

Appraisal of Continuing Professional Development Activities in Urban and Commercial Pest Management in Australia

Document Name: Pest Management Industry CPD Appraisal Document
Version: 8.1.0
Authorised by: PestCert Board advised by the Pest Management Industry CPD Committee
Effective: 1 December 2010

1) Background

The criteria and point allocation model for the appraisal of Continuing Professional Development Activities in Urban and Commercial Pest Management in Australia have been developed with significant input from many sectors of the pest management industry. The co-ordination and development roles played by the Centre for Entomological Research and Insecticide Technology (CERIT), UNSW is acknowledged.

In December 2003, the outcomes of the Australian Environmental Pest Managers Association Limited Working Party on Insurance and Professional Development were implemented with the release to the pest management industry of Criteria for the Appraisal of Continuing Professional Development (CPD) Activities, the model for allocation of CPD points, and the appointment of CERIT to undertake the initial appraisal of courses. The Working Party also agreed that further independent groups, who would be required to use the same criteria and points model, would be appointed to undertake appraisals of CPD activities.

During 2004, in excess of 80 presentations and events were appraised for CPD points by CERIT and three other appraisal bodies. In that period, pest management technicians, manufacturers, distributors, and training providers had experience with the processes and the opportunity to provide feedback on the planning, appraisal and conduct of the CPD events.

In February 2005, a specific committee, the PestCert CPD Management Committee (PCCMC) was established to manage the feedback process, to periodically review the appraisal criteria and points model and to make recommendations on possible amendments to the PestCert Board.

Key responsibilities of the PCCMC were determined as:

- Managing the criteria used and the allocation of Continuing Professional Development (CPD) points to training activities and events;
- Appointing appropriate groups to conduct the appraisal processes;
- Monitoring the effectiveness of the CPD program in delivering improved professionalism through skill and knowledge improvement.

Based on the pest management industry's experiences and on a number of submissions received by PestCert, the appraisal criteria were reviewed and the points model updated by the PCCMC. The revised criteria and model were distributed to industry for comment during April 2005, and then further considered by the PCCMC in May 2005. This revision marked the transfer of responsibility for the document from CERIT to PestCert.

Revision 6 of the criteria and model became effective on 1 June 2005 and remained in place until 6 April 2009. After a review of the CPD program conducted on 3 November 2008, the PestCert Board considered the matter on 18 November 2008 and adopted the following important changes:

- CPD points will be redefined as 'Pest Management Industry CPD Points';
- The concept of 'appraising all events' will be replaced by the concept of 'registering organisations as CPD providers and registrations will be updated annually;

- The term 'Presentation' will be replaced with 'Activity' where appropriate, on all documentation;
- Authors (designers) of activities will be responsible for appointing presenters of their activities, for ensuring that they have appropriate presentation skills and knowledge and that they fulfil all CPD requirements.
- The Author will be responsible for maintaining the currency of all material associated with the 'Activity'
- The validity of activity appraisals will be for an unlimited period.

In addition, the PCCMC was re-named the Industry CPD Management Committee (ICMC). It was confirmed that the role of the ICMC is to make recommendations to the PestCert Board for acceptance or otherwise and it was further agreed that membership of ICMC would comprise of only financial members of either AEPMA or PestCert.

It was agreed to introduce an independent website, available free to all pest management technicians, to enable free access to retrieve CPD points records. Further it was agreed that in future, event organisers would collect data on CPD activities which would then be uploaded to the database on the website.

Version 7.3.1 of the CPD Appraisal Document reflects the changes agreed to by the PestCert Board.

Following the establishment of a CPD Website funded by both PestCert and AEPMA, it was agreed that a joint Management Committee comprising of two (2) representatives from the AEPMA and PestCert Boards respectively would form the PestCPD Management Committee, which would make recommendations on the operations of the programme. Following a meeting of the committee on 27th August 2010 it was agreed that Version 7.3.1 would be updated to this version 8.1.0, to become effective from 1st December 2010.

2) Model for Allocation of Pest Management Industry CPD Points to Training Activity Categories

Training Activity category qualifying for CPD Points	Refer to explanatory note	Who allocates CPD points to activity	How points are allocated	Fee Payable & Action required for activity to become eligible for points
Business Quality Management system in place and used by all staff	2	Reviewed against PestCert Quality Improvement criteria by ICMC	See PestCert documentation	No fee Must be current PestCert accredited company Submit letter of accreditation by approved body
Appraised CPD Activity	3	Independent Appraisal Bodies appointed by ICMC	8 points per hour if Quality Criteria are fulfilled. Points allocated in increments of 15 minutes	No Fee i) Required to register as a CPD Provider (covers <u>all</u> CPD activities for the year). ii) CPD Activities to be appraised by external Appraisal Body (Unlimited validity) Submit application forms available from website: www.pestcpd.com.au
Achievement of ATQF Competency Unit in Pest Management of Achievement of other ATQF Competency Unit (not in pest management)	4	Allocation of points by CPD website reviewed and allocated by ICMC (upon application) and then by ICMC	8 points per hour.	No fee Submit evidence of completion to ICMC

package)				
Other formal courses	5	Reviewed and allocated by ICMC (upon application)	8 points per hour	No fee Submit evidence of completion to ICMC.
Industry meetings	6	Automatic by notification	1 point per hour. Maximum of 12 points per individual per year	No fee Allocated following submission of an annual notification on the appropriate form to the CPD Administrator.

