



Materials Australia Certified Materials Professional (CMatP) Handbook

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1.0 Introduction

This handbook is the go-to guide for the Materials Australia Certified Materials Professional (CMatP) accreditation program. The intent of this handbook is to cover the requirements of the CMatP program, including continuing professional development (CPD) to maintain CMatP accreditation.

2.0 Materials Australia CMatP Accreditation

2.1 What is a CMatP?

A Certified Materials Professional is a person to whom Materials Australia (MA) has issued a certificate declaring that they have attained the required standard and that their achievement is formally recognised by MA.

A Certified Materials Professional (CMatP):

- Is recognised as demonstrating excellence and possessing specialist knowledge in the practice of materials science and engineering through their profession or workplace.
- Is prepared to share their knowledge and skills in the interest of others.
- Is a member of a materials technical association that supports industry, research, education and training.
- Promotes excellence and innovation in materials science and engineering.
- Follows and promotes the Materials Australia Code of Ethics and Conduct.

2.2 Benefits of Becoming a CMatP

There are a number of benefits to becoming a CMatP. Some of the benefits include:

- Each CMatP will receive a Certificate of Membership, often presented by the State Branch, together with a unique Materials Australia Badge.
- CMatPs will be promoted through Materials Australia Magazine and other media channels.
- A Certified Materials Professional can use the post-nominal CMatP.
- Materials Australia will actively promote the CMatP status to the community and employers, as well as internationally through our partner organisations.
- A CMatP may be requested to represent Materials Australia throughout Australia and overseas at Government, Media and other important activities.
- In particular, a CMatP may represent MA on Standards Australia Committees and at international conferences and meetings.
- A CMatP may be offered an opportunity as a Mentor for Student members.
- Network directly with other CMatP peer groups who have recognised levels of qualifications and experience.
- CMatPs may form a Special Interest Group and may take the Leadership role in their Special Interest Group by assisting in the facilitation and distribution of new knowledge amongst peers and members.

2.3 Minimum Requirements to Become a CMatP

To become a CMatP, at least one of the following criteria outlined below must be met.

Type of Qualification	Requirements
Degree Level Qualification	Hold a degree level qualification from a materials related course plus at least four (4) years of relevant postgraduate materials experience
Diploma Level Qualification	Hold a diploma/advanced diploma qualification from a materials related course, plus at least five (5) years relevant postgraduate materials experience
PhD or Masters Qualification	Hold a PhD or Masters qualification from materials related studies, plus at least three (3) years of relevant postgraduate materials experience
Materials Related Trade Qualification	Hold a materials related trade (e.g. welding, coating, heat treatment, non-destructive testing, cathodic protection, metallography, etc.) qualification plus at least ten (10) years of relevant materials experience

2.4 Applying for CMatP

Materials Australia members and non-members can apply for CMatP by lodging an online application at materialsaustralia.com.au/materials-australia-membership/cmatp-membership

Applicants for CMatP status do not have to be paid up members to apply; they will receive their accreditation (if successful) and membership simultaneously.

The Materials Australia Website details the associated application fee and CMatP membership costs.

3.0 Continuing Professional Development Requirements

3.1 Objective

The purpose of undertaking Continuing Professional Development (CPD) activities is to extend or update a practitioner's knowledge, skill or judgement in their area or areas of practice, which enables them to:

- Maintain technical competence;
- Develop or improve personal and business management skills;
- Retain and enhance their effectiveness in the workplace by being able to help, influence and lead others by example;
- Successfully deal with changes in their career; and
- Better serve the materials community.

3.2 Relevance of CPD Activities

Continuing Professional Development (CPD) must be relevant and measurable to ensure CMatP status has credibility within the materials community. CPD is required to be undertaken annually to maintain CMatP status and should comprise components that improve existing (or explore new) knowledge, skills and capabilities for your current role. An important aspect of CPD is the broader commitment of the CMatP to the materials profession via involvement in Materials Australia activities.

It is recognised that, as members progress through their careers, the opportunities for attending technical seminars, conferences or courses may diminish. Hence, credit may be claimed for courses such as business management, risk management, project management, engineering, etc. Where circumstances do not provide an opportunity to undertake the activities identified above to maintain CMatP status, an application may be made to Materials Australia to be involved in other equivalent activities to demonstrate Continuing Professional Development. This may be relevant to CMatPs who are working overseas or in isolated areas of Australia.

3.3 CPD Hours – Types and Conditions

Continuing Professional Development (CPD) will be maintained by accruing at least 150 hours in a three-year period starting from the first full year of CMatP membership. This is in alignment with the CPD requirements for Engineers Australia. The following table outlines CPD activities and associated hours which will be accrued from participation. We encourage all of our members to actively contribute to their local MA Branch by attending technical evenings, presenting technical topics as a CMatP, or getting involved with MA publications and conferences.

