RIMPA informal and formal programs).

Category 5 Type	CPD Points
Reviewer of Documents (IQ, governance, technical, etc.)	4 CPD points for each document
Course Accreditation	4 CPD points per accreditation
CPD Audits	4 CPD points per audit
Board Meetings	6 CPD points per meeting in attendance 3 CPD points per teleconference
Board Activities (includes general Board responsibilities on a weekly basis)	10 CPD points annually
GABA Meetings. Note: Refer to Reviewer of governance documents for CPD points associated with GABA Functions.	2 CPD points per meeting
Branch Meetings	2 CPD points per meeting in attendance 1 CPD point per teleconference
Branch Activities (includes general Branch responsibilities on a weekly basis)	5 CPD points annually
Chapter Meetings	2 CPD points per meeting in attendance 1 CPD point per teleconference
Chapter Activities (includes general Chapter responsibilities on a weekly basis)	5 CPD Points annually
Noobs Meetings	2 CPD points per meeting in attendance
Mentoring	5 CPD points per informal mentee 12 CPD points per formal mentee

Category 6: Industry Involvement

Refers to records and information management practitioners who are employed in academic or consultant positions who contribute to the industry and or RIMPA which link to education, research and practice. This includes persons who write and publish books, sponsor or participate in research projects and or publish practice documents.

Category 6 Type	CPD points
Book Publication	20 CPD points
Research Projects	20 CPD points per year
Practice White Papers	15 CPD points

REGISTERING CPD POINTS

It is up to you as a professional member to ensure that your CPD activities are recorded within the member's area of the RIMPA website.

Members who attend events which are organized by RIMPA will automatically have CPD points allocated.

Non RIMPA events and other category activities will require you to go in and select the category and activity and the right number of points will be allocated.

In August of each year, you will receive an electronic certificate to confirm that you have achieved the required CPD Points.

For further information regarding the CPD program please feel free to call the RIMPA Office on 1800 242 611.

MONITORING OF CPD PROGRAM

RIMPA will conduct a random audit of Professional Members. Any members who have been selected in the audit may be required to produce supporting documentation as proof of compliance. Failure to comply may entail a review of the practice of that member and/or removing professional membership status.

NOT ACTIVELY PRACTISING IN THE INDUSTRY

Professional members who are not actively practicing due to illness, unemployment, parental leave, or retirement may be exempt from the annual CPD requirement. However, a CPD return must still be submitted annually advising of extenuating circumstances.