

QPMR

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Continuing Professional Development QPMR Point Requirements

To maintain your QPMR status, your professional development activities are required to add up to at least **100 points** on the QPMR continuing professional development scale over a 12 month period. The QPMR continuing professional development point requirements are detailed below and include an indication of what the QPMR Assessor look for when reviewing QPMR renewals.

Required information for each category

Category	Documentary Evidence Requirements	What Assessors Look For
1. Professional reading (5pts per article/chapter. Max 100 pts)	Information in the category should include: <ol style="list-style-type: none"> details of articles (Peer reviewed only), book or journal titles, authors, year of publication, chapters in text or technical books (a complete reference) evidence of reading provided for every 5 points claimed completed section of diary and total points claimed for the category 	<ul style="list-style-type: none"> Sufficient detail to demonstrate the relevance of the material to Professional Development A paragraph on what, in each chapter or article, you found useful and what you gained from reading it Whether journals are peer reviewed journals If the material is particularly new an indication as to whether it would be of benefit to other AMSRS members.
2. Attending AMSRS Summer School. (45 pts per day Max 90 pts)	Information in the category should include: <ol style="list-style-type: none"> completed section of diary outlining dates of attendance if not attending entire event, details of the days attended total points claimed for the category 	<ul style="list-style-type: none"> An outline of demonstrated relevance of event to Professional Development.
3. Attending AMSRS Conferences or other professional conferences. (30 pts per 7 hr day)	Information in the category should include: <ol style="list-style-type: none"> completed section of diary outlining dates of attendance if not attending entire event, details of the days/sessions attended details and evidence of attendance for all non AMSRS learning (including payment receipts) total points claimed for the category 	<ul style="list-style-type: none"> An outline of demonstrated relevance of Conference/s to Professional Development A paragraph in relation to each conference attended.
4. Attending AMSRS or other professional bodies' seminars, workshops, or courses. (5 pts per hour of tuition*)	Information in the category should include: <ol style="list-style-type: none"> completed section of diary outlining course/s, event/s and date/s attended details and evidence of attendance for all non AMSRS 	<ul style="list-style-type: none"> An outline of demonstrated relevance of event/s to Professional Development

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	<p>c) learning (including payment receipts)</p> <p>c) total points claimed for the category</p>	<ul style="list-style-type: none"> The names and details for non-AMSRs events and activities.
<p>5. Participating in Special Interest Groups. (5 pts per hour of tuition *)</p>	<p>Information in the category should include:</p> <p>a) completed section of diary outlining Special Interest Groups participation including name, date and time details and evidence of attendance at Special Interest Groups events (including payment receipts)</p> <p>b) details and evidence of attendance at Special Interest Groups events (including payment receipts)</p> <p>c) total points claimed for the category</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of event/s to Professional Development Evidence about what participation added to Professional Development and existing knowledge.
<p>6. Attending intensive courses run by professionally relevant organisations other than AMSRS. (30 pts per 7 hr day, Max 90 pts)</p>	<p>Information in the category should include:</p> <p>a) completed section of diary outlining course/s and attendance date/s</p> <p>b) details and evidence of attendance for all non AMSRS learning (including payment receipts)</p> <p>c) total points claimed for the category</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of course/s to Professional Development.
<p>7. Enrolled in relevant post graduate studies. (30 pts per subject per semester, Max 60 pts)</p>	<p>Information in the category should include:</p> <p>a) completed section of diary outlining details of post graduate studies and university attending</p> <p>b) details and evidence of attendance at courses (including fee payment receipts)</p> <p>c) total points claimed for the category</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of studies to Professional Development.
<p>8. Enrolled in PhD or Honours Masters (research degree) relevant to market or social research. (Max 60 pts per year)</p>	<p>Information in the category should include:</p> <p>a) completed section of diary outlining details of post graduate studies and university</p> <p>b) on outline of PHD or Honours thesis</p> <p>c) details and evidence of enrolment (including fee payment receipts)</p> <p>d) total points claimed for the category</p> <p><i>Please note:</i> Points claimed can be applied once only in this category.</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of studies to Professional Development.
<p>9. Original article published in refereed journal of relevance to market and social research. (60 pts per article)</p>	<p>Information in the category should include:</p> <p>a) completed section of diary outlining details of article/s and journal/s published in</p> <p>b) details and proof of publication</p> <p>c) total points claimed for the category</p> <p><i>Please note:</i> If multiple authors QPMR points claimed must be proportional to number of authors.</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of writing articles to Professional Development.
<p>10(a). Delivering a one off guest lecture to students or professional body. (10 pts per hour of tuition)</p>	<p>Information in the category should include:</p> <p>a) completed section of diary outlining details of lecture/university and course</p> <p>b) details and proof of lecturing</p> <p>c) total points claimed for the category</p> <p><i>Please note:</i> Points claimed can be applied once only in this category.</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of lecturing to Professional Development.
<p>10(b). Lecturing to tertiary students or</p>	<p>Information in the category should include:</p>	<ul style="list-style-type: none"> An outline of

