



CPSS guidelines for using the ongoing professional development (OPD) form

About OPD

Certified Professional Soil Scientists need to regularly demonstrate that they have gained sufficient professional development to ensure their professional skills and competencies develop in line with recent scientific and technological advances.

Submitting evidence of **40 hours of development every two years** is the minimum level of OPD that the Accreditation Board of Soil Science Australia (SSA) regards as necessary to ensure that CPSSs adequately maintain the currency of their professional standing.

CPSS-CSAM and CPSS-AusSS require a minimum of 20 hours of the 40 hours of OPD to be directly related to their specialty.

Excess points cannot be carried over between each two-year period.

A percentage of returns will be randomly audited each year.

If you have any questions about the ongoing professional development form please direct them to accreditation@soilscienceaustralia.org.au. Board consideration is available for those who might struggle to meet their points threshold.

Using the online form

Once you click on the link to the form you will need to login into the SSA member portal to be able to fill it in. Your name and email address will then show on the form.

The form asks for the following information:

1. Which two-year period you are addressing
2. Activity categories. The activity may address one or more categories. You cannot achieve OPD compliance in only one category.
 - a. Professional education and training
 - b. Professional development related to soil science skills and knowledge

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- c. Professional service.
3. Activity date
4. Activity title and description (text)
5. Check CSAM or AusSS if claiming the activity against your specialty
6. Activity duration
7. OPD hours claimed for the activity (using the information in Table 1 below)
8. Evidence of participation/completion (see Table 1 for more information).

The form does not calculate your total hours - that will be a future enhancement of the form, but if you are logged in you will be able to see a table of all your activities and hours claimed for the period.

We recommend that activities are added as you complete them, rather than wait until the end of the two years. Please keep your own records of evidence as we will not keep them indefinitely on your behalf.

Showing 40 hours of claimable hours on your form does not necessarily designate compliance. You will be notified by email that your OPD return has been accepted.

Declaration

You can edit the activity up until you submit it. Please check carefully before you submit. If changes are needed please send an email to accreditation@soilscienceaustralia.org.au with the required changes.

You will be asked to check a box as a declaration before submitting that says:

I declare that the information submitted above is an accurate account of my professional development activities.

This is a new process. If you find any of this information incorrect or difficult to understand please let us know by emailing accreditation@soilscienceaustralia.org.au and we will use that information to improve the guidelines.

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Table 1. Examples of OPD activities for CPSS, CPSS-CSAM AND CPSS-AusSS

CPSS OPD activities, claimable hours and supporting documentation			
Number	Examples of eligible OPD activities	Evidence required to support claim	Limit of OPD hours that can be claimed
Professional education and training			
1	Enrolment in and attendance at a professional continuing education program relevant to soil science	Enrolment, attendance or attainment certificates	No limit.
2	Enrolment in and attendance at the biennial Soil Science Australia National Soils Conference	Receipt of payment from SSA (or agent)	5 hours OPD per day of attendance.
3	Enrol in a university research-based PhD in soil science or discipline involving soil science	Enrolment, attendance or attainment certificates	No limit.
4	Enrol in a university non-PhD postgraduate study in soil science or discipline involving soil science	Enrolment, attendance or attainment certificates	No limit.
5	Enrol in and attend a distance education program relevant to soil science	Enrolment, attendance or attainment certificates	No limit.
6	Enrol in and attend a short course relevant to soil science	Enrolment, attendance or attainment certificates	No limit. 5 hours OPD per day of attendance.
7	Enrol in and attend a TAFE or other college course relevant to soil science	Enrolment, attendance or attainment certificates	No limit. 5 hours OPD per day of attendance.
8	Enrol in and attend relevant seminars, conferences and workshops	Enrolment, attendance or attainment certificates	No limit. A maximum of 5 hours OPD per day of attendance.
9	Supervision of soil science research students at a university	Document from institution demonstrating research student supervisory load	Up to 20 hours OPD per 2 year period. Normally a maximum of 10 hours per 2 years for each research student.
Professional activities that involve the development of soil science skills and knowledge			
10	Accepted to give an oral paper or poster published in a conference proceedings related to soil science	Conference information which identifies presenter and the presentation	No limit. A maximum of 5 hours of OPD awarded to each presentation. Repeats of a presentation are not claimable for OPD.
11	Publish a relevant (soil science) paper in an internationally peer-reviewed journal	Abstract or other document that shows publication details (authors, title, year, journal name, volume, pages etc)	No limit. A maximum of 10 hours of OPD awarded to primary author and 5 hours of OPD to co-authors on each presentation.
12	Release a technical communication relevant to soil science (e.g. CSIRO Technical Bulletin)	Abstract or other document that shows publication details	No limit. A maximum of 5 hours of OPD awarded to each communication.

