



May 6, 2003

Note: This preliminary framework for a national Continuous Professional Learning System was prepared by participants at an April 2003 CIP workshop. In co-operation with its Affiliates, CIP is preparing a more comprehensive presentation for the 2003 CIP Conference in Halifax, which will also be posted on the CIP website for member review. Watch the CIP home page (www.cip-icu.ca) for more information.

National Continuous Professional Learning (CPL) Committee / System (developed at CPL Workshop, Winnipeg, April 11/12, 2003)

Context:

Professions in Canada are addressing demands by their employers, clients and the public for the highest possible levels of professional practice. This includes increased accountability for actions and decisions, as well as the ability to anticipate and manage change and meet expectations of efficiency, effectiveness and equity.

In response, most professions have developed codes of conduct and statements of values designed to guide proper practice. Many professions have also established programs of continuing professional learning (CPL) that enable their members to keep their skills and knowledge contemporary with current practice and technology.

The Canadian Institute of Planners (CIP) has similarly addressed to these expectations by updating its Code of Conduct and Statement of Values, and by designing a framework for Continuous Professional Learning (CPL).

Principles:

CIP supports a program of Continuous Professional Learning (CPL). The goal is a membership whose practice is guided by a sound understanding of ethical obligations, and through the acquisition and reinforcement of key skills and knowledge. The concept of CPL reflects CIP's position that professional learning is a life-long process.

CPL comprises a generic set of competencies required nation-wide. While CIP will provide the framework and guidelines necessary to support CPL, it will be individual members' responsibility to meet the CPL requirements. Members will be able to pick and choose, to put together individualized packages that meet their personal CPL requirements. In recognition of the varying availability of learning resources among Affiliates, the CPL content may be achieved through a range of means.

From CIP's viewpoint, CPL principles include:

- deliverables must be cost-effective and varied;
- content must be relevant and applicable;
- products must be readily accessible by learners;
- equity of access by all members;
- portability;
- administration must be minimized;
- simplicity, flexibility and adaptability essential;
- optimal use of existing resources – courses, programs, etc. – before developing new offerings.

Structure:

CPL comprises two distinct yet complementary levels. All members are expected to take *Planning Practice Fundamentals* as compulsory content. On an annual basis, CIP members will demonstrate *9 hours annually* of exposure to content in these thematic areas:

- Ethical Planning Practice (ethical foundations and codes of conduct)
- Collaboration and Management
- Negotiation
- Mediation and Dispute Resolution
- Critical Thinking (research, analysis, synthesis)
- Effective Communications (“Plain Speaking”)

CIP members will also enhance their skills and knowledge through *9 hours annually* of study in key *Practice Areas* that are in *Planning* (e.g. Planning Law, Urban Design, etc.) and in *Related Areas* (e.g. financial planning, engineering, etc.).

Management:

The CPL program will be compulsory for all Members; this includes Provisional Members, Members, and Fellows. Only Associate and Retired Members will be excluded from CPL requirements. The CPL program starts with graduation from university and continues through one's planning career.

CPL offerings will be varied in scale, scope and media used. The goal is to offer a “menu of learning choices”. There will be a continuum of CPL products. For example, CPL requirements could be met through a combination of means including self-study, reading articles and texts, and/or formal courses. Attendance at CIP or Affiliate conferences/program events would qualify for acquiring Planning Practice Fundamentals. It is anticipated that structured learning units (SLUs) could be delivered by CIP, Affiliates, educational institutions, public/private sector agencies, or by contractors.

The membership will be expected to provide a regular self-assessment that demonstrates the attainment of CPL obligations. Members will complete an annual report of CPL achievements; the Institute through the Affiliates will carry out a selective audit of members' reports to monitor compliance with CPL guidelines.

Implementation Considerations:

Many media and delivery mechanisms will be revenue-neutral or inconsequential (e.g. self-study). Revenue generation will be possible from courses developed and delivered (often in conjunction with Affiliates or other partners). A marketing program will be essential to introduce requirements and reinforce behaviour. CIP will inform members of "Fundamentals" and "Practice Areas" content, and work with Affiliates to identify providers. There will be a transfer of knowledge between Affiliates – e.g. repackage and orient Affiliates to courses. Inter-Affiliate agreements regarding intellectual property will be developed.

Roles and Responsibilities:

A National CPL Committee will be developed and approved by bylaw, modeled after the National Membership Committee structure and including representation from the Association of Canadian University Planning Programs (ACUPP).

CIP will be responsible for the creation and maintenance of CPL principles, goals, objectives, policies and standards. Further, CIP will act as an information clearinghouse regarding CPL resources and offerings.

Affiliates will deliver CPL in a manner that reflects varied resource capacities, membership needs, etc. Affiliates will also monitor progress of members towards completion of the CPL requirements. This may include the distribution of an annual reporting form in Annual Fee statements, which could require completion of a computerized report form to conclude annual membership registration.

Members will be responsible to assist CPL opportunities to meet individual needs. Members will meet CPL requirements by accessing a host of resources, and by completing annual self-assessments of CPL contacts.

Program Delivery:

– *Planning Practice Fundamentals:*

This content will be achieved through self-directed or structured learning, (i.e., courses held in conjunction with CIP and Affiliate conferences or Annual General Meetings; or taped proceedings/written transcripts thereof), local workshops, or available from a range of other providers. It will focus on:

- Ethics for Planners
- Effective Communications (Plain Speaking and Writing)
- Negotiation, Mediation and Dispute Resolution
- Collaboration and Management
- Critical Thinking

- ***Practice Areas:***
This will be Planning and Related content acquired through self-directed or structured learning, via conference attendance, giving or receiving college or university courses, other professional development means.

Acknowledgments:

An “Annual Certificate of Competence” will be provided to members when self-reporting forms are returned and verified. Additional forms of recognition will be considered for recognized specification areas.

Appendix A: Additional Workshop Notes

CPL Launch Tasks:

- Circulate framework/position paper to Affiliates for endorsement (and appointments to National CPL Committee)
- Establish the National CPL Committee
- Present framework/position paper at Halifax CIP conference (July 2003) regarding delivery/means
- Adoption of CIP Bylaw changes / revised Code of Conduct
- Conduct membership survey on CPL priorities/needs
- Committee to recommend action plan for implementation by 2004

Implementation Strategy:

- Analyze total program delivery costs / revenue sharing
 - CIP (admin)
 - Intellectual property & maintenance
 - Instruction costs
 - Site costs (logistics)
 - Affiliate (admin)
 - Developmental (reinvestment)
- Identify capacity to deliver
- Identify cost effective delivery vehicles (economies of scale, avoid duplication)
- Financial sustainability (revenue stays within CPL function)
- Establish principles for ethical operation
- Focus on delivering fundamentals of practice
- Start with what's available / Identify gaps
- Operate as a smart business (cross marketing)
- Range of products/services to address cost/accessibility/affordability
- Explore non-member revenue potential and sponsorship opportunities
- Audit and evaluation function
- Re-evaluate BC pilot project
- Certification considerations for structured courses (delineate committee / Affiliate roles)
- Define types of self-directed learning opportunities
- Communications strategy (w. Affiliates / w. membership)

Appendix B: Participants, CPL Workshop (April 11/12, 2003)

The accompanying Outline was collaboratively prepared and is collectively endorsed by the following workshop participants:

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