	<b>FEDERATION EUROPEENNE DES GEOLOGUES</b> <b>EUROPEAN FEDERATION OF GEOLOGISTS</b> <b>FEDERACION EUROPEA DE GEOLOGOS</b>	Number: E6 Issue: Ver 5 Date: November 2018
	<b>REGULATIONS</b>	Approval Authority
	<b>Continuing Professional Development</b>	<b>COUNCIL</b>

## 1 OBJECTIVE

To ensure that European Geologists undertake and report Continuing Professional Development

## 2 SCOPE

This Regulation covers the actions of European Geologists, National Associations and Licensed Bodies in establishing, maintaining and operating the procedures related to Continuing Professional Development.

## 3 RELATED REGULATIONS

Reference should be made to the following related Regulations:

- Regulation C2: Grievance and Disciplinary Procedures
- Regulation E1: Criteria for award of the title of European Geologist
- Regulation E2: Procedure for award of the title of European Geologist
- Regulation E3: National Vetting Committee
- Regulation E4: Licensed Bodies

## 4 DEFINITIONS, ROLES AND RESPONSIBILITIES

### 4.1 Definitions

**Continuing Professional Development (CPD)** is the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout a practitioner's working life.

### 4.2 Roles and Responsibilities

The **European Federation of Geologists** is responsible for establishing a Continuing Professional Development Scheme (see Regulation E6 – this Regulation).

**European Geologists** have a responsibility to their profession to maintain and develop their abilities as practitioners by demonstrating a commitment to Continuing Professional Development. It is mandatory for all European Geologists to:

- (i) undertake a programme of Continuing Professional Development;
- (ii) submit a formal, annual record of Continuing Professional Development that has been undertaken. Each European Geologist is responsible for submitting their CPD record to the Licensed Body that is responsible for the maintenance of their title.

**National Associations** are responsible for adapting the EFG CPD Scheme for its European Geologists to tailor the scheme to local custom and practice. Any such adaptations are subject to approval by the Registration Authority.

**Licensed Bodies** are responsible for providing, maintaining and administering a scheme of Continuing Professional Development for all European Geologists for whom they have the responsibility for maintenance of the title of European Geologist (see Regulation E4).

## **5 REQUIREMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT**

### **5.1 Types of activities that contribute to CPD**

The following activities can contribute to Continuing Professional Development.

#### **A. Professional Practice category is subdivided into:**

##### **A.1 Acquiring knowledge and skills by deployment (AKS)**

This category is defined as self-development to meet or exceed the requirements of the role of a professional geologist. This will include developing general managerial or business skills as well as geological skills or knowledge. This does not include day to day work. To count as Professional Practice the work activity must extend beyond carrying out routine tasks or utilizing existing skills or knowledge. CPD recorded under this activity type should indicate the nature of the skills or knowledge developed rather than just giving a job title or name of a project. In this category a maximum of 40 and a mandatory minimum of 15 points are required.

Examples of the types of work-based development that will count as Professional Practice include:

- improving knowledge (geological knowledge, knowledge of legislation or regulations);
- developing technical skills (geological techniques or methods, information technology, data analysis, modeling skills etc.)

##### **A.2 Non-job Learning (NJL)**

The European Geologists are explicitly encouraged to include courses in

- learning languages
- human resources management
- professional or business development, e.g. developing financial, report writing or project management skills
- interpersonal development, e.g. developing communication or negotiation skills;

In the Non-job Learning category a maximum of 20 points can be collected.

#### **B. Enhancing and maintaining skills and knowledge:**

##### **B.1 Formal Learning (FL):**

Formal learning applies where the aims and objectives of the training are well established, the European Geologist actively participates, and their performance or ability is tested upon completion. A third party provides the training (e.g. an employer through on-the-job training, or a dedicated training provider). A higher rate of points (max 45 points) is awarded for courses. Participation is validated by course certification/authentication (by an employer, for example).

##### **B.2 Informal learning/training: (also known as experience-based, or experiential learning) (IL)**

The aims and objectives may not necessarily be established or are not specific to the training needs of the European Geologist. Informal learning provides improved breadth or depth of geological knowledge or an improved understanding of a subject relevant to employment. Participation is largely passive (e.g. attendance at a lecture or conference etc.)

##### **B.3 Self-directed Study (SDS)**

Self-directed study comprises an activity that provides an improved understanding of a

subject relevant to the European Geologist's employment (e.g. reading to keep abreast of published information).