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delivering courses in market and social research. (Max 60 pts for the first year, 10 pts in subsequent years)	<p>a) completed section of diary outlining details of lecture/university and course</p> <p>b) details and proof of lecturing</p> <p>c) total points claimed for the category</p> <p><i>Please note:</i> Points claimed can be applied once only in this category.</p>	demonstrated relevance of lecturing to Professional Development.
11 Preparing and delivering paper/course to a professional body, including AMSRS short courses. (10 pts per hour of tuition, Max 60 pts per year)	<p>Information in the category should include:</p> <p>a) completed section of diary outlining details of course, paper and organisation</p> <p>b) details and proof of course/paper delivery</p> <p>c) total points claimed for the category</p> <p><i>Please note:</i> If multiple authors QPMR points claimed must be proportional to number of authors.</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of preparing and delivering paper/course/s to Professional Development.
12. Receiving formal In-house training relevant to market and social research. Excludes on the job training (5 pts per hour of tuition, Max 40 pts)	<p>Information in the category should include:</p> <p>a) completed section of diary outlining details of course, type of training, duration of training</p> <p>b) proof of attendance at training</p> <p>c) total points claimed for the category</p> <p><i>Please note:</i> An In-House training record is available on the website to assist record keeping in this area.</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of event/s to Professional Development.
13. Preparing and delivering in-house training relevant to market and social research. (10 pts per hour of tuition, Max 60 pts per year)	<p>Information in the category should include:</p> <p>a) completed section of diary outlining details of type of training (including outline of course), duration of training, date/s and where training occurred</p> <p>b) proof of training delivery</p> <p>c) total points claimed for the category</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of preparing and delivering in-house training to Professional Development.
14. Internet based learning, including AMSRS webinars, relevant to market and social research courses. (5 pts per hour of tuition and validated enrolment, Max 60 pts)	<p>Information in the category should include:</p> <p>a) completed section of diary outlining details of internet learning undertaken, including outline of course and duration, date/s when learning occurred</p> <p>b) proof of Internet based learning attendance</p> <p>c) total points claimed for the category</p> <p><i>Please note:</i> Validated enrolment equals evidence of enrolment and attendance.</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of event/s to Professional Development Validated evidence of enrolment and attendance in internet based courses.
15. Supervision or mentoring outside one's own organisation. Receiving or giving. (5 pts per hour of tuition, Max 40 points)	<p>Information in the category should include:</p> <p>a) completed section of diary outlining supervision or mentoring role/s</p> <p>b) evidence of attendance at supervision or mentoring</p> <p>c) evidence that supervision or mentoring was outside the company</p> <p>d) total points claimed for the category</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of event/s to Professional Development.
16. Contribution to industry. (2.5 pts per hour, Max 60 pts)	<p>Information in the category should include:</p> <p>a) completed section of diary outlining type of contribution, name of activity, dates of events</p> <p>b) proof of undertaking activity</p> <p>c) total points claimed for the category</p>	<ul style="list-style-type: none"> An outline of demonstrated relevance of event/s to Professional Development.

Tuition defined to include active and passive learning. It does not include claims for time covering lunch breaks.

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Continuing Professional Development Summary

Please summarise your professional development activities over the past year in the table below, and provide further details as indicated in the following pages of the QPMR diary. Your professional development activities must add up to **at least 100 points** on the QPMR continuing professional development scale to maintain your QPMR status.

Name: Member Number.....

