

EMERGING PROFESSIONAL DEVELOPMENT FRAMEWORK COMPLETION FORM

Use this form to confirm you've completed training in ALL the areas of our Emerging Professional Development Framework so you can upgrade to our Member class.

If you're employed by one of our Professional Development Partners, you don't need to complete this form. They can tell us directly that you're ready to move to the Member class.

For each skill area, please tell us in one or two sentences what learning activities you did. You should also record each of your activities as work or learning records in our members' area online. Continuing professional development activities can include:

- work-based learning
- professional body activities
- self-directed learning
- mentoring and coaching
- courses, seminars and conferences
- further education.

The hours for each skill are indicative only. For skills that aren't relevant to your discipline, please state this.

SKILLS	WHAT YOU DID	DATE
Ethics (15 hours)		
Ethics		
Safety (20 hours)		
Health and safety		
Safety in design		
General technical (20 hours)		
Quality control and assurance		
Risk management		
Project management		
Financial management		
Contracts (basic)		
Sustainability and environmental impact		

SKILLS	WHAT YOU DID	DATE
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Innovation

Specific technical (40 hours)

Technical – specific to your role

Communication (15 hours)

Writing skills

Communication for success

Stakeholder relationship management

Effective team work

Professional acumen (10 hours)

Time management and planning

Networking

Diversity and culture

Leadership development

Career planning

YOUR DECLARATION

Your full name

Job title

Employer

I confirm all information in my completion form is true and accurate.

Signature _____ Date

APPROVER DECLARATION

This form needs to be approved by someone who can verify the information is true and accurate.

Approver name

Relationship to applicant

eg manager, mentor

Job title

Employer

Email

Mobile

I confirm all information in this completion form is true and accurate.

Signature _____ Date

Once completed, upload this form in your application to upgrade from an Emerging Professional to a Member.