

## Materials Australia CMatP CPD – Types and Conditions

Type of CMatP CPD	Conditions	Notes
<p><b>I. Any tertiary course taken either as an individual course or for a formal post-graduate award</b></p>	<p><i>There is <b>no limit</b> to the maximum number of hours that you can claim over a three-year period for these activities.</i></p>	<p>Certified course in materials science/engineering or management. Undertaking a certificated course in an engineering or management topic.</p> <p>Study may be either on campus or by distance education. For distance education, estimate the equivalent number of hours of formal face-to-face education that would have been involved.</p> <p>Time claimed is the actual hours of lectures / tutorials / laboratory work, noting that there will almost always be further time spent both in preparation and follow-up. All such activities will involve some form of assessment.</p>
<p><b>II. Short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings</b></p>	<p><i>There is <b>no limit</b> to the maximum number of hours that you can claim over a three-year period for these activities.</i></p>	<p>Registered participant at materials or related technical meetings, presentations, conferences, and/or training courses inclusive of business management courses, seminars and workshop sessions facilitated by Materials Australia (MA), or by recognised practitioners and/or other boards in the materials engineering field. This also includes verified attendance at MA branch technical meetings.</p> <p>Materials Australia recognises that workshops, seminars and discussion groups will often be in-house for employees of major engineering concerns.</p> <p>For the above activities, Materials Australia recognises physical attendance or via webinars. Time claimed is the actual hours of meetings, presentations, seminars, conferences, training courses, etc.</p>
<p><b>III. Learning activities in the workplace that extend competence in the area of practice</b></p>	<p><i>A <b>maximum of 75 hours</b> of your total CPD in any three-year period may be claimed for these activities.</i></p>	<p>Activities that are normal work activities applying current knowledge cannot be claimed as learning activities in the workplace. For any learning activity inclusive of any in-house training and Lunch &amp; Learn forums undertaken in the workplace, you must be able to demonstrate how it has extended your knowledge.</p>
<p><b>IV. Private study which extends your knowledge and skills</b></p>	<p><i>Reading of the quarterly magazine of Materials Australia, other recognised practitioners and/or boards can contribute to <b>a maximum of 20 hours</b> of your total CPD in any three-year period.</i></p> <p><b>Note: The <u>total claimable hours</u> for learning activities in the workplace (Type III) and private study (Type IV) combined <u>are 95 hours</u> over three years.</b></p>	<p>Private study may be in your area of practice (e.g. ASM courses) and/or in the core areas of risk management, business and management skills.</p> <p>Private study includes attending webinars and reading of books, journals, technical papers/reports, publications, transactions, manuals, etc. from Materials Australia or other recognised practitioners and/or boards. Sufficient records must be kept of claimed personal reading (e.g. date, title, author and time invested) to address a CMatP auditor's inquiry.</p> <p>This information should be recorded after you have read the article for audit purposes.</p>

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<b>V. Service to the engineering profession</b>	<p><i>There is <b><u>no limit</u></b> to the maximum number of hours that you can claim over a three-year period for these activities.</i></p>	<p>Service to the engineering profession may include:</p> <ul style="list-style-type: none"> <li>○ serving in a volunteer capacity for Materials Australia at National level and/or branch level as office bearers and councillors, conference organising chairman, committees, special interest group leadership such as: <ul style="list-style-type: none"> <li>▪ Titled office positions: President, Secretary, Treasurer, Chairman</li> <li>▪ Members without a designated title who are ordinary members of councils and committees;</li> </ul> </li> <li>○ being a panel member on tertiary course accreditation visits;</li> <li>○ reviewing technical publications prior to publication;</li> <li>○ assisting with CPD audits;</li> <li>○ assisting with CMatP application review;</li> <li>○ serving as a volunteer on other recognised boards and committees which advance the engineering profession (e.g. Engineers Australia);</li> <li>○ being an interviewer on chartered status assessment panels on other recognised boards;</li> <li>○ mentoring a colleague for work experience purposes;</li> <li>○ preparation of written submissions / contributions to, and participation in technical standards related meetings of organisations, such as Standards Australia, on areas relevant to your professional work (whether representing Materials Australia, Engineers Australia or another organisation).</li> </ul>
<b>VI. The preparation and presentation of material for courses, conferences, seminars and symposia</b>	<p><i><b><u>Up to 45 hours per paper</u></b> may be claimed for papers published in journals and conference proceedings and for the preparation of material for courses not part of your normal employment function, e.g. as a visiting lecturer from industry.</i></p> <p><i><b><u>Up to 75 hours per paper</u></b> may be claimed for papers subject to critical peer review prior to publication.</i></p>	<p>This represents work outside of your normal employment and can be claimed for CPD purposes if the material is prepared and presented by you and the activities contribute to the advancement of the profession. This includes:</p> <ul style="list-style-type: none"> <li>○ Presentation at a MA or similar technical meeting;</li> <li>○ Presenting at a MA or other engineering conference or seminar;</li> <li>○ Presenting a Materials Australia training course;</li> <li>○ Authoring or co-authoring an Article for MA magazine;</li> <li>○ Presentation at an in-house training course, e.g. Lunch &amp; Learn forum;</li> <li>○ Writing technical articles for a publication: <ul style="list-style-type: none"> <li>▪ Researchers/academics at universities and research institutes</li> <li>▪ Industry and other non-government research personnel.</li> </ul> </li> </ul>

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<b>VII. Practitioners employed in tertiary teaching or academic research</b>	<i>Chartered EA members and CMatPs employed in tertiary teaching and/or academic research must be able to demonstrate <b>a minimum of 40 hours</b> of industry involvement in any three-year period.</i>	MA CMatP and/or other Chartered members employed in tertiary teaching and/or research positions in universities and VET/TAFE must undertake CPD that demonstrates engagement with contemporary engineering industry practice. This engagement may take the form of provision of consultancy services to industry, participation in joint industry-university research collaboration, supervision and development of students' industry-based design projects and field trips, or other direct industry involvement, such as secondment.
<b>VIII. Any other structured activities not covered by I to VI above that meet the objectives of the CMatP CPD policy</b>	<p><b><u>A maximum of 50 hours</u></b> of your total CPD in any three-year period may be claimed for these activities. <b><u>1 hour</u></b> may be claimed for each LinkedIn discussion thread and for each Letter to the Editor.</p> <p><i>Work on patents and other IP may not be claimed if a part of everyday work.</i></p> <p><i>Documentary evidence and a clear justification will be necessary.</i></p>	Any other structured activities may include: <ul style="list-style-type: none"> <li>○ Supervising a Materials related PhD or Masters student;</li> <li>○ Conducting a student marketing campaign for MA or another kindred society;</li> <li>○ Lobbying and investment activities related to the materials engineering or related sector;</li> <li>○ Making a substantial contribution to a MA CMatP LinkedIn discussion;</li> <li>○ Writing a Letter to the Editor of Materials Australia magazine.</li> </ul>