

ASBB Continuing Professional Development Guidelines
Policy as amended on 19th May 2016

1.0 Introduction

The Continuing Professional Development Guidelines have been developed by the ASBB Committee and are designed to be flexible and reviewed every 2 years to meet the changing requirements of our members.

Continuing Professional Development not only ensures that each Building Biologist is keeping their knowledge and skills up to date, but also furthers the profession and benefits the client.

2.0 Who Do These Guidelines Apply To?

These Guidelines apply to all practising and non-practising members of the ASBB, including those covered by a practitioner partnership membership as per the Membership Policy.

3.0 Requirements

All practising and non-practising ASBB members are required to complete a minimum of 20 CPD points per membership year.

Evidence of CPD is to be forwarded, along with current Certificate of Currency for insurance, with renewal forms and fees. Evidence of completed CPD needs to be retained for a minimum of 5 years.

4.0 What Counts as CPD

All CPD activities and learning are to have a clear and direct link to Building Biology. It must enhance your level of competence and reflect your goals for your own professional development.

The ASBB Committee acknowledges and accepts that people have different learning styles, and as such, have incorporated flexibility in the way that the 20 points may be accrued.

4.1 Formal Learning

This consists of formal learning activities – of which at least 8 points must be accrued per membership year.

Examples of formal learning include, but are not limited to:

- Tertiary courses
- Conferences, forums, lectures
- ASBB CPD Training Days (eg guest speakers)
- Publications – in journals and similar
- Papers provided on the website with quiz questions to answer (coming soon)
- Webinars
- Study groups

4.1.1 Prescribed Formal Learning

At times, the ASBB will prescribe formal learning in order to ensure that Practitioners knowledge is up-to-date. This is imperative when technology or methodology changes. In this case the ASBB will contact relevant members directly about requirements that need to be met.

The ASBB will either run, host or offer an alternative for updating skills in a particular area.

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4.2 Informal Learning

This consists of informal learning activities – of which, a minimum of 6 points are to be accrued. Record-keeping as outlined in section 6.0 will need to be done to evidence this work.

Examples of informal learning include, but are not limited to:

- Private study – reading books, journals and so on
- Writing case studies
- Committee Meeting Attendance (up to a total of 3 points)

4.3 Practical Application of Building Biology Skills

Whilst the ASBB acknowledges and honours that all practicing members apply their Building Biology training in different ways, it is imperative that practical skills be kept up-to-date.

In light of the ever-evolving nature of the field, it is required that members identify for themselves the areas needing further development and complete the appropriate training in order to achieve and maintain current best practice. At times, the ASBB may highlight upcoming training that may be of assistance to particular members.

As such, of the 20 CPD points accrued each year, a minimum of 4 points covering the practical aspects of Building Biology is required.

Examples of practical application of building biology skills include, but are not limited to:

- ASBB training days specified as “practical” – this can be actively engaging with recording of the event via the website, and answering quiz questions as required
- Completion of government accredited course with practical component, eg ACES Mould Testing course
- Equipment use training videos such as Flir, SystemSure Plus, and similar
- Case study from an audit used on the ASBB website
- Contributing Articles for the ASBB Newsletter

5.0 Calculating Points

Formal Learning

- Each hour of a formal learning activity (seminar, webinar, lecture, and so on) equates to one point – to a minimum of 8 points. This does not include meal breaks, but actual class/study time.
- Publication of own work: 2 points for every work/article published.

Informal Learning

- Books 1 point for every 100 pages
- Articles 0.5 points for every article

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Practical Application of Building Biology Skills

- Each hour of a practical learning activity (seminar, webinar, lecture, and so on) equates to one point – to a minimum of 4 points. This does not include meal breaks, but actual class/study time.
- Writing Case Studies - 1 point if used on ASBB Website

5.1 Accumulated Excess Points - CPD Carried Over

- Excess points accumulated in 1 membership year can be rolled over to the next membership year to a maximum of 10 CPD points. Evidence of these must be provided as per 6.0 below.

6.0 Record Keeping Requirements

Completion of Continuing Professional Development Record is required to be submitted each membership year with suitable evidence retained such as a receipt. Forms can be obtained from membership officer or downloaded from the website.

7.0 Failure To Meet CPD Requirements

For ease of compliance if unsure please refer to the FAQs or contact the ASBB Membership Officer. Our aim as an association is to enable all members to easily meet their CPD requirements, however, a failure to comply will potentially result in the ASBB refusing to renew your membership. Prior to this, each individual case will be presented to the Committee of Management for a final decision.

Knowingly making a false declaration will be viewed as professional misconduct.

8.0 Review

This policy is to be reviewed every 2 years.