



# Outline—Professional Development Program

## Objective

One of the most important objectives of the Professional Historians Association (Vic & Tas) is to ensure our members are offered the opportunity to maintain the highest standard of historical practice.

A mechanism for achieving this objective is provided through the PHA (Vic & Tas) Professional Development Program, which seeks to offer a pathway for members to review and develop their professional practices and abilities.

## Overview of the program

As part of our Professional Development Program, PHA (Vic & Tas):

- **provides** a calendar of events and learning opportunities for its members
- **encourages** members to engage in these and other similar activities provided by like-minded organisations
- **acknowledges** the professional development (PD) efforts of members by awarding a Professional Development Certificate to those who accumulate at least 100 PD points in a financial year.

Participation in the program is voluntary and only available to members. **Frequently Asked Questions** about the program are available at the end of this document.

## Purpose and aims

PHA (Vic & Tas) defines professional development as:

*The systematic maintenance, improvement and broadening of knowledge and skill, and the development of professional qualities necessary for the competent execution of a historian's duties throughout their professional life.*

The purpose of the program is to:

- **aid** members in maintaining and enhancing their knowledge and skills
- **provide** opportunities to reflect, discuss and share with fellow members
- **assist** in the creation of a committed and engaged professional community. In turn, community and employer groups will be assured participating members seek to deliver the highest standard of history.

The aim of the program is to:

- **develop**, maintain and promote high professional standards amongst PHA members
- **encourage** the acquisition and sharing of knowledge within the member community

- **promote** a culture of commitment to individual and collective professional development
- **foster** a commitment to the PHA and to fellow members.

Joining the program indicates a commitment to the principles and practice of history.

These principles and practices may relate to technology, legislation and other areas of business that affect the way members work, or the areas of history in which members practice.

Participation in the program must be in addition to those activities undertaken in the normal course of practice or employment.

## How it works

While members can participate in as few or as many PD activities as they wish, PHA (Vic & Tas) strongly encourages a minimum level of activity, irrespective of the career experience of the member.

Under the program:

1. Members participating in the program create a record of their annual PD activities by completing the PHA (Vic & Tas) Professional Development Record.
2. Those members who accumulate 100 or more points through the program submit their record to PHA (Vic & Tas) at the end of the financial year.
3. Those who are acknowledged as having 100 or more points receive a Professional Development Certificate and the opportunity to have their achievement recognised on the PHA (Vic & Tas) website.

## The Professional Development Record form

The Professional Development Record is intended to document each member's ongoing professional development, as well as their commitment to improving the professional standing of the PHA.

It also includes optional sections for recording expenses, to assist members in preparing annual tax returns.

The form is available from our website. It is in the format of a fillable PDF and contains examples of how to accrue points. If you do not wish to enter the information using a computer, you can simply print out the form and enter information by hand. You have the option of uploading the form to your member profile on our member management system, Wild Apricot. Note that this is for the purpose of private and convenient storage, and does not submit the form to PHA (Vic & Tas).

We advise members to progressively enter information on their record as they complete each PD activity. The **easiest way to do this** is to enter and save information on the form on your online member profile each time you book an event.

**Please remember** that you need to include enough information about each of your PD activities to demonstrate clearly defined learning outcomes.

## The Professional Development Certificate

This Certificate demonstrates to the community and to employer groups a member's continuing learning and development. It is valid for one year.