Materials Australia CMatP CPD – Types and Conditions

Type of CMatP CPD	Conditions	Notes
<p>I. Any tertiary course taken either as an individual course or for a formal post-graduate award</p>	<p><i>There is no limit to the maximum number of hours that you can claim over a three-year period for these activities.</i></p>	<p>Certified course in materials science/engineering or management. Undertaking a certificated course in an engineering or management topic.</p> <p>Study may be either on campus or by distance education. For distance education, estimate the equivalent number of hours of formal face-to-face education that would have been involved.</p> <p>Time claimed is the actual hours of lectures / tutorials / laboratory work, noting that there will almost always be further time spent both in preparation and follow-up. All such activities will involve some form of assessment.</p>
<p>II. Short courses, workshops, seminars and discussion groups, conferences, technical inspections and technical meetings</p>	<p><i>There is no limit to the maximum number of hours that you can claim over a three-year period for these activities.</i></p>	<p>Registered participant at materials or related technical meetings, presentations, conferences, and/or training courses inclusive of business management courses, seminars and workshop sessions facilitated by Materials Australia (MA), or by recognised practitioners and/or other boards in the materials engineering field. This also includes verified attendance at MA branch technical meetings.</p> <p>Materials Australia recognises that workshops, seminars and discussion groups will often be in-house for employees of major engineering concerns.</p> <p>For the above activities, Materials Australia recognises physical attendance or via webinars. Time claimed is the actual hours of meetings, presentations, seminars, conferences, training courses, etc.</p>
<p>III. Learning activities in the workplace that extend competence in the area of practice</p>	<p><i>A maximum of 75 hours of your total CPD in any three-year period may be claimed for these activities.</i></p>	<p>Activities that are normal work activities applying current knowledge cannot be claimed as learning activities in the workplace. For any learning activity inclusive of any in-house training and Lunch & Learn forums undertaken in the workplace, you must be able to demonstrate how it has extended your knowledge.</p>
<p>IV. Private study which extends your knowledge and skills</p>	<p><i>Reading of the quarterly magazine of Materials Australia, other recognised practitioners and/or boards can contribute to a maximum of 20 hours of your total CPD in any three-year period.</i></p> <p>Note: The <u>total claimable hours</u> for learning activities in the workplace (Type III) and private study (Type IV) combined <u>are 95 hours</u> over three years.</p>	<p>Private study may be in your area of practice (e.g. ASM courses) and/or in the core areas of risk management, business and management skills.</p> <p>Private study includes attending webinars and reading of books, journals, technical papers/reports, publications, transactions, manuals, etc. from Materials Australia or other recognised practitioners and/or boards. Sufficient records must be kept of claimed personal reading (e.g. date, title, author and time invested) to address a CMatP auditor's inquiry.</p> <p>This information should be recorded after you have read the article for audit purposes.</p>

Materials Australia CMatP CPD – Types and Conditions

Type of CMatP CPD	Conditions	Notes
<p>V. Service to the engineering profession</p>	<p><i>There is no limit to the maximum number of hours that you can claim over a three-year period for these activities.</i></p>	<p>Service to the engineering profession may include:</p> <ul style="list-style-type: none"> ○ serving in a volunteer capacity for Materials Australia at National level and/or branch level as office bearers and councillors, conference organising chairman, committees, special interest group leadership such as: <ul style="list-style-type: none"> ▪ Titled office positions: President, Secretary, Treasurer, Chairman ▪ Members without a designated title who are ordinary members of councils and committees; ○ being a panel member on tertiary course accreditation visits; ○ reviewing technical publications prior to publication; ○ assisting with CPD audits; ○ assisting with CMatP application review; ○ serving as a volunteer on other recognised boards and committees which advance the engineering profession (e.g. Engineers Australia); ○ being an interviewer on chartered status assessment panels on other recognised boards; ○ mentoring a colleague for work experience purposes; ○ preparation of written submissions / contributions to, and participation in technical standards related meetings of organisations, such as Standards Australia, on areas relevant to your professional work (whether representing Materials Australia, Engineers Australia or another organisation).
<p>VI. The preparation and presentation of material for courses, conferences, seminars and symposia</p>	<p><i>Up to 45 hours per paper may be claimed for papers published in journals and conference proceedings and for the preparation of material for courses not part of your normal employment function, e.g. as a visiting lecturer from industry.</i></p> <p><i>Up to 75 hours per paper may be claimed for papers subject to critical peer review prior to publication.</i></p>	<p>This represents work outside of your normal employment and can be claimed for CPD purposes if the material is prepared and presented by you and the activities contribute to the advancement of the profession. This includes:</p> <ul style="list-style-type: none"> ○ Presentation at a MA or similar technical meeting; ○ Presenting at a MA or other engineering conference or seminar; ○ Presenting a Materials Australia training course; ○ Authoring or co-authoring an Article for MA magazine; ○ Presentation at an in-house training course, e.g. Lunch & Learn forum; ○ Writing technical articles for a publication: <ul style="list-style-type: none"> ▪ Researchers/academics at universities and research institutes ▪ Industry and other non-government research personnel.