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		(authors, title, year, journal name, volume, pages etc)	
13	Publish a relevant chapter in an edited, refereed book	Publication details (authors, title, year, publisher, pages etc)	No limit. A maximum of 10 hours of OPD awarded to primary author and 5 hours of OPD to co-authors on each presentation.
14	Edit a relevant book	Publication details (editors, title, year, publisher, pages etc) such as title page	No limit. A maximum of 15 hours of OPD awarded to Editor-in-chief and 10 hours of OPD to co-editors on each book.
15	Contribute significantly to a published government policy document involving soil science (e.g. EPA requirement standard for soil contaminants).	Publication details (authors, title, year, publisher, pages etc)	No limit. A maximum of 10 hours of OPD awarded to primary author and 5 hours of OPD to co-authors on each presentation.
16	Submission of report to government or private organisation containing your name as supervisor/manager	Publication details (authors, title, date, pages etc)	No limit. A maximum of 5 hours of OPD awarded for each substantial report
17	Peer review a journal paper book-chapter, or a consulting report	Communication from editor (etc) demonstrating reviewing activity	No limit. A maximum of 5 hours OPD per reviewed chapter or report
18	Publish a relevant article in print media	Publication details (authors, title, date, pages etc)	No limit. A maximum of 5 hours OPD per article
19	Prepare and deliver a presentation at a seminar or conference related to soil science	Presentation details (oral or poster, authors, title, date, pages, seminar or conference title, date, location, etc)	No limit. A maximum of 5 hours of OPD awarded to each presentation. Repeats of a presentation are not claimable for OPD.
20	Prepare and deliver a presentation at a clinic, workshop, tour or field day related to soil science	Presentation details (oral or poster, authors, title, date, pages, clinic, workshop, tour or field day title, date, location, etc)	No limit. A maximum of 5 hours of OPD awarded to each presentation. Repeats of a presentation are not claimable for OPD.
21	Present a relevant article using radio media	Presentation details (date, and time, radio station name, etc)	No limit. A maximum of 2 hours of OPD awarded to each presentation. Repeats of a presentation are not claimable for OPD.
22	Produce a relevant article in television media	Presentation details (date, and time, television station name, etc)	No limit. A maximum of 2 hours of OPD awarded to each presentation. Repeats of a presentation are not claimable for OPD.
23	Oversee the presentation of field days, field excursions, group discussions, seminars, lectures and demonstrations in soil science	Details of field days field excursion, group discussion, seminars lecture including	No limit. A maximum of 2 hours of OPD awarded to each day of the event

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		responsibilities of oversight, date, duration, location, etc.	Repeats of such events are not claimable for OPD.
24	Design, develop and deliver an education program related to soil science	Details of education program including responsibilities for development and delivery, date, duration, location, etc.	No limit.
25	Prepare and deliver an original lecture related to soil science to students or peers	Details of lecture including responsibilities for development and delivery, date, duration, location, etc.	No limit. A maximum of 5 hours of OPD awarded to the development and presentation of each lecture. Repeats of a lecture are not claimable for OPD.
26	Co-ordination and management of soil data collection and analysis	Details of this activity including the CPSS's responsibilities for this activity, date, duration, location, etc.	Up to 20 hours OPD per 2 year period. Normally a maximum of 10 hours per 2 years.
27	Conduct and lead work in soil classification, soil survey, land evaluation and natural resource surveys	Details of this activity including the CPSS's responsibilities for this activity, date, duration, location, etc.	No limit. A maximum of 10 hours of OPD awarded to primary author and 5 hours of OPD to co-authors on each survey.
28	Peer-reviewed report on new soil science submitted to government or private organisation, which contains your name as main contributor or significant part of team responsible for the development	Publication details (authors, title, date, pages etc)	No limit. A maximum of 10 hours of OPD awarded to primary author and 5 hours of OPD to co-authors on each presentation.
29	Submission of report to government or private organisation, which clearly shows that you have conducted or managed complex soil analyses	Publication details (authors, title, date, pages etc)	No limit. A maximum of 10 hours of OPD awarded to primary author and 5 hours of OPD to co-authors on each report.
30	Prepare a relevant report as sole or co-author (includes EIS involving soil science expertise)	Publication details (authors, title, date, pages etc)	No limit. A maximum of 10 hours of OPD awarded to primary author and 5 hours of OPD to co-authors on each report
31	Media interview, press release or community presentation on soil science or related activities	Details of presentation (date, duration, location, etc)	No limit. A maximum of 5 hours of OPD awarded to for each communication activity. Repeats of a presentation are not claimable for OPD.
32	Expert witness in a court of law based on expertise in soil science	Details of this activity including the CPSS's responsibilities for this	No limit. A maximum of 10 hours of OPD awarded