3) Explanatory Notes:

Note 1 General Requirements

- a) As a general requirement to qualify for the allocation of Industry CPD points, **all training activities under the five (5) activity categories above**, must demonstrate all of the following:
- The activity is of benefit to urban and/or commercial pest management practices or to the business of pest management;
 - The activity results in a reduction of risk to the consumer, the pest management technician, the pest management business, or the environment.
- b) All applications for allocation of CPD points to a training activity must specify the activity category (from the table above) under which the allocation of points is to be evaluated. The person making the application has the prime responsibility for demonstrating that their application meets all of the requirements set out for the activity category applied for.
- c) Individual participants earn CPD points; CPD points are not acquired by businesses.
- d) Formal records of points earned by attendees for each activity will be required for recognition of CPD points. The PestCPD Administrator will provide a service for the ongoing monitoring of points for the pest management industry, without charge.
- e) Points may only be claimed once for attendance at a specific CPD activity.
- f) Consideration of training activities for allocation of CPD points will be determined by an independent appraisal body. The CPD appraisal is to be conducted by a third party not associated with the program or event being appraised excepting that for the purposes of appraisal, AEPMA shall be considered an independent third party appraisal body for industry events including those specifically run by AEPMA.
- g) Where review by ICMC is required, requests for allocation of CPD points for training activity categories should be lodged with the PestCPD Administrator who will ensure review by the Committee, either at a scheduled or special meeting or via electronic communication. Requests will need to take the form of a lodged submission, which clearly demonstrates ways in which the nominated training activity meets the CPD requirements. The ICMC will make a recommendation to the PestCPD Administrator for implementation and communication to the person submitting the request.
- h) The PestCPD Administrator reserves the right to audit any individual, appraisal body, training provider or business against the CPD criteria to ensure compliance as specified in CPD Appraisal Documents.
- i) CPD points shall have a maximum life of three years.

Note 2 Quality management

- a) The implementation and consistent use of a Quality System within a pest management business can earn employees within the business up to 40 CPD points per year.
- b) In its simplest form, a business quality system is about analysing how and why things are done, documenting how things are done and recording the results to show it was done. A key component of a quality system is the formal implementation of processes for continuous improvement. A key requirement for recognition of a business quality system as CPD will be the extent to which:
- Risks are identified and analysed for likelihood and impact;
 - Actions are taken to minimise identified risk;
 - Process and procedures (which lead to more predictable outcomes) are incorporated into the culture of the business i.e. 'This is the way we do things around here';
 - The process is used to effect improvements in procedures.
- c) To be eligible for Industry CPD points a business must be able to demonstrate the following requirements within their quality management system:
- The existence of a policy which makes a public commitment to quality and customer service;
 - Clear responsibility and authority at management level for the implementation of this policy. This will be evident through a nominated person within the business identifying problem areas and initiating actions to prevent the occurrence of any non conformity;
 - The existence of written procedures and a clearly defined method understood by business employees for the implementation of these procedures. This will also include the way in which written procedures are approved and issued, and the details of how changes or modifications are made;
 - A formal process for the review and recording of customer enquiries exists in order that all contractual obligations are understood and met;
 - The existence of a product / service identification and traceability process;
 - A documented process for identifying training needs and the provision of training for all personnel performing activities which impact business quality and customer service. Pest management technicians shall be qualified on the basis of appropriate education, training and experience. Training can be conducted externally, 'in house', or 'on the job'. Adequate training records must be kept. This will include agendas, discussion points, handouts, minutes, list of participants etc for all in-house training. For 'on the job' training an additional requirement will be an individual log book or record sheet where supervision and training events are recorded;
 - Conduct of internal audits approximately every 12 months and follow through with improvements or changes and correction of non conformances;
 - Appropriate records are kept in the effective operation of the business.
- d) PestCert will establish an auditing requirement within the business quality system. Companies will be required to submit records of completed audits and be able to demonstrate actions taken to correct any non conformances identified. This only applies to PestCert accredited companies.