#### **B.4 EuroWorkshops and EFG Endorsed Training Courses (EFG)**

This category for the EuroWorkshops and the EFG Endorsed Training Courses justifies a high point value based on the certified quality of the events. Both course types have to be verified and certified beforehand and will be valued after the events.

#### **C. International Mentoring Programme**

Activities are subdivided under 2 subcategories and count as well for the international as for the national mentoring programmes:

##### **C.1 Mentor activities (MA)**

Mentoring activities will be honoured with a maximum of 30 points for the entire year. This counts for the mentors and (where applicable) for the mentees.

##### **C.2 Steering committee (SC)**

These activities count for a maximum of 20 points per entire year.

#### **D. Social Competence**

Worldwide activities in our sister organisations require that social responsible scientists from industry, public and academia show their engagement. EFG is honouring these activities in two subcategories. A maximum of 10 points per year and a mandatory minimum of 2 points per year are required.

##### **D.1 Social responsibility (SR)**

In this category activities like first aid, fire protection activities and mine rescue training are summarised.

##### **D.2 Ethics (ETH)**

Under this category fall geoethics courses (IUGS) and conferences as well as compliance courses in industry and public. Several organisations already organise online courses.

#### **E. Participating in the geoscience community**

##### **E.1 Non-work activities (NWA):**

Non-work activities include:

- participating in the functioning or management of professional organizations, e.g. the European Federation of Geologists, a National Association, etc.;
- organizing conferences or similar events;
- communicating science to the non-geoscientific public (e.g. via press interview)
- making presentations, publishing papers/books/articles, and assisting others to achieve publication through any medium whether as a sponsor, editor or referee;
- Writing minutes, reports etc. for professional bodies increasing breadth or depth of geological knowledge.

## **5.2 Minimum requirements for amount of CPD**

Amounts of Continuing Professional Development undertaken are normally reported on a points scheme. Each hour of CPD under each activity type is assigned a number of points (see Table 1 below). In this way, greater importance can be attached to those

activities deemed to provide greatest benefit to the participating European Geologist.

If in employment, a European Geologist should record a minimum of 60 points in each year. Up to 30 points may be carried over from the previous year. At least 15 points should be recorded annually under Professional Practice and 2 points under Social Competence, along with some points under at least two other activity types.

If not in employment, sick, handicapped, retired or in parental leave, a European Geologist should record a minimum of 40 points in each year. Up to 20 points may be carried over from the previous year. No activity type is mandatory, but points should be recorded under at least two activity types each year.

### 5.3 Adaptation of requirements by a National Association

A National Association may propose amendments to the types of activities and/or minimum requirements (see Sections 5.1 and 5.2 above) to tailor the scheme to local custom and practice. The procedure for acceptance of such proposed amendments is defined in Section 6.1 below.

### 5.4 Mandatory Continuing Professional Development

It is mandatory for all European Geologists to:

- (i) undertake Continuing Professional Development;
- (ii) meet at least the minimum requirements regarding the amounts of CPD undertaken; and
- (iii) submit a formal record of CPD undertaken to the Licensed Body that is responsible for the maintenance of the title. The record must be submitted at the time and frequency defined by the Licensed Body.

Any European Geologist that does not meet these mandatory CPD requirements will be removed from the Register and no longer be entitled to use the title of European Geologist.