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		activity, date, duration, location, etc.	
33	Prepare soil aspects of environmental management plans	Details of this activity including the CPSS's responsibilities for this activity, date, duration, plan title, authors etc.	No limit. A maximum of 5 hours of OPD awarded for each EMP.
34	Use and implementation of new Codes and reporting requirements in a relevant industry; Applying relevant regulations, Codes of practice, and industry information as a professional soil science consultant	Details of this activity including the CPSS's responsibilities for this activity, date, duration, report title, authors etc.	No limit. A maximum of 5 hours of OPD awarded for each application.
35	Provide changes to inspection systems and regulations based on soil science	Details of this activity including the CPSS's responsibilities for this activity, date, duration, report title, authors etc.	No limit. A maximum of 5 hours of OPD awarded for each substantial change.
36	Plan projects and/or work programs related to soil science	Details of this activity including the CPSS's responsibilities for this activity, date, duration, plan title, authors etc.	No limit. A maximum of 5 hours of OPD awarded for each substantial project or plan
37	Make management decisions and/or manages human resources and/or physical resources in an organization where these have a significant soil science focus	Details of this activity including the CPSS's responsibilities for this activity, date of management, duration, number of persons under management, etc.	Up to 20 hours OPD per 2 year period.
38	Manage Quality Assurance (QA) in an organization with a significant soil science focus where staff under his/her control have a significant soil science focus, ensures that they comply with relevant legal and regulatory requirements	Details of this activity including the CPSS's responsibilities for this activity, date of activity, duration, magnitude of QA activities, etc.	Up to 10 hours OPD per 2 year period.
39	Maintain up-to-date knowledge of relevant research findings and/or practices	Details of this activity including the articles etc the CPSS has studied and an outline of the findings or practices gained as a result of this activity	Up to 10 hours OPD per 2 year period (will need to provide clear, verifiable detail if audited)
40	Develop and conduct collaborative research projects in soil science across organisations	Details of this activity including the CPSS's responsibilities for this activity, date of project, duration, project title, collaborators, etc.	No limit. A maximum of 5 hours OPD per rproject.
41	Support or mentor less experienced soil scientists	Details of this activity including the CPSS's responsibilities for this	Up to 20 hours OPD per 2 year period. Normally a

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		activity, name of mentees, etc	maximum of 10 hours per 2 years for each mentee.
42	Prepare an original questionnaire for surveys and social research relevant to soil science	Details of this activity including the CPSS's responsibilities for this activity, description of questionnaire aims, duration, project title, collaborators, etc.	No limit. A maximum of 5 hours of OPD awarded to each questionnaire. Repeats are not claimable for OPD.
43	Develop new (publicly available) techniques relevant to soil science	Details of this activity including the CPSS's responsibilities for this activity, description of development, duration, technique title, etc.	No limit. A maximum of 10 hours of OPD awarded to primary author and 5 hours of OPD to co-authors on each presentation.
44	Improve established protocols, methods and practices in soil science	Details of this activity including the CPSS's responsibilities for this activity, date of establishment, duration, description of protocol, method or practices, etc.	No limit. A maximum of 10 hours of OPD awarded to primary author and 5 hours of OPD to co-authors on each substantial improvement.
45	Develop cost-effective computer-based quantitative tools relevant to soil science	Details of this activity including the CPSS's responsibilities for this activity, date of development, duration, description of tool etc.	No limit. A maximum of 10 hours of OPD awarded to primary developer and 5 hours of OPD to co-developers of each tool.
46	Establish, manage and develop a computerised soil management information system (provide evidence)	Details of this activity including the CPSS's responsibilities for this activity, date of development, duration, description of system etc.	No limit. A maximum of 10 hours of OPD awarded per 2 year period for each system.
47	Award for professional excellence in a discipline relevant to soil science	Details of award	No limit. A maximum of 5 hours of OPD awarded for each award.
48	Provide advice to individuals or groups; provide verifiable example.	Details of this activity including the CPSS's responsibilities for this activity, date of advice, description of nature of advice, name of individuals or groups etc.	Up to 20 hours OPD per 2 year period.
49	Development and application of models to integrate soil chemical physical &/or biological properties	Details of this activity including the CPSS's responsibilities for this activity, date of development or	No limit. A maximum of 20 hours of OPD awarded for each model.

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		application, duration, description of model etc.	
50	Develop models for effluent, sewage, sludge or industrial waste on soils	Details of this activity including the CPSS's responsibilities for this activity, date of development, duration, description of model etc.	No limit. A maximum of 20 hours of OPD awarded for each model.
51	Develops land-evaluation mapping, capability assessments and other tools; provide publicly verifiable evidence	Details of this activity including the CPSS's responsibilities for this activity, date of development, duration, description of activity, etc.	No limit. A maximum of 10 hours of OPD awarded for each tool developed.
Professional service			
53	Membership and attendance as an elected committee member of a relevant professional organisation	Minutes of meetings, attendance records.	Up to 20 hours OPD per 2 year period. Normally 10 hours OPD per 2 years for routine committee attendance.
54	Membership and attendance as an elected member of an executive committee for a relevant professional organisation (e.g. Standards, Accreditation)	Minutes of meetings, attendance records.	Up to 20 hours OPD per 2 year period. Normally 10 hours per 2 years for routine committee attendance.
55	Membership on and participation in a relevant regulatory board or panel	Minutes of meetings, attendance records.	Up to 20 hours OPD per 2 year period. Normally 10 hours OPD per 2 years for routine committee attendance.
56	Submission of a parliamentary paper or Gov't statutory body on research priorities for soil science.	Receipt of submission	No limit. A maximum of 20 hours of OPD awarded for each submission

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