



Human Factors & Ergonomics Society of Australia Inc

**CERTIFIED PROFESSIONAL
ERGONOMIST (CPE) APPLICATION
OCTOBER 2020**



HFESA PROFESSIONAL CERTIFICATION PROGRAMME

Guidance Notes for Applicants

Am I eligible?

You can apply if you consider you meet the following criteria:

- Have qualifications in human factors & ergonomics
- Have worked for a minimum 4 years in full time practice (or part-time equivalent) in the areas of human factors & ergonomics
- Can provide work samples as evidence of competence in human factors & ergonomics, including at least one major work sample completed within the last 5 years
- Can nominate 2 referees who are familiar with my work and who can support my application

If you are in doubt about your eligibility, or wish to seek guidance before completing and submitting your application please talk to members of your local branch or existing CPEs, or contact the HFESA secretariat to be linked into the HFESA's Mentoring program.

Certified Professional Ergonomist (CPE) Application

Your application for CPE will be in 2 stages: the Preliminary Application and the full CPE Application.

Stage 1: Preliminary Application

The Preliminary Stage provides an opportunity for you to realistically and honestly evaluate your work and experience in relation to the criteria for CPE specified in the PAB rules, paying special attention to areas 4.0, 4.1.1 and 4.1.2.

The Stage 1 Preliminary Application form can be downloaded from the HFESA website and completed. Once received, it will be reviewed by the Chair of the CPE Applications subcommittee, who will contact you by telephone to discuss your application and experience in greater detail.



PROFESSIONAL AFFAIRS BOARD MEMBERS

Nominee	Position	Email
Jean Mangharam	Chair	pabchair@ergonomics.org.au

Name	Position
Ari Antonovsky	CPE Applications Committee
Clare Folland	CPE Applications Committee
Stephen Hehir	CPE Applications Committee
Gunther Paul	CPE Applications Committee
Valerie O'Keeffe	CPE Applications Committee
Helen Moody	MOC Chair mocchair@ergonomics.org.au
Margaret Cook	MOC Committee
Richard Sutherland	MOC Committee
Robin Burgess-Limerick	Mentor Coordinators

If you haven't already been linked into the Mentoring Program, and if it is considered that mentoring would facilitate your application, you will be referred to the Mentor Coordinator. Your Preliminary Application will assist the Mentor Coordinator to match you with a suitable mentor who can positively guide your abilities, strengths and likelihood of Certification.

Please note the HFESA would prefer that applicants who proceed to Stage 2 (full CPE Application) have some assistance from a suitable CPE Mentor either formally or informally towards completing their application.

For some applicants, if your work and experience are well substantiated and fully documented in your application form, you may be directed to proceed to Stage 2 without formal mentoring.

Stage 2: CPE Application

The CPE Application stage is the formal process whereby you substantiate and fully document your work and experience to support your promotion to the level of Certified Professional Ergonomist. There is no form to complete for your Stage 2 application.

You need to prepare a formal application, containing the following:

- Certified copies of your qualifications
- Curriculum Vitae
- Documentation of your major work sample/s and supporting work samples, showing evidence of competence in each of the physical, cognitive and organisational domains
- Names and contact details of your 2 referees
- If you have been part of the formal mentoring program, you will need to submit your completed *Checklist for major & minor work samples* signed by yourself and your Mentor

All information received will be treated with the strictest confidence as per the HFESA Privacy Policy. This can be viewed on the website www.ergonomics.org.au

In completing your application, you must attach certified copies of official certificates or other records relating to relevant academic and professional qualifications, and any supporting documentation you feel is relevant to other aspects of your application. Please include details of membership of any relevant Societies and other committees and dates, and any official appointments you have held.

In your CPE application, please address the PAB rules, paying special attention to areas 4.0, 4.1.1 and 4.1.2. Providing sufficient information will assist the CPE Applications subcommittee in processing your application without delay.

Referees

When choosing referees, please note that of the 2 referees, at least one must be an HFESA member in good standing and preferably a CPE. The second referee may be an employer or client not necessarily connected or affiliated with the HFESA.

It is important that referees know you and your work sufficiently well to certify that your description of your experience and responsibilities is accurate, especially where the matters relate to professional ergonomics practice.

You are responsible for seeking the consent of your referees before their names are submitted to the CPE Applications subcommittee. It is also your responsibility to forward your application and supporting documents to your referees. Please also let them know that they will be contacted by the CPE Application subcommittee when your application is reviewed.

The CPE Referees' Report is on the HFESA website. Referees should return their report direct to the PAB c/o the HFESA Secretariat.

