



AIFST CPD PROGRAM

APPENDIX ONE: ELIGIBLE ACTIVITIES

Activities need to align with the core values of AIFST, be presented by AIFST or by reputable providers; employers; accredited training organisations; educational facilities; affiliated providers or be shown to be able to provide value to AIFST members. For clarification regarding activities or to request an activity be considered as eligible please contact education@aifst.com.au.

The program requires a minimum of 20 units per year in total for CPD, which aligns with a range of equivalent professions. In its initial phase, enrolled members have 24 months to attain the 20 units required. In July 2021 the program will shift to a 12-month time frame to achieve the 20 units.

Core Activities are those which involve gaining knowledge and skills in areas directly related to food science and technology. Each activity counts as a minimum of **1 unit**. **The units are allocated based on time spent in the activity and any assessment component.**

Supporting Activities involve:

- 1) gaining knowledge and skills in areas necessary to undertake your role but may not be directly related to food science and technology **OR**
- 2) assist in enhancing your career opportunities **OR**
- 3) provide people or self-management skills.

Each activity counts as a minimum of **0.5 unit**. **The units are allocated based on time spent in the activity and any assessment component.**

Within each of these 2 groups, there are a range of activities delivered by those providers or courses which align with the AIFST criteria for inclusion. The program requires a minimum of **20 units per year in total**. (per 24 months in its initial phase)

A complete CPD program for 1 year should consist of minimum of 10 Core CPD units.

The remaining units can be a combination of the core and supporting activities.



<p style="text-align: center;">Core Activities</p> <p style="text-align: center;"><i>Directly involved with professional activities of food science and technology</i></p>	<p style="text-align: center;">Allocated Units</p> <p style="text-align: center;"><i>The units are allocated based on time spent in the activity and any assessment component.</i></p> <p style="text-align: center;"><i>A minimum of 1 unit per hour for a core activity.</i></p>
<p>AIFST Branch and specialist group, national meetings and workshops organised by AIFST</p> <p>AIFST Convention Attendee Presentation at an AIFST Convention</p> <p>AIFST Technical Meeting</p>	<p>1 Unit Per Hour 2 Units <i>(based on 2 hours preparation for a minimum 20 min presentation)</i> 1 Unit Per Hour</p>
<p>Seminars/Workshops/Conferences of a technical nature – recognised by AIFST</p> <p>E.g.</p> <ul style="list-style-type: none"> • Food packaging • Food safety • New Technologies • Food Engineering • GM Foods • Consumer Trends • Food Processing • Nutrition • Quality Management • Training on new and existing legislation • Sensory evaluations. 	<p>1 Unit Per Hour - <i>if no assessment component</i></p>
<p>Membership of working groups/parties/special interest groups formally constituted by a relevant professional Institute or other approved organisation</p> <ul style="list-style-type: none"> • Project team • Specialist group committees. <p>E.g. IAFP, AAFP, Food Micro special interest group, ATSIG, Allergen Bureau, Sensory SIG, Convention technical committee</p>	<p>1 Unit Per Meeting</p>
<p>Formal courses at educational institutions in areas directly related to professional activities of food scientists and technologists</p> <p>TAFE/University Short Courses</p> <p>E.g.</p> <ul style="list-style-type: none"> • Food handling • Food manufacture • Introduction to Food Microbiology • HACCP/VACCP/TACCP • Short courses about specific foods, E.g. malting & brewing • Biotechnology • Fermentation. 	<p>1 Unit Per Hour - <i>if no assessment component</i></p>

