



THE EMPLOYEE MOBILITY INSTITUTE'S CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

Contents

Strengthening industry standards and performance in Australia	2
Why is continuing professional development (CPD) so important?	2
What type of learning activities does TEMI recognise?	3
Who can access TEMI's CPD program?	5
How many CPD points should I complete each year?	5
Recording Your CPD points	5
Disclaimer	5

Strengthening industry standards and performance in Australia

Developing a positive public perception of employee mobility practitioners is essential to the growth and development of the industry throughout Australasia.

The Australian business community expects that the requisite skills and knowledge have been obtained in order to deliver service to a professional standard. This includes those working within the corporate and government sectors as well as individuals working for specialist organisations providing consulting or outsourced services.

Continuing professional development safeguards the public, the employer, the professional and the professional's career.

For this reason, The Employee Mobility Institute (TEMI) has created a Continuous Professional Development (CPD) program tailored to be flexible and meet the needs of our membership. Our CPD program recognises both formal and informal learning opportunities available to members. Training can be customised, selecting the relevant activities that most suit your professional development needs.

Why is continuing professional development (CPD) so important?

The importance of continuing professional development can't be underestimated – it is a career-long obligation for practicing professionals ensuring you maintain and grow your competencies in your chosen profession.

Continuous Professional Development

- Ensures your capabilities keep pace with the current standards of others in the same field.
- Ensures you maintain and enhance the knowledge and skills you need to deliver a professional service to your customers, clients and the community.
- Ensures you and your knowledge stay relevant and up to date in a time of change.
- Ensures you will be more aware of the changing trends and directions in your profession.
- Helps you continue to make a meaningful contribution to your team. You become more effective in the workplace. This assists you to advance in your career and move into new positions where you can lead, manage, influence, coach and mentor others.
- Can deliver a deeper understanding of what it means to be a specialist or professional practitioner, along with a greater appreciation of the implications and impacts of your work.
- Helps advance the body of knowledge and technology within your profession.
- Can lead to increased public confidence in individual professionals and their profession as a whole.

What type of learning activities does TEMI recognise?

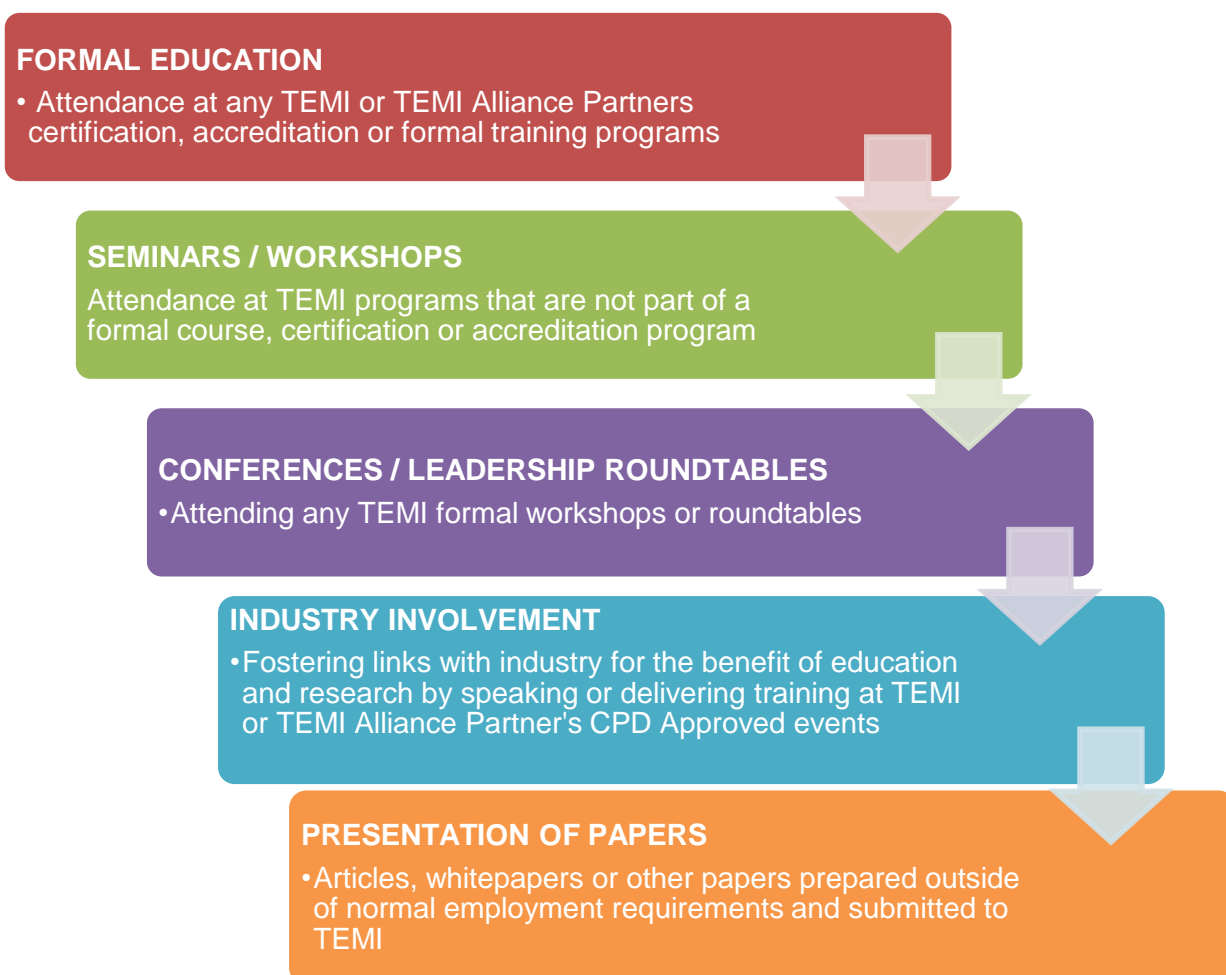
Our CPD model has been designed to recognise your commitment to your professional development and support the integrity of the Global Workforce Management industry.