Note 3 Appraised Training Activities

- a) In order to be eligible, training activities must comply with the Quality Criteria outlined in Appendix 1 and must be appraised against the criteria by an independent appraisal body appointed by the PestCPD Administrator and awarded CPD points. The CPD appraisal is to be conducted by a third party not associated with the programme or event being appraised.
- b) In order to host CPD events, organisations (or individuals) must be registered as CPD Providers and appoint a CPD Manager.
- c) In order to offer CPD Points to attendees, CPD Events must include one or more Activity which has been appraised and awarded CPD Points.
- d) The duration of any activity (for appraisal purposes) will be a minimum of 0.5 hours. For the allocation of CPD points, activities will be assessed in increments of 15 minutes rounded down.
- e) For any activity, the number of allocated CPD points will be rounded to the nearest whole number.
- f) Appraised training activities may also consist of distance learning and e-Learning activities.
- g) The term of appraisal validity will be infinite i.e. CPD providers may allocate CPD points to attendees of compliant activities for an unlimited period. Previous appraisals (training activities conducted under earlier versions of the criteria document) will also retain their CPD point allocation for an unlimited period.
- h) A person who **prepares** a compliant CPD activity (Author) is entitled to earn the CPD points appraised for the activity plus a bonus of 10 points (claimable once). It is expected that a person who prepares a CPD activity will need to spend considerable time collecting and reviewing available information, collating data, drawing conclusions and generally fulfilling the appraisal requirements. They will also spend time determining the most appropriate method to present the material, constructing the activity and writing the handout.
- i) A person who **delivers** a compliant CPD activity (Delegated Presenter) is entitled to earn the CPD points appraised for the activity plus a bonus of 7 points (claimable once). A person who delivers a CPD presentation is expected to spend time ensuring they know the material and are able to present in a professional manner. Points for delivery and preparation may not be added together.
- j) Activities which, through initial appraisal, are found not to comply, may be resubmitted for appraisal, with amendments, if time permits.
- k) Appraisal applications should be lodged minimum of two (2) weeks prior to the event. This allows the opportunity for any possible amendments required to achieve compliance. Requests for a 'fast track' appraisal based on particular needs will be considered, however may involve additional charges. In order to be eligible for CPD points, an activity must be appraised and approved prior to the event at which it is presented.
- l) The delegated presenter will be assessed by the attendees. Copies of these assessments will be made available to the presenter on request. Alternatively the CPD Manager may provide an independent appraisal of the presentation to the presenter to assist in improving his/her overall presentation skills.

Note 4 Competency Units

- a) A prime aim of CPD is to encourage pest management technicians to undertake ongoing training. For many, a practical way to achieve this is to undertake additional competency units.

- b) Successful completion of any competency units in Asset Maintenance Pest Management will earn 8 CPD points per hour per unit. This will include competency units leading to Certificate III. Thus a pest management technician who commits to obtaining Certificate III will be able to acquire CPD points whilst undertaking the training to achieve this level of competency.
- c) Units of competency not in the Asset Maintenance Pest Management package may earn CPD points, if judged appropriate by the ICMC.
- d) There is no limit on the maximum number of CPD points that can be claimed in any year from the successful completion of competency units. However unclaimed points can still be claimed from competency units for three years from the date of certification.

Note 5 Other Formal Courses

- a) Many formal training courses / events will be capable of earning CPD points provided that they are submitted for evaluation by the ICMC for possible point allocation.
- b) These formal training courses can be allocated CPD points, provided:
 - Event is primarily concerned with pest management or the business of pest management;
 - They are conducted by a registered educational institution such as an RTO, TAFE, University, etc:
 - Successful completion of the course leads to a formal outcome statement, Certificate, Diploma or other recognised qualification.
- c) There is no limit on the number of CPD points that may be accrued by an individual in one day.
- d) Australian Pest Managers may acquire CPD points by attending overseas pest management CPD events but only if adequate information is provided for the ICMC to determine that an appropriate level of compliance with the quality criteria will be / was achieved.
- e) Some examples of other formal training courses which could attract CPD points after review by the ICMC are:
 - (1) Computer training courses;
 - (2) Business management courses;
 - (3) Thermal imaging training courses.

Note 6 Industry Meetings (includes in-house meetings)

- a) Attendance at industry meetings, staff instruction or training, workshops, seminars, and trade displays which have not been appraised for CPD points, will earn a limited number of CPD points on the basis of information sharing between people. This often informal and one to one information flow can be a valuable source of information. Often it results in the realisation that the technician needs to follow through and obtain more detailed information directly from a particular source eg supplier, distributor, RTO.
- b) Participation at industry meetings will earn attendees 1 CPD point per hour, with a maximum of 12 CPD points per year.
- c) A meeting can be classified as an 'industry meeting' if it conforms to the following:
 - (i) Meeting is primarily concerned with pest management or the business of pest management;
 - (ii) An Agenda or Activity Notification is provided to attendees;

- (iii) The meeting is conducted for a minimum of an hour;
- (iv) The meeting involves a minimum of two (2) people;
- (v) Appropriate evidence of attendance is kept.

4) Attendance and Outcome Statements

With the co-operation of the training event organiser and permission of event participants, Event Organisers will issue attendance and outcome statements for appraised events. This will allow the PestCPD Administrator to maintain a confidential database of CPD points for individual pest managers. Similarly for non-appraised activities assigned CPD points and where the outcome statement is issued by the PestCPD Administrator, the information will be recorded on the CPD database.