## Frequently Asked Questions

<b>Q.</b>	<b>Why should we think about professional development?</b>
<b>A.</b>	<p>Professional development has nothing to do with your employment, retirement or membership status. Rather, it supports your interest and curiosity in historical questions, your desire to be involved in the history community, and to become a better historian.</p> <p>Incorporating elements of professional development into your working life as a historian ensures that:</p> <ul style="list-style-type: none"> <li>• you are never complacent</li> <li>• you stand a better chance of getting better at what you do</li> <li>• you give yourself an opportunity to learn from, and share with, others</li> <li>• you remain open to new ideas</li> <li>• you create opportunities to increase the breadth and depth of your craft, and</li> <li>• you become more aware of your colleagues' activities, reinforcing a sense of a community of historians.</li> </ul>
<b>The basics</b>	
<b>Q.</b>	<b>How do I sign up for the Professional Development Program?</b>
<b>A.</b>	<p>You can join the program at any time during the financial year by keeping a record of your professional development activities and submitting the Professional Development Record form at the end of the financial year.</p> <p>Your record form can be maintained on your private membership profile page on Wild Apricot, where there is also a record of all PHA (Vic &amp; Tas) events that you have registered for. Alternatively, you can download the form and maintain it on your computer.</p> <p>You do not need to let us know that you are interested in participating. Please submit your PD form at the end of the financial year, and your activities will be assessed.</p>
<b>Q.</b>	<b>How long does the Professional Development Program run for?</b>
<b>A.</b>	A financial year, concurrent with your membership subscription. You cannot carry over points earned in one financial year to another.
<b>Q.</b>	<b>Do I have to participate in PD to be a member of PHA (Vic &amp; Tas)?</b>
<b>A.</b>	No. Participation in the Professional Development Program is voluntary and does not affect your membership.
<b>Q.</b>	<b>When do I need to submit my PD form? How do I submit my form?</b>
<b>A.</b>	Submit your form by 30 June. Please send it via email to <a href="mailto:mail@phavic.org.au">mail@phavic.org.au</a>
<b>Q.</b>	<b>How do I know you have received my form?</b>
<b>A.</b>	We will confirm by email. If you do not receive a confirmation email, please let us know.
<b>Q.</b>	<b>Who is responsible for assessing my professional development?</b>
<b>A.</b>	The Professional Development Subcommittee is tasked by PHA (Vic & Tas)'s Committee of Management to manage the PD Program. This subcommittee is made up of a number of PHA (Vic & Tas) members, three of whom are responsible for the assessment process. If during the assessment of points, the subcommittee is unsure about the validity of activities or points included in the form, they will seek clarification.

## Acquiring PD points

**Q. How many points do I need to earn to receive a PD Certificate?**

**A.** A minimum of 100 points within a financial year.

**Q. How can I find out what activities earn PD points?**

**A.** Categories and examples of acceptable activities, along with the points allocated to them, are indicated on the Professional Development Record form, making it simple to fill out. If you have any queries, please send an email to [mail@phavic.org.au](mailto:mail@phavic.org.au).

**Q. I live in regional Victoria or Tasmania and find it difficult to attend many PHA (Vic & Tas) events. How can I accumulate 100 points?**

**A.** You can participate in the online PHA (Vic & Tas) reading group or listen to a podcast of an event you can't attend. You can also contribute an article to *Pharos*, or *Circa*. Conferences, seminars, or history events that you attend may also be eligible for PD points. If you would like to offer suggestions regarding how PHA (Vic & Tas) can support regional members' professional development, please send us an email.

**Q. I worked on a historical project this year. Can I claim this work as PD?**

**A.** Activities undertaken in the normal course of your professional practice or employment, for which you were paid, cannot be claimed for PD points.

**Q. I do volunteer work with a local history/heritage group. Can I claim this as PD?**

**A.** Although not paid employment, voluntary positions do not necessarily qualify as PD. Under Category E of the program (Collegiate service activities), you may be eligible for points if your activities contribute to the professional development of other members, or promotes awareness of PHA (Vic & Tas) and encourages membership. Volunteer membership of state or national committees of similar organisations allied to history, such as ICOMOS, National Trust of Australia, or the RHSV, can also be claimed under this category (maximum of one committee in addition to PHA committees).

## Completing the Professional Development Record form

**Q. How do I fill out the Professional Development Record form?**

**A.** The form includes instructions for entering information and provides examples of different categories of points. It is always best to include as much relevant information as possible to assist the subcommittee in their assessment of PD points earned.

**Q. I am studying history as part of a Masters/PhD. What evidence do I need to submit with my Professional Development Record form?**

**A.** You need to include all the relevant details of your degree, including your university, thesis title and expected completion date. You also need to attach evidence of your enrolment.