



AUSTRALASIAN INSTITUTE OF CHARTERED LOSS ADJUSTERS

A.B.N 18 074 804 167

CONTINUING PROFESSIONAL DEVELOPMENT

This form is a PDF file which can be filled out on screen, but it is not an electronic lodgement form.

If you wish to record qualifying activities as they occur during the year, save a copy of this form on your system for periodic updates. At year end, print the completed form, sign and mail or fax to AICLA.

Please return completed form by post to AICLA, GPO Box 1705, Brisbane Qld 4001, or by fax on +61 7 3221 7267 by 31 July annually.

All practising members of the institute are expected to comply with the requirements of continuing professional development as prescribed by the Board. The institute recognises the need for members to develop knowledge and competence and to be well placed to add value to the claims-handling process. As a self-regulated profession we must demonstrate to the insurance community in general, and our principals in particular, a commitment to keep abreast of current developments. These are the reasons part of our ongoing qualification of members is the need for continuing professional development.

Continuing education means keeping up with changes at every available opportunity. To demonstrate compliance with continuing professional development, members must undertake an appropriate continuing education program.

Members are required to accumulate thirty (30) points over the year from 1 January to 31 December.

The accumulation of points is on a self-assessment basis is subject to random audits by the Administrative Officer.

CPD QUALIFYING ACTIVITIES

Activity	Description	Points: 1 point per hour of activity
1.	<p>Attending Professional Sessions of:</p> <p>a) Australasian Institute of Chartered Loss Adjusters b) Any recognised insurance industry organisation</p> <p>Loading: Attendance necessitating travel in excess of 200kms return receives a loading of 50 percent.</p>	Max 16 points per event
2.	<p>Passing examination subjects:</p> <p>a) Australian and New Zealand Institute of Insurance and Finance b) Equivalent passes in insurance institutes elsewhere c) Relevant tertiary examination subjects</p>	20/subject
3.	Structured and documented company/in-house training	Max 20 p.a.
4.	Preparation and or submission of paper on a relevant subject to a group	Max 10 p.a.
5.	Delivering a loss adjusting paper to a seminar/conference	Max 10 p.a.
6.	Preparing a published Industry Related Article	Max 10 p.a.
7.	Reading industry relevant technical papers and publications	Max 12 p.a.
8.	Viewing or listening to relevant audio tapes, videos or computer-based training programs	Max 10 p.a.
9.	Writing, Reviewing, Setting and or marking Diploma in Financial Services (Loss Adjusting) assignments and examination papers	Max 15 p.a.

