

# FULL MEMBERS CPD CRITERIA



The New Zealand Planning Institute provides a raft of continuous professional development opportunities for its members. This document outlines how Full Members can meet their responsibilities to fulfill their CPD requirements.



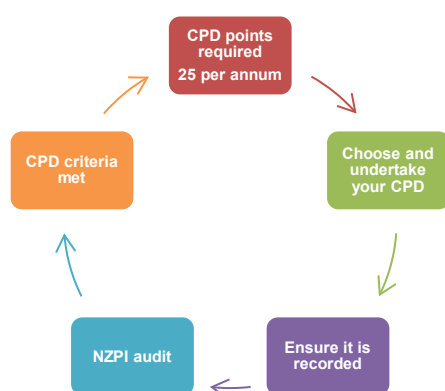
NEW ZEALAND  
**PLANNING INSTITUTE®**  
*Te Kokiringa Taumata*

# CPD CRITERIA FOR FULL MEMBERS

*NZPI has a Continuing Professional Development (CPD) programme that is compulsory for all Graduate, Intermediate and Full members.*

*CPD is an ongoing requirement for members to undertake education, maintain a current knowledge base and to improve professional competence. It covers educational activities, both formal and informal, which aim to broaden, deepen and update a members' knowledge and skills.*

## ANNUAL CPD CYCLE AT A GLANCE



## WHAT ARE MY CPD REQUIREMENTS?

As a Full member you will need to achieve a total of **25** CPD points over each twelve-month period. The accumulation of CPD points will begin on the 1<sup>st</sup> January each year if you are an existing Full member or if your membership was activated prior to the 1<sup>st</sup> April in the current year. If you are a new member or if you have upgraded your membership in the current year your CPD requirements may differ.

The below scale is based on the number of years a member has retained Full membership and should be used to determine your requirements per category in each calendar year.

Number of years being a Full Member	0 – 5 years	6 – 10 years	11+ years
Annual CPD Requirements (Points)	25	25	25
	NOTE: The annual points required must include a minimum of 13 points from category one and two combined. The minimum category one requirement for each level of experience is noted below:		
Category Requirements			
Category One (minimum)	13	6	3
Category Two	No minimum or maximum	As noted above	As noted above
Category Three (maximum)	12	12	12

If further clarification is required with regards to your annual CPD requirements, please contact the Membership team.

## HOW DO I ACHIEVE MY CPD REQUIREMENTS?

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There are a wide range of activities that you can undertake to meet your CPD requirements. Some of these activities are related to the 'non-planning' professional development skills as well as self-directed learning and contributions to the profession. Further information is noted in Categories 2 and 3 below.

CPD should also include a wide range of learning opportunities that are related to enhancing your professional knowledge, skills and values. Attendance at planning-related courses, training and educational activities are required to meet the CPD requirements of Category 1.

## WHAT COUNTS AS A CPD ACTIVITY?



### FULL - CATEGORY 1

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*Courses, education and training that develops planning-specific knowledge, skills and values.*

***Please see 'What are my CPD requirements?' above for further information regarding the points required for this category.***

Activities may include:

- Planning-related education and training – formal short courses, part-time courses, external or in-house courses or conference programmes that consolidate or enhance Planning knowledge, skills and values;
- Attendance at planning-related conferences (maximum of 7 points per full day of attendance), relevant seminars, hui or workshops;
- Attendance as an observer at significant Environment Court hearings;
- Participation in a planning-related study tour;
- Development of planning-related knowledge, skills and values that demonstrate the growth (to the Member) of new approaches, applications, values or techniques with a direct application to planning;
- Participation as a Mentee in a Mentor/Mentee relationship.

#### ***Refreshing your Knowledge***

Full members are requested, over a rolling three-year period, to refresh their understanding of ***ethics specific to planners*** as well as ***planning from a Maori perspective***. By securing no less than 1 CPD point per topic over a three-year period, this demonstration may be in the form of attendance at an educational or training event or via an informal or formal learning opportunity.

All members are asked to record each activity / learning opportunity as noted above using the CPD tab via your online Dashboard.

