

Overview of the Application Process

The purpose of this application process is to provide practitioner College members with the opportunity to gain CPD points for appropriately designed and implemented professional development programs in the area of industry leadership. Research activities are classified as a structured CPD and cover:

- Structured individual research relating to the theory/practice of broking or insurance;
- Structured study tour;
- A structured internship;
- An action research project conducted individually or with a group.

Applications for these activities should lead to:

- Significant professional development for an individual or team
- Clearly demonstrate that tangible learning outcomes will be achieved.

A maximum of 7.5 points per annum can be claimed towards the annual CPD requirements. Apart from Senior QPIBs where there is no limit on points that can be claimed.

Rules Relating To Individual Research Activities

Submission Requirements

Applicants must submit:

- A concise description (no more than 2/3 pages) of the proposed CPD program to be undertaken. An outline of the details for research/action projects and study tours/internships are provided below.
- Confirmation of the activities associated with the project or trip including a letter or confirmation of support from your employer, mentor or peer referee; and
- Any additional information or support materials that you consider important to your application such as brochures, catalogues, timelines etc.

Assessment of Applications

Your application for CPD points should be submitted to the CPD Co-ordinator, NIBA College, Level 18, 11 Pacific Highway, North Sydney 2060 or email cpd@nibacollege.com.au. Your application will be considered by the CPD co-ordinator in the first instance but may be referred to a peer panel to assess. During assessment the co-ordinator or panel will rely on your project description, therefore it is important that all the information they need can be found on that 1 or 2 pages.

Letters of support from your employer, mentor or peer referee in the broking or insurance community can be important in validating the project as are other supporting materials related to the project. You need to provide your supervisor or referee with sufficient information so they may assess and offer support and brief comment on your planned activity.

You are required to supply the names and contact details of referees that support your project. These people will differ with various types of projects and can include your workplace supervisor, work partner or colleagues who are familiar with your project and are able to talk about your project should the CPD co-ordinator choose to contact them. You can also ask referees to provide a letter of support of your activity on your behalf as part of your supporting documents.