Recognised online learning or courses in areas directly related to professional activities of food scientists and technologists	1 Unit Per Hour - <i>if no assessment component</i>
Courses delivered by AIFST, AIFST CPD Program Partners or approved providers E.g. BSI/BRC/NATA/SGS/SAI Global/Thermofisher/FSANZ/AFGC/AIP/GS1 /GFSI.	1 Unit Per Hour - <i>if no assessment component</i>
Allergen Management and VITAL training delivered by Allergen Bureau endorsed trainers – <i>online and face to face</i>	1 Unit Per Hour - <i>if no assessment component</i>
Preparation and presentation of papers related to activities of professional food scientists and technologists at recognised conferences, however not normal course of duties <ul style="list-style-type: none"> • Talks at universities, student groups • Talks at workshops, conferences, seminars ----- • Refereeing scientific papers • Preparing critical book reviews. 	1 Unit – <i>based on 2 hours preparation for a minimum of 20-minute presentation or similar</i> ----- 1 Unit Per Hour
Webinars <ul style="list-style-type: none"> • Technical Webinars – <i>Presented by AIFST</i> • Technical Webinars – <i>Presented by approved CPD program partners.</i> 	1 Unit Per Hour
Organised and structured in-house courses and workshops on professional issues <ul style="list-style-type: none"> • Training sessions, E.g. Sensory • Seminars, E.g. Food handling • Outside speakers brought in to talk about professional issues. 	1 Unit Per Hour
Academic activities - <i>outside scope of normal work role</i> <ul style="list-style-type: none"> • Supervised academic research • Paid research for publication in a peer reviewed journal or similar • Preparation of a journal article, E.g. <i>food australia</i> or other peer reviewed publications. 	1 Unit Per Hour

<p style="text-align: center;">Supporting Activities <i>Necessary to your career development but indirectly related to food science and technology.</i></p> <p style="text-align: center;"><i>These may be required for your current role or outside the scope of your current role but part of your career progression.</i></p>	<p style="text-align: center;">Allocated Units <i>Minimum of 0.5 Unit PER hour</i></p> <p style="text-align: center;"><i>The units are allocated based on time spent in the activity and any assessment component.</i></p>
<p>AIFST Branch Meetings</p>	<p>0.5 Unit Per Hour</p>
<p>Short Courses/Seminars/Workshops E.g.</p> <ul style="list-style-type: none"> • Languages • Business Management • Finance • IT • Management • Leadership • Organisation • Writing • Computer skills • Marketing • General IT • Courses in Food Software, E.g. Foodworks. 	<p>0.5 Unit Per Hour – <i>if no assessment component</i></p>
<p>Programmed self-study including Professional development activities</p>	<p>0.5 Unit Per Hour</p>
<p>Non-technical events by AIFST or affiliated organisations</p>	<p>0.5 Unit Per Meeting</p>
<p>In-House Seminars E.g. Supplier technical presentations.</p>	<p>0.5 Unit Per Hour</p>
<p>Relevant Reading E.g. Journals/Technical Notes/White papers/Texts. <i>Maximum of 25% of total CPD units</i></p>	<p>0.5 Unit Per Hour</p>
<p>Technical discussion groups of other organisations E.g. ASM</p>	<p>0.5 Unit Per Hour</p>
<p>The preparation and delivery of a presentation to your peers in a work context</p>	<p>0.5 Unit Per Hour</p>
<p>AIFST Mentoring – <i>Mentor/Mentee</i></p>	<p>0.5 Unit Per Session – <i>spent with mentor/mentee</i></p>
<p>Webinars</p> <ul style="list-style-type: none"> • Non-Technical Webinars – <i>Presented by AIFST</i> • Non-Technical Webinars – <i>Presented by approved CPD program partners</i> <p>E.g. Career Development, People Management, Communication.</p>	<p>0.5 Unit Per Hour – 0.5 Unit Per Hour – <i>if no assessment component</i></p>

The value of the assessment components will be determined based on the complexity of the material delivered and the length and format of the assessment.

Examples of Relevant Seminars/Workshops/Conferences

- AIFST Conventions
- Aust Food and Wine Conference
- Aust Food Micro Conference
- AIP (Packaging) Conference
- APAC Conference
- DIAA Conference
- Cereal Conference
- Meat Conference
- Sensory Conference

Examples of Eligible Meetings

- Aust Nutrition Foundation
- Food Science Australia
- FSANZ (Food Standards Australia New Zealand)
- Dieticians Association
- IAFP (International Association for Food Protection)
- AAFP (Australian Association for Food Protection)
- RACI (Royal Australian Chemical Institute)
- Codex (Codex Alimentarius Commission)
- DAWR (The Australian Government Department of Agriculture and Water Resources)
- AOAC International
- ASM (Australian Society of Microbiology)

Examples of Eligible Journals

- Food Australia
- Food Technology (IFT, USA)
- J. Food Science
- J. Food Protection
- Food Science and Technology (IFST, UK)
- International J. Food Research

Universities that provide courses and qualifications in food science and technology. View the guide [here](#).

N.B. this list is not exclusive

For further information or to discuss the allocation of CPD units please contact education@aifst.com.au.