We recognise five (5) different learning activities. Each activity contributes to enhancing your professional skills, competencies, knowledge base and industry profile. You will receive credit points for each activity undertaken.

You may choose to participate in:

- Large events with speakers,
- Structured face-to-face seminars and courses,
- On-line training programs or
- Contribute to a range of Institute publications, committees, seminars, events or awards.

Five Recognised Learning Activities



How can you complete your CPD Points?

Points	Learning Activities
FORMAL EDUCATION	
20	Completion of TEMI Certificate Courses or our approved Alliance Partners courses
SEMINARS/ WORKSHOPS / MASTER CLASS	
5	Participation in any 1 day TEMI Master Class Seminar/Workshop
7	Participation in any 2 day TEMI Master Class Seminar/Workshop
4	Participation in any ½ day TEMI Master Class Seminar/Workshop
3	Participation at any 2hr+ TEMI Webinar E-Learning professional development program
1	Participation at any 1hr TEMI Webinar E-Learning professional development program
4	Attendance at any ½ day + TEMI Professional Development Seminar or Workshop
3	Attendance at any 2.5hr + TEMI Professional Development Seminar or Workshop
2	Attendance at any 1.5hr + TEMI Professional Development Seminar or Workshop
3	Attendance at any 2.5hr+ TEMI Business Seminar/Workshop Series
2	Attendance at any 1.5hr TEMI Business Seminar/Workshop Series
1	Attendance at any Breakfast Briefing
CONFERENCES / LEADERSHIP ROUNDTABLES	
5	Attendance at a TEMI Leadership Roundtable Forum (Invitation only)
5	Attendance at any formal workshops held at TEMI conferences
INDUSTRY INVOLVEMENT	
9	Presentation at any TEMI or TEMI Approved Alliance Partner events, forums, conferences or seminars
5	Serving for each completed term on any TEMI Committees, Project Taskforces or Chapter Groups
1	Attendance at any TEMI Networking Event
2	Individual submission for TEMI approved competitions eg. Achievement/Service Excellence Awards etc.
5	Participation in any lobbying projects on behalf of TEMI
PRESENTATION OF PAPERS	
5	Writing an article or whitepaper published by The Employee Mobility Institute

Who can access TEMI's CPD program?

You must register with TEMI to receive any industry approved CPD Points.

This CPD program suits

- Individuals working in the employee mobility sector and who wish to develop manage and/or optimise the way their organisation manages its mobile workforce program. (eg: corporate, government and not-for profit organisations).
- Individuals who are responsible for overseeing, managing or administering some or all of an in-house or outsourced international or domestic employee mobility program.
- Individuals who are responsible for sourcing and/or procuring outsourced specialist services to support the recruitment, relocation, settlement or compliance activities associated with operating a mobile workforce.
- Businesses who require current or future employees to relocate across country or state borders to carry out company related business activities.
- Businesses that provide specialised support services in one or more areas of talent mobility to organisations with a domestic or international mobile workforce (e.g. immigration, expatriate taxation, accommodation, household goods transportation, relocation management, destination services, global mobility strategy and design, technology solutions).

How many CPD points should I complete each year?

Sometimes continuing professional development is mandated by professional organisations or required by codes of conduct or codes of ethics. In the broader employee mobility market place this is not the case.

Although accumulating CPD points is not compulsory when working in the Global Workforce Management Industry, we do believe that continuous professional development is a core personal responsibility of all professionals, if they're to keep their knowledge and skills current and continue to deliver the high quality of service their customers have come to expect.

We therefore recommend that practitioners look to complete a minimum of 20 TEMI CPD Approved points per annum.

Recording your CPD points

TEMI will keep a record of any seminars you participate in or any contribution you make to the industry via any TEMI approved activities. CPD points will be awarded in line with our five learning activities.

When you complete 20 CPD points, or upon request, we'll provide you with a certificate acknowledging your achievement which you can use as part of your annual performance appraisal process or as proof of industry specific training you have completed during the year.

Disclaimer

The Employee Mobility Institute reserves the right to continuously amend and enhance the CPD program as required at our discretion without prior notice.