## FULL - CATEGORY 2

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### *Contributions to the profession*

**Please see 'What are my CPD requirements?' above for further information regarding the points required for this category.**

Activities may include:

- Research and analysis to investigate new areas of professional interest or planning concern requiring the preparation of a paper or report;
- Preparation of submissions on legislation etc., where this is not an integral part of the Member's work;
- Participation as a Mentor in a Mentor/Mentee relationship;
- Publishing articles and papers;
- Presenting lectures and papers, CPD workshops, conference presentations, where this is not an integral part of the Member's work;
- Involvement in planning-related professional committees for the planning profession, similar professions, academic institutions or community groups or being an NZPI Branch Office holder.

## FULL - CATEGORY 3

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### *Self-directed learning or non-Planning related courses*

**Please see 'What are my CPD requirements?' above for further information regarding the points required for this category.**

The development of knowledge, skills and values, be it general or planning-related, which come about through activities that contribute towards personal and professional development.

Activities may include:

- Reading professional publications and court decisions;
- Self-guided research via relevant websites eg QP, Planetizen, MOOCs or other media.

Non-planning related areas may include:

- Human relations
- Time management
- Stress management
- Communication skills
- Conflict resolution
- Management skills
- Financial management
- Legal knowledge



# HOW DO I REGISTER MY CPD?

The NZPI has provided an online method for active members to record and track their CPD activities that have been obtained both in the current and past years. Attendance at all NZPI-provided CPD courses will be recorded under your CPD profile once completed, no matter whether it is an online or face-to-face course. Please note that it may take up to 2 weeks from the date of attendance for your profile to be updated.

For those courses that are not administered by NZPI or for activities that apply to Categories 2 or 3, it is the responsibility of the member to add their own records to their CPD profile.

Should you wish to enter a CPD record or view your CPD profile, simply log on to the NZPI website and visit your Dashboard. Any current CPD courses or activities can be recorded under “CPD” by completing a “New CPD Record”. To view historical CPD activities, please select “CPD History” via your Dashboard.

If you require assistance when accessing this area please contact the NZPI team.

## CARRY-OVER POINTS

Over the course of a 12-month period (January – December), should you exceed both the annual minimum Category One CPD points required as well as the total CPD points applicable to a Full member, an allocation of Category One points can be carried across to the following CPD year. The table below highlights the maximum number of points that can be carried across each year.

Maximum Carry-Over Points – Category 1	7 points
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Please note, any additional points obtained above this maximum are not able to be ‘banked’ for future use nor can points be carried across more than one CPD year.

The recording of carry-over points will be administered by NZPI during the annual CPD Audit, there is no need for members to enter a separate record for these points.

## WHAT HAPPENS IF I DON'T ACHIEVE MY CPD REQUIREMENTS?

NZPI undertakes an annual audit to ensure members are fulfilling their CPD requirements and to provide advice where requirements are not being met. It is not intended to be a punitive process.

Following the annual audit, should your CPD record not be current or if it reflects that your CPD requirements are not being met you will be given the opportunity, within 14 days to provide a written explanation to the NZPI’s Memberships Manager as to why the requirement/s have not been met. Under extraordinary circumstances a period of grace may be granted.

Should an explanation not be provided Clause 10.11 of the Constitution will apply:

**“In the case of a breach of compulsory Continuing Professional Development Requirements, where the provisions of the Regulations have not resolved the matter, the Professional Standards Committee may apply the following sanctions: (i) suspension of membership until specified action have been completed, or (ii) the complete withdrawal of a person’s membership.”**



## NON-ACTIVE MEMBERS

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A non-active member is not required to undertake any CPD activities whilst this status of membership is maintained. However should you wish to record any activities that apply to Categories 1, 2 or 3 for future reference, please log on to the NZPI website and visit your Dashboard.

## PARTIALLY-ACTIVE MEMBERS

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Partially-active membership is defined as any member who works 25 hours or less per week over a sustained period and is determined on a case-by-case basis in response to an application. Whilst CPD is still compulsory for partially-active members, the number of points required each year is reduced and is based on your original membership category. For more information regarding a partially-active membership and the CPD requirements please contact the Memberships team.

Register for CPD Events here  
**[www.planning.org.nz](http://www.planning.org.nz)**



*Should you have any queries  
regarding the CPD requirements  
for a Graduate member please  
contact the Membership team on  
09 520 6277 or  
[membership@planning.org.nz](mailto:membership@planning.org.nz)*