

NIBA College CPD Application for Industry Leadership Activities

OVERVIEW OF THE APPLICATION PROCESS

The purpose of this application process is to provide practitioner College members with the opportunity to gain CPD accreditation for appropriately designed and implemented professional development programs in the area of industry leadership. Industry leadership is classified as a structured CPD activity and covers:

- a) Writing articles and giving presentations;
- b) Teaching or student or workplace mentoring; and
- c) Technical committee work.

Applications for these activities should lead to:

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

The maximum hours you can claim for each activity is 3 points per year unless you have been granted a Senior QPIB exemption.

SUBMISSION REQUIREMENTS

All applicants must:

- Provide details of the activities for which accreditation is sought;
- Include a range of support materials; and
- Provide confirmation of completion of the activity at the time of the application or later, whichever is relevant.

ASSESSMENT OF APPLICATIONS

All application for CPD accreditation should be submitted to the CPD Co-ordinator, NIBA College Level 18, 11 Pacific Highway, North Sydney 2060 or at 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 support material.

RULES RELATING TO EACH ACTIVITY

a) Writing articles or papers or presentations

This can include:

- Production of an original research/project paper in the insurance, broking or risk field that is presented at a conference, seminar, training course or published by a professional journal or in conference proceedings;
- Production of a general issue or ideas paper related to the development of broking, risk or insurance practice improvements for a recognised industry publication or forum; and

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- Participation as a speaker, facilitator or session leader at a seminar, training program or recognised industry gathering or conference.

The CPD points that can be claimed for research and writing of articles excludes the time spent on layout, artwork and design activities. Repeats or other articles which are substantially similar do not count towards CPD points.

Speeches and presentations count as CPD when the member is presenting information for which they have undertaken significant research. Research time only qualifies once. As a general, rule three hours of preparation time can be claimed for each hour of presentation. Members must provide a copy of the article, presentation or outline of the teaching activity as verification.

b) Teaching or student or workplace mentoring

- Tertiary level teaching that involve preparation of course outlines, content, delivery and evaluation of student/teaching performance;
- Participation in tutorials, student mentor programs; and
- Structured workplace mentoring that involves meeting with a colleague or mentor for the purpose of working on an aspect of their broking/insurance proficiency. Members seeking to attain CPD recognition for mentoring (as mentor or mentee) must complete the NIBA College Mentoring Overview and complete the mentoring plan.

c) Technical Committee Work

This is restricted to:

- Representation as a broking/insurance practitioner on a NIBA or industry technical committee, panel, or taskforce. These activities exclude time spent in routine administrative or production matters of the committee; and
- NIBA development work that involves the creation of new policies or the revision of existing policies, or preparation of a policy submission