

## Arboriculture Australia Ltd 019 – Continuing Education Unit Policy

<b>Document Reference Number</b>	Arboriculture Australia019
<b>Controlled Process</b>	YES
<b>Version</b>	2.0
<b>Status</b>	FINAL
<b>Created</b>	14-06-12
<b>Modified</b>	22-01-16
<b>Approved</b>	YES
<b>Process Sponsor</b>	Arboriculture Australia President
<b>Process Approver</b>	Arboriculture Australia Ltd
<b>Prepared By</b>	Arboriculture Australia
<b>Company</b>	Arboriculture Australia

### Table of Contents

1	Process Summary .....	2
2	References.....	2
3	Definitions.....	2
4	Process Detail .....	2
4.1	<i>Arboriculture Australia CEU Requirements</i> .....	2
4.2	<i>Recording of CEUs</i> .....	3
4.3	<i>Failure to Attain Required CEUs</i> .....	3
4.4	<i>Exceptional Circumstances</i> .....	3
5	CEU Sources.....	4
5.1	<i>Accessibility of CEUs</i> .....	4
6	Miscellaneous Matters .....	6
6.1	<i>Fees and Charges</i> .....	6
6.2	<i>Ethical Issues</i> .....	6
7	Amendment Record .....	6
8	Attachment Summary .....	6

Arboriculture Australia<sup>TM</sup>

## 1 Process Summary

The function of Continuing Education Units (CEUs) is to demonstrate that Registered members continue to be exposed to developments in arboriculture and are continuing to upgrade their qualifications. This helps ensure that Registered members are raising the standards and quality of their work by way of direct training and indirectly by way of meeting with fellow professionals.

It is anticipated that all Registered members should be able to maintain their CEUs by attending the Arboriculture Australia™ annual conference and associated workshops. Members should also be able to readily attain CEUs by undertaking relevant online units, such as those contained in ISA training material, or other recognised training courses in Arboriculture.

## 2 References

Nil.

## 3 Definitions

- Board – the Board of Directors of Arboriculture Australia.
- Administration Office - the registered offices of Arboriculture Australia Limited
- Registered member – registered arborist member of Arboriculture Australia Ltd
- AQF – Australian Qualification Framework

## 4 Process Detail

### 4.1 Arboriculture Australia CEU Requirements

CEUs are calculated on the calendar year (January to December) and in conjunction with membership.

All Registered members are required to complete a minimum of 16 CEUs annually.

In addition, a Registered Consulting Arborist™ is required to complete a further 6 CEUs or a total of 24 CEUs annually.

Registered members who join part way through a year need to achieve CEUs pro rata to when they join Arboriculture Australia™. In general, CEUs may not be claimed for courses or training that is done more than once.

**Note:** The Board of Arboriculture Australia™ have determined that all members must hold and maintain the minimum level of AQF qualification required for that membership category and that when new mandatory units or minimum levels of qualifications are established existing members will have a maximum of 3 years to attain and produce evidence of competency in the specified units.

## **4.2 Recording of CEUs**

Where CEUs have been allocated to an event, a *CEU Registration Form* will be made available at the event. Registered members must complete the form prior to leaving the event to avoid the CEU Administration Fee. Arboriculture Australia administration staff will then record those CEUs against the member's name.

Where CEUs have not been allocated to an event, Registered members are required to provide a completed *Request for CEU Recognition Form* to the Arboriculture Australia office within 30 days of the event. This form is available from the Arboriculture Australia administration office or can be downloaded from the Arboriculture Australia website. This request will be reviewed by the Arboriculture Australia™ Education Committee, who will allocate the number of CEUs earned. Arboriculture Australia administration staff will then record those CEUs against the member's name. The Registered member will be notified of the number of CEUs recorded for the event.

Any Registered member who provides a *Request for CEU Recognition Form* more than 30 days after the event for which they are claiming such CEUs may be required to pay a CEU administration fee.

Registered members who wish to claim CEUs for formal education, where delivered by an educational institution, must provide a copy of their testamur or their transcript.

Arboriculture Australia™ will notify each member of the number of CEUs they have attained to date, midway through the calendar year, and as part of their membership renewal package.

## **4.3 Failure to Attain Required CEUs**

On 31 January of each year, Registered members who have failed to attain the required number of CEUs for their membership category will have their details removed from the Arboriculture Australia Online Directory of Registered Consulting and Registered Practising Arborists (where applicable).

Failure to complete the required CEUs will result in the membership reverting to a General membership.