5) Definitions:

- 1) **'Appraisal'** means the evaluation of a CPD activity against the quality criteria specified in Appendix 1 of this document and on the appraisal application forms.
- 2) **'Appraisal Body'** is a body appointed by the PestCPD Administrator, on the recommendation of the ICMC, to conduct appraisals of training activities for the allocation of Industry CPD Points. The appointment of the appraisal body will be based on the following criteria:
 - Perception of independence;
 - Possession of a training and quality management background;
 - Basic knowledge of pest management;
 - Possession of commercial sensitivity;
 - Agreement to maintain all material submitted for appraisal as confidential, and that no such material is made available to other parties;
 - Agreement not to conduct appraisals where a conflict of interest may be involved.
- 3) **'Comply'** or **'compliant'** means meets all the requirements of the quality criteria specified in this document and on the appraisal application forms.
- 4) **'Pest Manager'** means any person licensed (or in training) to carry out pest control procedures whether acting in an executive, supervisory or technical capacity.
- 5) **'ICMC'** means the Industry CPD Management Committee.
- 6) **'Activity'** means any presentation or other activity such as a course module, lecture, instruction session, discussion or demonstration which forms part of a CPD event. The training activity can occur in public, in-house within a business or through external training providers.
- 7) **'Event'** means one or more activities (eg. Conference, symposium, workshop, etc) where people meet together and undertake Continuing Professional Development.
- 8) **'Event Manager'** means a person who has overall responsibility for all CPD events run by an organisation and for ensuring the CPD undertakings and requirements are fulfilled for all events.
- 9) **'Delegated Event Organiser'** means a person nominated, trained and delegated by an Event Manager to undertake responsibilities for running events.
- 10) **'Author'** means the person responsible for designing the activity and writing the handout.
- 11) **'Delegated Activity Presenter'** means a person nominated, trained and delegated by the Author to deliver the author's activity.

- 12) **'Risk'** under the strictest definition of 'risk', the exposure of an activity to risk is merely its exposure to an uncertainty of outcome. However, the risks that pest managers are most interested in controlling are usually associated with events that cause harm or where there is a risk that some harmful event will occur.
 - 13) **'Risk identification'** is the process of determining what can happen, why and how.
 - 14) **'Risk analysis'** is the systematic use of available information to determine how often specified events may occur and the magnitude of their likely consequences.
 - 15) **'Revision Task'** means a task intended to ensure that understanding of presented material has been achieved by attendees at a CPD training event.
 - 16) **'Registered Chemical'** means a chemical registered by APVMA. Registration is accepted as prima facie evidence of compliance with scientific and technical data ensuring an appropriate level of efficacy and safety.
 - 17) **'Unit'** or **'Unit of Competency'** means a Unit from the ATQF Asset Maintenance Training Package – PRM04 – Pest Management Sector (or subsequent designation), with attainment certified by an ATQF accredited assessor.
 - 18) **'Industry Meeting'** means a meeting which conforms with the requirements of Note 6 of this document, is not appraised but is primarily concerned with imparting information on pest management or the business of pest management.
 - 19) **Feedback and Communication with the ICMC:**
The ICMC welcomes feedback on the CPD Criteria, points allocation model and related matters. All ICMC members have agreed to forward feedback received to the PestCPD Administrator for inclusion in a formal register. The ICMC undertakes where practical, to consider all submissions at the general meeting following their receipt and to respond as soon as possible thereafter.
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Appendix I

Quality Criteria for Appraisal of CPD Activities

Note: Clauses 1.1 to 1.6 relate to Form 2 – Appraise a CPD Activity

1.1 Aims (See Form 2)

The aims of any CPD activity must be clearly defined and explained to attendees.

1.2 Presenters (see Form 2)

Presenters must demonstrate appropriate:

- 1.2.1 Knowledge of topic(s) covered in their activities;
- 1.2.2 Presentation skills.

1.3 Content (see Form 2)

The content of activities must include wherever possible:

- 1.3.1 A balanced viewpoint of the topic;
- 1.3.2 A direct relationship to pest management;
- 1.3.3 The underlying principles and supporting data (scientific, management, financial, etc) which apply;
- 1.3.4 Specific case histories;
- 1.3.5 Up-to-date information;
- 1.3.6 For products, the following;
 - Sources of product information;
 - Mode of action information;
 - Label claims and directions;
 - Contra-indications;
 - Risk and safety information;
 - Significant scientific data to support all product claims.

1.4 Question time (see Form 2)

A reasonable allocation of time must be made during each activity for questions from attendees.

1.5 Accompanying handout material (see form 2)

Accompanying printed material must be provided for each activity and this material should:

- 1.5.1 Cover the major points of the activity;
- 1.5.2 Include the name and contact details of the presenter;
- 1.5.3 Include the name of the author and the date of authorship of the material;
- 1.5.4 Facilitate the review of the topic at a later date;
- 1.5.5 Include where possible, appropriate reference sources for further study.

1.6 Revision of material with attendees (see Form 2)

Attendees must undergo some form of review which challenges them to demonstrate:

- 1.6.1 That they have understood the material presented;
- 1.6.2 That they can reproduce critical information from the activity and/or notes.

Note: Clauses 1.7 to 1.9.4 relate to Form 1 – Register an Organisation as a CPD Provider

1.7 Feedback and critique of presenters (see Form 1)

All activities must include attendee assessment of appropriate aspects of the activities and presenters, executed without coercion.