Materials Australia CMatP CPD – Types and Conditions

Type of CMatP CPD	Conditions	Notes
<p>VII. Practitioners employed in tertiary teaching or academic research</p>	<p><i>Chartered EA members and CMatPs employed in tertiary teaching and/or academic research must be able to demonstrate a minimum of 40 hours of industry involvement in any three-year period.</i></p>	<p>MA CMatP and/or other Chartered members employed in tertiary teaching and/or research positions in universities and VET/TAFE must undertake CPD that demonstrates engagement with contemporary engineering industry practice. This engagement may take the form of provision of consultancy services to industry, participation in joint industry-university research collaboration, supervision and development of students' industry-based design projects and field trips, or other direct industry involvement, such as secondment.</p>
<p>VIII. Any other structured activities not covered by I to VI above that meet the objectives of the CMatP CPD policy</p>	<p><u>A maximum of 50 hours</u> of your total CPD in any three-year period may be claimed for these activities. <u>1 hour</u> may be claimed for each LinkedIn discussion thread and for each Letter to the Editor.</p> <p><i>Work on patents and other IP may not be claimed if a part of everyday work.</i></p> <p><i>Documentary evidence and a clear justification will be necessary.</i></p>	<p>Any other structured activities may include:</p> <ul style="list-style-type: none"> ○ Supervising a Materials related PhD or Masters student; ○ Conducting a student marketing campaign for MA or another kindred society; ○ Lobbying and investment activities related to the materials engineering or related sector; ○ Making a substantial contribution to a MA CMatP LinkedIn discussion; ○ Writing a Letter to the Editor of Materials Australia magazine.

3.4 Recording CMatP CPD Hours

Recording of CMatP CPD hours should be done using the Microsoft Word table recording sheet available on the MA website, a sample copy of which is appended to this document. Alternatively, the CPD hours record may be submitted as a spreadsheet if desired.

The hours pertaining to each event may be audited from time to time as outlined in Section 3.5. Structured activities not covered by CPD Types I – VII in the table in Section 3.3 above, but which meet the objectives of the CMatP CPD policy, can be submitted for consideration as Type VIII CPD. Documentary evidence and a clear justification will be necessary for these activities.

Any disputes over a nominated CPD activity and its eligibility will be dealt with in writing. The decision of the MA National President will be final in this regard.

3.5 CMatP CPD Auditing

From time-to-time, the MA CMatP Sub-Committee will perform audits of CMatP members' CPD to ensure compliance.

As per Section 3.3, to maintain CMatP accreditation, all CMatP members must maintain 150 hours over 3 years.

Auditing of CMatP Continuing Professional Development will commence on a calendar year basis, starting in January 2022. For the first 3 years we will be asking for volunteers only, and regular auditing will commence in January 2025. One third of our (nearly 200) CMatPs will be audited each year. This will be done on a rolling alphabetical basis for simplicity.

To keep things simple, the CMatP members targeted for audit will be notified of their selection for audit and will be able to download the table of CPD requirements plus the CPD recording sheet from the MA website from January 2022. The completed CPD record should be emailed to our National Office, who will allocate it to a CMatP Sub-Committee member for assessment. The Sub-Committee reserves the right to request supporting evidence if there is some doubt about a particular claimed activity.

Members selected for audit will be advised of the outcome of the audit in writing no more than 1 month after completion of the audit.

4.0 National CMatP Sub-Committee

Materials Australia has put together a CMatP Sub-Committee comprised of a representative from most state branches to champion the CMatP accreditation program (including assisting with review of applications, auditing of CMatP members and responding to general queries regarding the CMatP accreditation process). A full list of state representatives for CMatP can be found on the Materials Australia Website. The CMatP Sub-Committee reports to the MA National Membership Committee.

Ref	Date	Type I to VIII	CPD activity / topic / provider	How activity has extended knowledge	Related Area of Practice Hours
					Minimum: 150 hours over a 3-year period
				Total of All Types	(Required 150)

TYPE	Conditions relevant to type of CPD over a 3-year period	Transpose Time here
Type I	No limit.	
Type II	No limit.	
Type III	MAXIMUM of 75 hours may be recorded.	
Type IV	Combined total of recorded types Type III and IV to be a MAXIMUM of 95 hours, including reading Materials Australia magazine not greater than 20 hours.	
Type V	No limit.	
Type VI	Up to 45 hrs for each published paper. Up to MAXIMUM of 75 hours for each paper subject to critical review.	
Type VII	For Chartered EA Members and CMatPs employed in tertiary teaching or academic research - a MINIMUM of 40 hours industry involvement.	
Type VIII	You will need to provide documentary justification for this type. A MAXIMUM of 50 hours.	
Total	Total CPD activities (Goal 150 hours/3-year period)	

Name: _____

Signature: _____

MA ID: _____