A Registered member who fails to attain the required number of CEUs from other education events may apply to the Board of Arboriculture Australia for consideration under Clause 4.4 Exceptional Circumstances if they believe they comply with the requirements of that clause.

The Board of Directors shall assess any such application and will provide a formal written decision within 28 days of conducting the Assessment. The decision of the Board shall be final. The Board may appoint an independent assessor to make such an assessment in its stead.

## **4.4 Exceptional Circumstances**

In determining exceptional circumstances, the Board can consider amongst other things;

- The reason, if any provided by the member, for not having attained the CEUs.
- The impact these reasons may have had on the member's ability to attain CEUs.
- The number of years as a Registered member.
- The number of years that the member has maintained their CEUs.

All relevant documentary evidence to support an application under the Exceptional Circumstances clause **must** be supplied at the time the application is lodged.

## 5 CEU Sources

### 5.1 Accessibility of CEUs

Given the purpose of the CEU program, Arboriculture Australia™ embraces the broader belief that education is desirable and therefore CEUs should be readily attainable from a variety of sources. The following list is not exhaustive but rather it is intended to provide some general guidance. An ISA CEU shall be equivalent to an Arboriculture Australia™ CEU.

The Board may, at its discretion and/or on the advice of the Education Committee, allocate CEUs for any form of learning, including self-directed learning, provided that it can be **satisfied** that the Registered member has indeed participated in, and benefited from, ongoing education in arboriculture and or related disciplines during the previous year.

Motion made at the January 16<sup>th</sup> Meeting:

In lieu of upgrading a qualification each Registered Member must complete three (3) bridging courses selected and made available through Arboriculture Australia Ltd for each updated future Australian Qualification Framework (AQF) training package released. To be completed within three (3) years.



Arboriculture Australia™

Table 1: Sources of CEUs

Sources of Continuing Education Units (CEU)	
CEU Example	Approximate CEU credited
1. Arboriculture Australia conference/workshop/seminar	1.5 CEU per hour of delivery
2. Conference/workshop/seminar or educational training in Arboriculture provided by a third party	1 CEU per hour of delivery
3. Presenting arboricultural educational material at any meeting (conference/workshop/seminar) of Arboriculture Australia (or a related industry group, but only with prior approval)	1.5 CEU per hour of delivery
4. Each AHC10 unit in Arboriculture, or related discipline that is attained within the year (including by RPL, classroom delivery or online)	12 CEU
5. Providing arboricultural (peer-reviewed) article for inclusion in the <i>Bark</i>	1 CEU for every 250 words accepted and printed
6. Published arboricultural article for peer-reviewed journal	2 CEU for every 250 words printed
7. Write a 250 – 500 word book review on an arboriculture related publication that is published in the <i>Bark</i>	1 CEU for every 250 words accepted and printed
8. Arboriculture Australia committee meetings (excluding Board meetings) – must be minuted and sent to the administration office of Arboriculture Australia Ltd for filing	1 CEU per meeting
9. Australian Tree climbing championship	1 CEU per day Consulting Arborist 2 CEU per day Practising Arborist
10. Attaining ISA Certification in the year it is attained - awarded once	12 CEU
11. Attaining ISA BCMA status in the year it is attained - awarded once	24 CEU
12. Refresher training	.25 CEU per hour of training
13. International Society of Arboriculture CEU – including online quiz	1 CEU
14. Arboricultural Association CEU	1 CEU

Arboriculture Australia™

## **6 Miscellaneous Matters**

### **6.1 Fees and Charges**

The Arboriculture Australia Board of Directors will determine all fees and charges associated with the CEU Program. The Arboriculture Australia™ Board of Directors will review any such fees and charges on an annual basis.

### **6.2 Ethical Issues**

Due to their Registered status, and because there is a high degree of trust, Registered members who deliberately misrepresent or falsify their CEU attainments shall be immediately removed from the registers for the following twelve (12) months and shall be referred to the Complaints Committee for any further action.

Misrepresenting and falsifying includes;

- Claiming of CEUs for an event that was not attended by the member, regardless of whether the event was paid for or not.
- Not actively participating in the event (being at the venue but not participating) or;
- Arriving late and or leaving early, by a total of more than thirty (30) minutes but claiming for the full CEU allocation for the event.

Unless sufficient explanation can be provided, the Board will remove the member from Registered membership for a period of not less than three (3) years.

## **7 Amendment Record**

- Created - 14-06-12
- Modified – 22-01-16

## **8 Attachment Summary**

1: Request for CEU recognition form – Arboriculture Australia 019a