1.8 Venue Requirements (see Form 1)

The venue for any activity must:

- 1.8.1 Be appropriate for carrying out all the elements of the activity;
- 1.8.2 Provide an adequate level of comfort, lighting and environmental factors to be conducive to learning;
- 1.8.3 Be fitted out with appropriate presentation facilities and appropriate backup facilities;
- 1.8.4 Be free of competing noise or interruption;
- 1.8.5 Be safe for the intended activities in conformity with appropriate OH&S regulations.

1.9 Documentation of attendance and outcomes (see Form 1)

- 1.9.1 Every attendee must receive documentation of their attendance and outcomes for each activity. Such documentation must include as a minimum:
 - 1.9.1.1 The title of the activity and its Appraisal Number;
 - 1.9.1.2 The aims of the activity;
 - 1.9.1.3 The date of the activity;
 - 1.9.1.4 The duration of the activity (including questions and reviews);
 - 1.9.1.5 The name and contact details of the presenter;
 - 1.9.1.6 If part of a course, the name of the course and the person(s) responsible for the course;
 - 1.9.1.7 The name of the attendee;
 - 1.9.1.8 That the attendee was present for the whole of the activity;
 - 1.9.1.9 That the attendee participated in a review where they demonstrated an understanding of the material presented;
 - 1.9.1.10 The compliance status of each activity, including the date of compliance and the name of the appraisal body;
 - 1.9.1.11 The CPD points allocation for each activity.
- 1.9.2 Documentation of attendance and outcomes must only be provided to those who have attended an entire activity. For courses that have been allocated points through compliance, points should only be earned by those who participated diligently in the revision tasks and been assessed as having demonstrated an understanding of the material.
- 1.9.3 Where a course consisted of more than one activity, a single documentation could be issued containing the details for more than one presentation.
- 1.9.4 Attendees who were candidates but did not fulfil the requirements for an activity must be advised in writing, the reasons why this was the case.

Urban and Commercial Pest Management Industry CPD Application

The latest versions of all Pest Management Industry CPD documents and Forms are available on the Pest Management Industry CPD website at www.pestcpd.com.au

Form 1

Register an Organisation as a CPD Provider
and agree to ensure compliance of events with CPD Appraisal Document V8.1.0

This form is to register an organisation to host CPD Events.

It should be completed by an individual who will be responsible for all CPD events run by the
organisation (CPD Manager).

Instructions for applicants:

1. This form should be completed and signed by the CPD Manager and submitted to the PestCPD Administrator.
2. CPD Managers should familiarise themselves with the CPD Appraisal Document Version 8.1.0.
3. There are no restrictions on the number of events that a CPD provider may wish to run during the year and these are all covered by this form.
4. Attendees can only earn CPD points from Events which include activities which have been appraised (Form 2) and assigned CPD points.
5. Undertakings given in the term 'I undertake', 'I will', etc., denote acceptance of responsibility to ensure that these actions are carried out.
6. For continued validity of events, please ensure that information on this form is current . If not, a new form must be submitted for approval.
7. If appropriate, an individual (not representing an organisation) may register themselves as a CPD Provider.

CPD Provider Details

CPD Manager – Person with overall responsibility for organising CPD event(s)		
Organisation		
Postal Address		
Contact Details		
Phone number	Mobile Number	Email Address

Numbers in the boxes of this form are cross-referenced to sections of the document: Pest Management Industry CPD Appraisal Document V8.1.0.

CPD Manager undertakings

Each box requires a response

1.8 Venue Requirements

I undertake to ensure that ALL facilities used for CPD events conform to the following

- They are appropriate for carrying out all the elements of the event;
- They provide an adequate level of comfort, lighting and environmental factors to be conducive to learning;
- They are fitted out with appropriate activity facilities and appropriate backup facilities;
- They are free of competing noise or interruption;
- They are safe for the intended activities and in conformity with appropriate OHS regulations;
- The venue operators will be consulted to ensure that they are aware of these requirements

Yes

No

1.9 Documentation of Attendance and Outcomes

- I will inform all attendees at CPD events that our organisation will issue Attendance and Outcomes Statements and that records will be supplied to the CPD Administrator. We also undertake to be responsible for maintaining CPD records on a separate website. I will make provision for attendees to 'opt-out' of providing this information if they wish.
- I will ensure that appropriate time is allowed for activities, that CPD points are earned by each attendee for completing each tabulated activity and for attendance at the event.
- I will provide to the CPD Administrator within an agreed time frame, contact details, records of attendance and outcomes (containing the specified information and in the specified electronic format) of all attendees who have agreed to this at all CPD events, I will ensure that those attendees (and only those attendees) who fulfil appropriate requirements receive an 'Attendance and Outcome Statement'.
- Information provided will include every CPD-compliant activity attended and accurately represent participation in each activity.
- I will confirm where appropriate, that for each tabulated activity, the attendee participated in a revision task where they demonstrated an understanding of the material presented.

