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Occupational Licensing

Occupational Licensing (Continuing Professional Development) Determination 2018

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I, Dale Edward Webster, Administrator of Occupational Licensing, hereby make the following Determination under sections 4 and 31 of the *Occupational Licensing Act 2005*.

1. Short title

This Determination may be cited as the *Occupational Licensing (Continuing Professional Development) Determination 2018*.

2. Commencement

This Determination commences on 19 December 2018.

3. Purpose

This Determination sets out the management and control principles for:

1. continuing professional development point accumulation specifications;
2. continuing professional development point approval and allocation processes; and
3. practitioner requirements in demonstrating commitment to the maintenance of their skills and their continuing professional development in the performance of prescribed work:

in meeting object 5(c) of the Act.

4. Interpretation

In this Determination, unless the context otherwise requires –

“**Act**” means the *Occupational Licensing Act 2005*;

“**Administrator**” means the person appointed as the Administrator of Occupational Licensing under section 10 of the Act;

“**Authorised Officer**” has the meaning given by the Act;

“**Building Practitioner**” has the meaning given it by the *Building Act 2000*;

“**CBOS**” means the Consumer, Building and Occupational Services branch of the Department of Justice;

“**Continuing Professional Development**” (CPD) has the meaning given it by section 4 of the Act;

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“**contractor**” has the meaning given by the Act;

“**Occupational Licence**” means a licence issued for prescribed work activities under the Act.

“**practitioner**” has the meaning given by the Act;

“**prescribed work**” has the meaning given it by the Act;

“**RTO**” means a business registered in the national training register as a registered training organisation, whether it is a local registered training organisation or an interstate registered training organisation.

5. Application of Acts Interpretation Act 1931

The Acts Interpretation Act 1931 applies to this Determination.

6. Continuing Professional Development accumulation

1. A minimum of 12 hours, or an equivalent, of CPD is to be accumulated annually for the term of the Occupational Licence and will be required for licence renewal and if requested during CBOS audits – to assist in record keeping the hours have been equated to points;
2. Where the Occupational Licence is a 3 year term, the CPD required in licence renewal will be phased in over 3 years. Occupational Licence renewals as of:
 - (a) 1 July 2017, will require a minimum of 12 CPD points;
 - (b) 1 July 2018, will require a minimum of 24 CPD points;
 - (c) 1 July 2019 and thereafter will require a minimum of 36 CPD points.
3. Each Occupational Licence holder or, where the license holder is an employee, their employer is to keep a log of the CPD activities, and the log: -
 - (a) should be readily available for audit, when requested by an Authorised Officer; and
 - (b) may be required to validate and report your CPD point accumulation, when renewing your Occupational Licence.
4. The minimum annual CPD point accumulation for Occupational Licence holders –

Occupational Licence Holder	Class	Points per year
Nominated Manager	Plumbing	12
	Electrician	
	Lineworker	
	Cable Jointer	
	Gas-fitting	
	Automotive gas-fitting	
Certifier	Plumbing	12
	Gas-fitting	

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	Automotive Gas-fitting	
Practitioner	Plumbing	12
	Electrician	
	Lineworker	
	Cable Joints	
	Gas-fitting	
	Automotive gas-fitting	
Provisional Practitioner	Plumbing	12
	Electrician	
	Lineworker	
	Cable Joints	
	Gas-fitting	
	Automotive gas-fitting	
Restricted Electrical Work Licence	Refrigeration & air-conditioning	12
	Instrumentation	
	Electronics	
	Water Heaters	
	Pre-assembled Neon Signs	
	Composite Equipment	
	Control Devices	
	Gas Appliances	
	Motors	
	Explosion Protection Equipment	

7. Continuing Professional Development activity

1. The following are the categories of skills maintenance and development activities can be used to accumulate CPD points, -
 - (a) Technical courses;
 - (b) Technical skills and knowledge;
 - (c) Business management and control;
 - (d) Health and safety issues; and
 - (e) Personal Development.
2. An one hour of skills maintenance, or development activities equates to a CPD point.
3. There is a limit on the number of CPD points that can be accumulated per day and some activities are limited to a maximum number of points that can be accumulated in a year.

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4. Point allocation for skills maintenance and development activities, are –

CPD activity	Point Value	Notes
Training or briefing delivered by or on behalf of CBOS	1 point per hour	CBOS training or briefings may attract double points if the issues are determined by the Administrator to be a priority need.
Nationally accredited training delivered by an RTO	1 point per nominal hour (maximum 6 points per day)	
Trade Journals (including CBOS Connections magazine)	1 point per journal (maximum of 3 points per year)	
Membership of a Professional Organisation, Industry Association or Trade Union	1 point per organisation (maximum of 2 points per year)	
Endorsed On-line courses	1 point per hour/nominal hour	At this stage the approved on-line courses are those provided on behalf of ABCB and CBOS by Pointsbuild and those which are on-line nationally accredited courses
Approved face to face training provided by an Industry Association or Trade Union	1 point per hour (maximum 6 points per day)	Industry Associations and Trade Unions are required to seek approval prior to delivery of the training unless the training is accredited or is a repeat of a session that was previously approved..
Approved face to face training provided by employer	1 point per hour (maximum 6 points per day)	Employers are to seek approval prior to delivery of training.
WorkSafe Tasmania – (Including WorkSafe Month sessions)	1 point per hour (maximum 6 points per annum)	
Approved trade events, which include an element of training or development	Points allocated at time of approval (maximum of 3 points per year)	Organiser of Trade event must seek approval prior to delivery of training.
Research to update skills	1 point per hour, provided you keep a record of the issue researched, the form of research (e.g. websites visited, journals consulted, etc.) and the time spent (maximum of 4 points per year)	

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Other Approved training	1 point per hour	Provider must seek approval of training prior to delivery and issue an attendance certificate.
Formal membership briefings by Industry Associations or Trade Unions (e.g. quarterly update meetings)	1 point per briefing hour (maximum 4 points per year)	

8. Continuing Professional Development activity approval and point allocation

1. Where the provider needs to seek approval of the CPD activity prior to delivery, the provider must make a submission via email to cbos.info@justice.tas.gov.au providing the details of the event/training, including the CPD activities;
 - (a) title;
 - (b) outline and subject matter; and
 - (c) actual duration.
2. Once the submission has been reviewed and approved, you will be contacted with advice of the approval and the CPD points allocated.
3. The provider should then issue certificate of attendance to participants, stating the approved CPD points.
4. Certificates of attendance will be checked against approval;
 - (a) at the time of CPD audits; and
 - (b) may be requested to validate CPD points, on Occupational Licence renewal application review and processing.

9. Endorsed activities and Continuing Professional Development

1. For further information about CPD and a list of the Consumer Building and Occupational Services CPD activities that are currently endorsed, can be reviewed at [Professional Development Activities](#) on the CBOS web page.

Dale Edward Webster

Administrator of Occupational Licensing

18 December 2018

Contact details

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