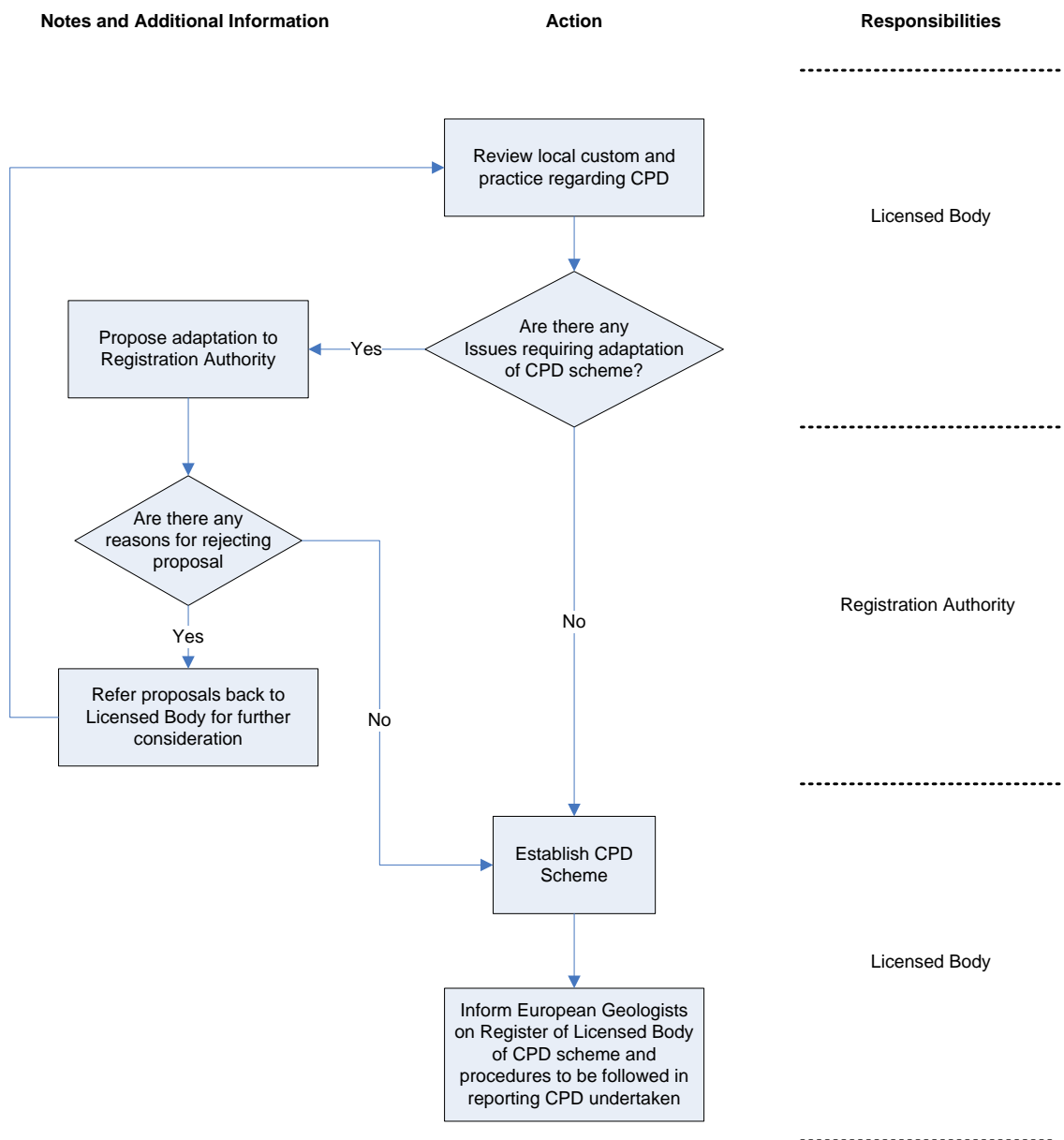
**Table 1: Weighting of CPD categories and activity types**

Category	Activity type	Abbrev.	Points weighting (conversion of points to hours)	Points allowed per year	
				Minimum	Maximum
Professional practice	Acquiring knowledge and skills by deployment	AKS	1point / 8 hours	15 (120 hours)	40 (320 hours)
	Non-job Learning	NJL	1 point / 2 hours	--	20 (40 hours)
Enhancing and maintaining skills and knowledge	Formal learning (tested)	FL	1 point / 1 hour	--	45 (45 hours)
	Informal learning/training	IL	1 point / 2 hours	--	30 (60 hours)
	Self-directed study	SDS	1 point / 2 hours	--	30 (60 hours)
	EuroWorkshop & EFG Endorsed Training Courses	EFG	1,5 point / 1 hour	--	45 (30 hours)
International Mentoring	Mentor activities	MA	per session (year)	--	30

Program	Steering committee activities	SC	per session (year)	--	20
Social competence	Social responsibility	SR	1 point / 2 hours	2 (4 hours)	10 (20 hours)
	Ethics	ETH	1 point / 2 hours		
Participating in the geoscience community	Non-work activities	NWA	1 point / 2 hours	--	45 (90 hours)