Yes

No

1.7 Assessment of presenters and activities

For each compliant activity I will:

- Provide an appropriate feedback form for assessment of the presenter and activity, as outlined in the CPD Quality Criteria;
- Distribute the form to all attendees and ensure that sufficient time is allocated for its completion and that it is completed without coercion;
- Provide the completed forms to the presenter in an agreed time frame

Yes

No

Compliance to CPD appraisal requirements – CPD Manager

I will ensure that all Delegated Event Providers in this organisation are aware of the requirements of this form and the CPD Appraisal Document Version 8.1.0, and their responsibilities regarding provision of CPD compliant events.

Signature of CPD Manager_____
Print Name_____
Date

To expedite processing of this appraisal please double-check that you have:

- Marked every box appropriately
- Signed the form.

Enquiries regarding Appraisal of CPD activities

Please visit the website www.pestcpd.com.au and if necessary call or email one of the CPD Appraisal bodies listed on the website.

Enquiries regarding other aspects of the CPD system

Please call or email PestCPD Administrator

PestCPD Administrator GPO Box 4886 Sydney NSW 2001	Phone 1300 307 114 or 02 9221 7000 Fax 02 9232 8929 Email info@pestcpd.com.au Website www.pestcpd.com.au
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Guidelines for Appraisal of a CPD Activity

To have a CPD Activity appraised, the Author of the Activity must complete Form 2 and agree to the terms and conditions prescribed on the form and CPD Appraisal Document V8.1.0.

This document provides some additional guidance to completing Form 2 and asks supplementary questions to ensure that all the details required by Form 2 are correct.

It should be completed and signed by the designer (author) of the activity who will be responsible for keeping the content up to date and, if appropriate, delegate to others responsibility for presenting the activity (Delegated Activity Presenters).

Activity Details – Things to Know:

Title of Activity The title needs to be unique so the presentation can be easily identifiable and not confused with other appraised presentations.

Duration of Activity **CPD Points are allocated on the basis of 8 per hour (2 per 15 minutes).
An activity requires a minimum of ½ hour.**

The duration time includes time for the activity, questions and review. Review and question time is expected to occupy approx 10 mins per hour, so as guide, your session plan should be as follows:

- 30 min (4 points) = (25 mins activity (max) + 5 mins Questions/Review)
- 60 min (8 points) = (50 mins activity (max) + 10 mins Questions/Review)
- 90 min (12 points) = (75 mins activity (max) + 15 mins Questions/Review)

The Activity will go for _____ minutes

The Question/Review Time will be _____ minutes

I expect this activity to attract _____ CPD Points

About The Author

The Author must provide evidence that:

- The author of the activity has sufficient knowledge of the subject;
- The author has suitable presentation skills required to deliver or administer the activity.

This evidence is best provided in a “Capability Statement”. This is not meant to be a detailed CV of the author, but simply a statement of their experience and reputation in this activity along with their experience and qualifications (if any) in delivery such presentations or directing similar activities.

I have included a Capabilities Statement with Form 2.

The Handout

All activities require a handout that provides a reminder and reference point for the attendee at future points in time. An example of a handout is included in Appendix 1.

In order to meet the requirements of the appraisal system, the handout must:

Define the Aims	The aims of the presentation must be included in the handout – and be obvious to the intended audience. It is a brief statement of the outcome from the activity.
Major Points	<p>The major points of the activity must be included in the handout and the material should enable attendees to review the material at a later date.</p> <p>Content of the Activity must</p> <ul style="list-style-type: none">• A balanced viewpoint of the topic;• A direct relationship to pest management;• The underlying principles and supporting data (scientific, management, financial, etc) which apply;• Specific case histories;• Up-to-date information; <p>For products, the following:</p> <ul style="list-style-type: none">• Sources of product information;• Mode of action information;• Label claims and directions;• Contra-indications;• Risk and safety information;• Significant scientific data to support all product claims.
Author Details	<p>The name of the author.</p> <p>The contact details of the author.</p>
Date of Authorship	The date the activity was prepared.
Contact Details	Should the reader wish to obtain further information, further contact details should be provided.

I have included a Handout with Form 2.

The Revision Task

Attendees must undergo some form of review which challenges them to demonstrate:

- That they have understood the material presented;
- That they can reproduce critical information from the activity and/or notes.

An example of a review is included in Appendix 2.

I have included a Revision Task with Form 2.

Fabric Pest**Aims:**

- To be able to identify fabric pests
- Identify fabric pest damage
- Recognise the difference between fabric pest species
- Understand their ecology/biology
- Recommend correct treatment/chemical application

Frequently encountered speciesCommon or webbing clothes mothCase-bearing clothes mothVariegated carpet beetleSilverfish**Rarely encountered species**

Tapestry moth

Australian carpet beetle

Furniture carpet beetle

Black carpet beetle

General Knowledge

Except for silverfish, the main food constituent sought by fabric pest is a protein call keratin. Keratin is present in fibres of animal origin such as wool.

Silverfish prefer to each materials that come from plants because of the carbohydrates and protein.

The consume paper, fabrics, glues and other organic materials.

They may also damage silk and some synthetics.