Please circle your renewal period: 1 May to 30 April / 1 November to 31 October

Category Number	Type of Professional Development Activity (please see QPMR Point Requirements sheet)	Points Claimed
1	Professional reading	
2	Attending AMRS Summer School	
3	Attending AMRS Conferences or other professional courses	
4	Attending AMRS or other professional bodies' Seminars, Workshops or Courses.	
5	Participating in Special Interest Groups	
6	Attending Intensive courses run by professionally relevant organisations other than AMRS	
7	Enrolled in relevant post graduate studies	
8	Enrolled in PhD or Honours Masters (research degree) relevant to market or social research	
9	Original article published in refereed journal of relevance to market and social research	
10 a	Delivering a one off Guest lecture to students or professional body	
10 b	Lecturing to tertiary students or delivering courses in market and social research	
11	Preparing and delivering paper/course to a professional body, including AMRS short courses	
12	Receiving formal In-house training relevant to market and social research. Excludes on the job training	
13	Preparing and delivering formal in-house training relevant to market and social research	
14	Internet based learning, including AMRS webinars, relevant to market and social research	
15	Supervision or mentoring outside one's own organisation. Receiving or giving	
16	Contribution to industry	
	Total points	

Declaration:

I declare that, to the best of my knowledge, the information provided in renewing my QPMR accreditation is true and correct.

Signed: Date.....

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Professional Development Diary

Name:Member Number.....

Please circle your renewal period: 1 May to 30 April / 1 November to 31 October

Professional Readings

Category Number

Title:

Author/s:

Publisher and Year:

Journal and Year:

Date reading completed: / /

A summary of the readings (book or chapters or articles) and how they contributed to your professional development. (Summary required for every 5 points claimed):

Total Professional Readings points claimed: (Points value: 5 points for each article/chapter)

Please: copy the required information headings and paste onto this and/or additional pages as required to record your readings.

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Type of Professional Development Activity

Category Number

Name of activity/event:

.....

Date activity/event undertaken:

Description of activity undertaken:

Observations:

Total points claimed for this category:

(Please refer to the QPMR Point Requirements sheet for the categories, a summary for the points allocation and the evidence you need to provide to accompany your diary. If you are claiming In-House training please attach a copy of the In-House Training Summary)

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Type of Professional Development Activity

Category Number

Name of activity/event:

.....

Date activity/event undertaken:

Description of activity undertaken:

Observations:

Total points claimed for this category:

(Please refer to the QPMR Point Requirements sheet for the categories, a summary for the points allocation and the evidence you need to provide to accompany your diary. If you are claiming In-House training please attach a copy of the In-House Training Summary)

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Type of Professional Development Activity

Category Number

Name of activity/event:

.....

Date activity/event undertaken:

Description of activity undertaken:

Observations:

Total points claimed for this category:

(Please refer to the QPMR Point Requirements sheet for the categories, a summary for the points allocation and the evidence you need to provide to accompany your diary. If you are claiming In-House training please attach a copy of the In-House Training Summary)

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Type of Professional Development Activity

Category Number

Name of activity/event:

.....

Date activity/event undertaken:

Description of activity undertaken:

Observations:

Total points claimed for this category:

(Please refer to the QPMR Point Requirements sheet for the categories, a summary for the point allocation and the evidence you need to provide to accompany your diary. If you are claiming In-House training please attach a copy of the In-House Training Summary)



QPMR Formal In-house Training Record

Name: Member Number.....

Please complete and attach to your QPMR dairy if you are claiming points for formal in-house training as part of your renewal. (Points value: 5 points per hour of tuition – maximum 40 points)

Date	Category Number	Type of Professional Development Activity (please see QPMR Point Requirement Sheet)	Duration of Training	Points Claimed	Trainers Name	Trainers Signature
			Total points			

Declaration: I declare that, to the best of my knowledge, the information provided in renewing my QPMR accreditation is true and correct.

Signed: Date:

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QPMR Renewal Invoice

Membership Number:	Title (please circle):	MR	MRS	MS	DR	OTHER
Name:						
Company:						
Address:						
Suburb:		State:		P/code:		
Phone:			Fax:			
Email:						

Payment enclosed for the amount of **\$88.00** (gst inclusive) Date of payment: / /

Payment details: Cheque enclosed Paid by EFT on: / /

AMSRs Bank Details
BSB: 062 217
Acct No: 0080 3399
Name: AMSRS Current Acct

Or please charge to: MasterCard Visa Amex* Diners*

• **NB: 5% surcharge applies for Amex or Diners cards.**

Card Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Signature:	Corporate Card: Yes / No
Name on Card:	Expiry date: <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>

Please retain a copy of this for your record.
This will become a tax invoice on payment and receipt will be emailed to the nominated address

Return to: QPMR Annual Renewals
Address: AMSRS, Level 1, 3 Queen Street Glebe, NSW, 2037
Phone: 02 9566 3100 / 1300 364 832
Fax: 02 9571 5944
Email: qpmr@amsrs.com.au
Website: www.amsrs.com.au
As at April 2009