## 6 PROCEDURE

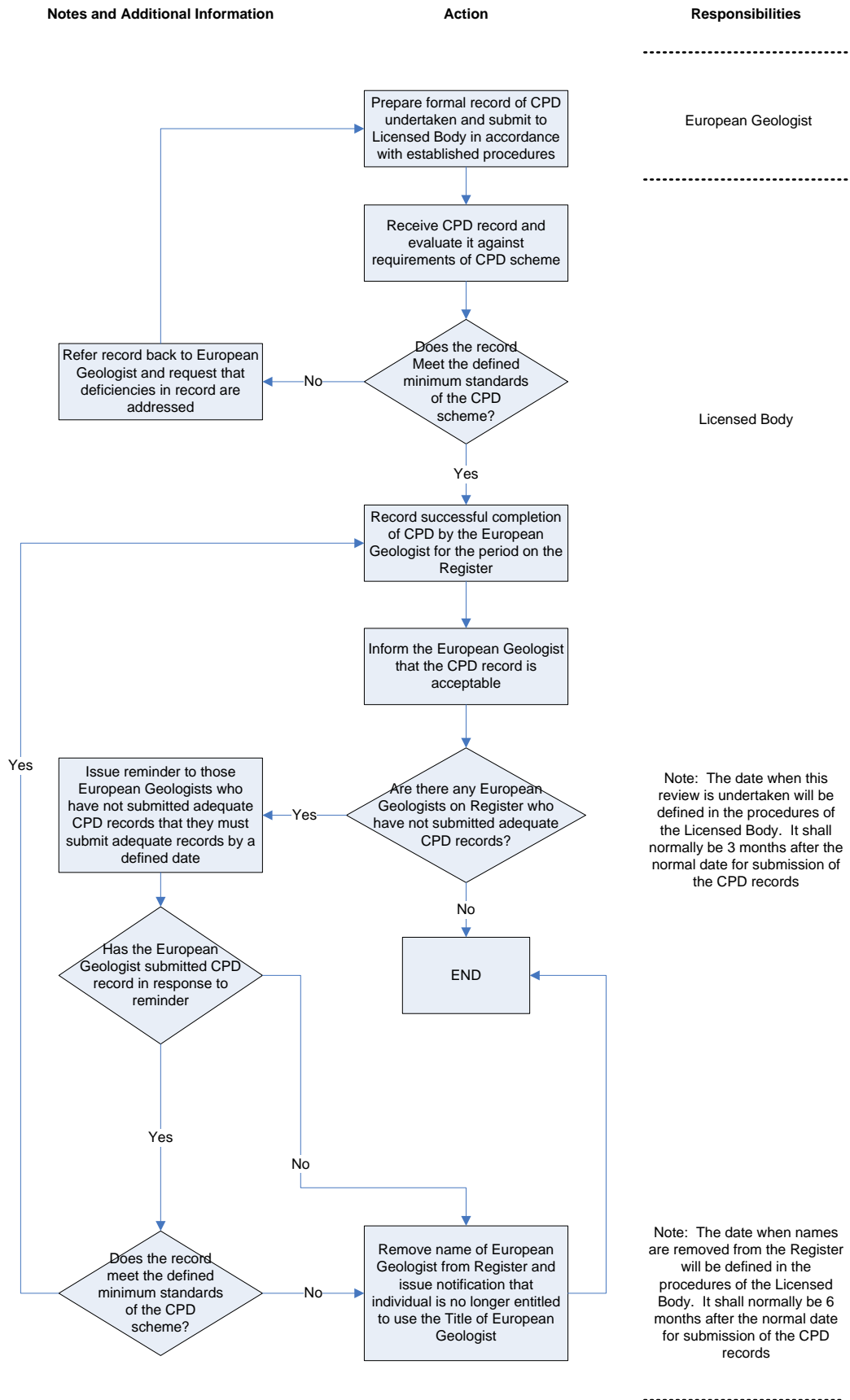
### 6.1 Establishment of System for Continuing Professional Development



## 6.2 Completion of Reports on Continuing Professional Development

Notes and Additional Information	Action	Responsibilities
	<div style="border: 1px solid black; padding: 5px; text-align: center;">                     Inform European Geologists on Register of Licensed Body of CPD scheme and procedures to be followed in reporting CPD undertaken                 </div>	-----  Licensed Body  -----
	<div style="border: 1px solid black; padding: 5px; text-align: center;">                     Undertake CPD                 </div>	
	<div style="border: 1px solid black; padding: 5px; text-align: center;">                     Prepare formal record of CPD undertaken and submit to Licensed Body in accordance with established procedures                 </div>	European Geologist  -----

6.3 Evaluation of Reports on Continuing Professional Development



## **7 RECORDS**

The Licensed Bodies are responsible for maintaining the following records:

- A Register of each European Geologist that the Licensed Body is responsible for in terms of maintenance of their title, including details of CPD records submitted and accepted.