These insects become pests only when they enter buildings, and feed on animal fibres such as wool and fur, and for Silverfish, starch in clothing, cotton, linen and rayon fabric, where they may cause serious damage.

Etc etc

Further Reading: CSIRO www.csiro.au

Contact Details:

Author: Mr Bill Expert, PO Box 9999, Somewhere, 2000, BillExpert@pestanswers.org.au

Date or Authorship: 01 Jan 2009

SAMPLE QUESTIONNAIRE

Name: _____ **Company:** _____

1. The main food constituent sought by fabric pest is a protein called?

2. Name one other common fabric pest.

3. What stage of the lifecycle (Beetle/Moth) causes damage to fabrics?

4. What does adult carpet beetle feed on?

5. Name two (2) approaches to confirm fabric pest infestation.

i. _____

ii. _____

6. Damage to fabric and knitted goods usually take the form of:

- a) Round holes
- b) Square holes
- c) Irregular shaped holes
- d) Damaged edges

7. Name three (3) areas to inspect for fabric pest.

8. When treating carpets, where are we trying to apply the treatment

9. Name three (3) areas to inspect for silverfish.

10. Describe two (2) non-chemical methods of control for fabric pest.

Presenter/Presentation Feedback Questionnaire

Please help the presenters to improve the quality of their presentations by completing and returning this questionnaire

Presentation Title:

Presenter: **Date:**

Attendee (optional):

Evaluation Scale – Please circle relevant rating or response

1 = Strongly disagree 2 = Somewhat disagree 3 = Unsure 4 = Somewhat agree 5 = Strongly agree

Presenter

Agree

1. The presenter inspired confidence with knowledge of the subject 1 2 3 4 5
2. The material presented was at an appropriate technical level for the audience 1 2 3 4 5
3. The presenter stressed the most important points of the presentation 1 2 3 4 5
4. The presenter was audible and easily understood 1 2 3 4 5
5. My interest in the topic was stimulated by the presenter 1 2 3 4 5

Presentation/Content

6. The content of the presentation was up to date 1 2 3 4 5
7. The content represented a balanced viewpoint of the topic 1 2 3 4 5
8. The presentation included adequate question time 1 2 3 4 5
9. The revision task for the presentation was appropriate 1 2 3 4 5
10. The presentation generally met my expectations, given its aims 1 2 3 4 5
11. I would attend another presentation by this presenter if it was in my area of interest Yes / No
12. I wish to make the following comments, requests or suggestions about this presenter and/or the presentation:

Thank you for completing and returning this form

Urban and Commercial Pest Management Industry – CPD Application

The latest versions of all Pest management Industry CPD documents and Forms are available on the Pest Management Industry CPD website at www.pestcpd.com.au

Form 2

Appraise a CPD Activity and agree to ensure compliance of activities with CPD Appraisal Document V8.1.0. Appraisal and approval must be completed prior to presentation at an event.

This form is to apply for an activity to be appraised for CPD points. It should be completed and signed by the designer (Author) of the activity who will be responsible for keeping the content up-to-date and if appropriate, delegating to others, responsibility for presenting the activity (Delegated Activity Presenters).

Instructions for applicants:

8. This application should be submitted to a CPD Appraisal Body appointed by the PestCPD Administrator – see: www.pestcpd.com.au.
9. Authors and Delegated Presenters should familiarise themselves with CPD Appraisal Document Version 8.1.0.
10. Evidence documents described in various sections of this form must accompany this application.
11. Undertakings given in the terms ‘I undertake’, ‘I will’, etc., denote acceptance of responsibility to ensure that these actions are carried out by both the Author and Delegated Activity Presenters.
12. Information provided for this appraisal designated as confidential, will remain confidential to the appraisal body and auditors until the event is delivered.
13. Once appraised, this activity will be issued a unique appraisal number and will not require further appraisal provided its title and fundamental content remains unaltered.
14. The Author is responsible for keeping the content of this activity current. If this is done, it will remain valid indefinitely. This includes ensuring version control i.e. that the most up to date version is presented at any given time.
15. An activity can only earn attendees CPD points if it is provided by a registered CPD Provider.

Activity details (‘Activities’ include presentations, course modules, lectures, instruction sessions, discussions, demonstrations and other training activities delivered alone or as part of a CPD event)

Title of activity			
Nature of activity	(presentation, course module, lecture, instruction session, discussion, demonstration, etc)		
Duration of activity	(Min 30 minutes – including questions, revision task and presenter feedback)		
Author of activity	Title	First name	Date of authorship
Organisation	Family Name		
Postal Address			
Contact Details	Phone number	Mobile Number	Email Address

Author undertakings

Each box requires a response

1.1 Aims of the activity		
The aims of this activity will be clearly defined and explained to attendees.	Yes	No
The activity aims are evident in the activity handout.	Yes	No
Is the activity handout attached?	Yes	No

1.3 Activity Content		
<p>I have included the following information wherever possible, in the content of the activity:</p> <ul style="list-style-type: none"> • A balanced viewpoint of the topic; • A direct relationship to pest management; • The underlying principles and supporting data (scientific, management, financial, etc.) which apply; • Specific case histories; • Up-to-date information <p>Where information is given on products, it includes the following;</p> <ul style="list-style-type: none"> • Sources of product information; • Mode of action information; • Label claims and directions; • Contra-indications; • Risk and safety information; • Significant scientific data to support all product claims. <p>(Note: APVMA registration is acceptable proof of chemical label claims.)</p>	Yes	No
Undertakings regarding activity content are evident from the handout	Yes	No

1.4 Question time		
I will include question time (equivalent to at least 10mins/hr) in this activity	Yes	No

1.5 Accompanying printed handout material – requirements		
<p>I have provided (and will ensure distribution at this activity) a printed handout of the activity which:</p> <ul style="list-style-type: none"> • Covers the major points of the activity; • Facilitates review of the topic at a later date; • Includes the name(s) and contact details of the author and presenter(s); • Includes the date of authorship of the material; • Includes, where possible, appropriate reference sources for further study. <p>(Note: Printed PowerPoint slides alone, usually will <u>not</u> fulfil the requirements for a handout).</p>	Yes	No

1.6 Revision task I have provided and will supervise after this activity, a revision task as outline in the CPD Criteria Document V8.1.0. I will ensure that the outcomes of the revision tasks are made available to the CPD Provider/Event organiser in an agreed timeframe.	Yes	No
A copy of the Revision Task is attached	Yes	No

Signature
I agree:

- To fulfil my responsibilities as a CPD Author as defined and outlined in the CPD Appraisal Document V8.1.0 and I agree to all the undertakings given on this form;
- To ensure that all persons appointed as Delegated Activity Presenters for this activity have appropriate presentation skills and knowledge to train attendees on this topic and that they are made aware of their responsibilities as defined and outlined in the CPD Appraisal Document V8.1.0 and on this form.

Signature

Print name

Date

To expedite processing of this appraisal please double-check that:

- You have marked or initialled every box appropriately.
- You have appropriately numbered and attached to this application, all documents referenced on this form.
- Product information (where provided) includes ALL the stipulated requirements in Section 1.3.
- Handout includes ALL the stipulated requirements in Section 1.5.

Enquiries regarding Appraisal of CPD activities

Please visit the website www.pestcpd.com.au and if necessary call or email one of the CPD Appraisal bodies listed on the website.

Enquiries regarding other aspects of the CPD system

Please call or email PestCPD Administrator

PestCPD Administrator GPO Box 4886 Sydney NSW 2001	Phone Fax Email Website	1300 307 114 or 02 9221 7000 02 9232 8929 info@pestcpd.com.au www.pestcpd.com.au
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Urban and Commercial Pest Management Industry – CPD Application

The latest versions of all Pest Management Industry CPD documents and Forms are available on the Pest Management Industry CPD website at www.pestcpd.com.au

Form 3

Notify attendance at an industry meeting for allocation of CPD points
and confirm compliance of the meeting with CPD Appraisal Document V8.1.0

This form is to apply for attendees of any meetings dealing with pest management to earn CPD points by their attendance. This form should be submitted annually prior to 31 March each calendar year and will provide a record of training per Note 6 of the document, Appraisal of Continuing Professional Development Activities in Urban and Commercial Pest Management in Australia.

The form may be submitted by any meeting organiser (individual or representing an organisation) and must be accompanied by a completed attendance list.

Instructions for applicants:

16. This form can be used for any industry meeting which has not been appraised, which is primarily concerned with pest management or the business of pest management and which fulfils the conditions outlined on this form. This includes for example, any general or committee meeting, company in-house or one-to-one meeting, discussion or instruction.
17. This form is to be completed and signed by the Meeting Organiser and submitted to PestCPD by mail, fax or email, within four weeks of an industry meeting taking place.
18. Meeting Organisers seeking points allocations should familiarise themselves with the CPD Appraisal Document Version 8.1.0, Note 6, on which this form is based.
19. Where a choice is sought on the form please circle or mark one choice. Undertakings given denote acceptance of responsibility to ensure that these actions are carried out and that any persons assisting are made aware of undertakings.
20. This form is a “notification”, not an “application” and CPD points will be earned automatically by all listed attendees, provided all the undertakings have been fulfilled and the form is completed and signed.
21. An industry meeting allows allocation of two points per hour with a maximum of 12 points per person per year.

Meeting details

Title of meetings			
Nature of the meetings (eg. Company staff meeting, AEPMA general meeting, staff instruction, trade display, etc)			
Meeting Dates	Time & Duration	Location	
Meeting Organiser's details			
Name			
Position			
Organisation			
Postal Address			
Contact Details	Phone number	Mobile Number	Email Address

Enquiries regarding Appraisal of CPD activities: Please visit the website www.pestcpd.com.au and if necessary call or email one of the CPD Appraisal bodies listed on the website.

Enquiries regarding other aspects of the CPD system: Please call or email PestCPD Administrator

PestCPD Administrator GPO Box 4886 Sydney NSW 2001	Phone Fax Email Website	1300 307 114 or 02 9221 7000 02 9232 8929 info@pestcpd.com.au www.pestcpd.com.au
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