You may submit your application by ordinary mail or email. You are advised to retain a copy of the complete membership application for your records.

Professional Affairs Board,
c/o The Human Factors and Ergonomics Society of Australia
Inc., PO Box 7848, NORWEST, NSW 2153 or

Email to: secretariat@ergonomics.org.au



Human Factors & Ergonomics Society of Australia Inc.

Name:	
Mailing Address:	
Email Address:	
Telephone Number:	

Dear Professional Affairs Board

Re: Stage 1 – Preliminary Application

Please accept my application for Stage 1 of the Certified Professional Ergonomist (CPE) programme which provides a summary of my activities in relation to the criteria for CPE membership (full details – copy of reports etc. to be provided in Stage 2, the formal CPE application).

I understand that on the receipt of this preliminary application, the Chair of the Professional Affairs Board (PAB) will contact me to discuss my application.

A decision will then be made to either link me with the Mentoring Co-ordinator, OR I will directly submit my application for Stage 2 of the formal CPE assessment.

I understand that at all times my application will be treated in the strictest confidence.

Outlined below is a summary of my activities in relation to the criteria specified by the requirements for the grade of CPE.

**Please note that the criteria for Part A are essential for Stage 1 and Stage 2 of the CPE application; criteria in Part B can be enhanced by involvement in the HFESA Mentoring Scheme.*

Part A

I have completed an education programme that provides a comprehensive set of Ergonomics competencies (physical, cognitive and organisational domains).

Please tick ✓ to confirm

Name of institution/s, course title and date of completion:

Part B

I can provide evidence of Expertise in Ergonomics through the provision of at least one major work sample completed **within the past 5 years** which is a case study of one or more of the following:

- The analysis of a system
- The design of a system involving human-machine product, or human-environment interaction
- The evaluation of a system

I can support this major work with one or more current work samples which may include, but is not limited to analysis or evaluation reports, designs, trial or deposition testimony, patent applications or patents, granted forensic reports, books or book chapters published by commercial publishing houses, scientific articles published in refereed journals.

Please tick ✓ to confirm

I can provide evidence of a minimum of four years full-time practice (or part-time equivalent) in Human Factors and Ergonomics, and confirm that I am currently working in the field, working as an ergonomics practitioner, educating others about ergonomics, or conducting ergonomics research.

Please tick ✓ to confirm

I can nominate 2 referees (one of whom is an HFESA Member) to support my application with written reports, utilising the HFESA referee form. (Note: their names and details to be provided in Stage 2, the formal CPE application).

Please tick ✓ to confirm

Thank you for your consideration of this application.

I understand that I will be contacted by the Chair of the Professional Affairs Board by telephone to discuss this preliminary application, Stage 1 of the application for Certified Professional Ergonomist.

Signature: _____

Date: _____



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CPE APPLICATION CHECKLIST FOR MAJOR & MINOR WORK SAMPLES (Confidential)

This checklist has been derived from the ESA and NZES Competency-Based Standards Project (1997).

This checklist can be completed by a CPE Applicant (as a self-assessment tool for their major work sample), a Mentor (to ensure that their Mentee’s major work sample reaches the required standard for the CPE application), or the PAB (as a tool to assess a CPE Applicant’s work major sample).

If this checklist highlights deficits in the major work sample, then minor work sample/s can be used to fill competency/skills gaps in the checklist.

A satisfactory assessment of a major work sample can be achieved with **a minimum of 42 checklist points ticked**. However, this is conditional on:

- a) both points in the “General Considerations” section must be ticked;
- b) all, except the “presentation and/or publications” point in the “Professional behaviour” section must be ticked;
- c) 10 out of 12 points in the “Identifies appropriate information, techniques and Processes” section must be ticked;
- d) all 6 points in the “Assess the match between people and their existing and/or planned activities, equipment, environment and systems” section must be ticked;
- e) 5 out of 8 points in the “Designs and implements intervention/s” section must be ticked;
- f) 10 out of 21 points from the final three sections, “Evaluates, modifies and recommends future interventions”, “Imparts ergonomics skills and information” and “Ergonomic research”, must be ticked.

Checklist completed **for**: _____ (Applicant’s name)

Checklist completed **by**: _____ (Applicant/Mentor name/PAB)

_____ (Applicant/Mentor/PAB signature)

Date completed: _____

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HFESA CPE Application Checklist for Major & Minor Work Samples	15.09.14	HD, CZ , JM	1.1	1



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	Tick ✓	
	Major work sample	Minor work sample
General Considerations		
Were all three domains of ergonomics included in either the major work sample or minor work sample?		
Did the major work sample take at least 100 hours to complete?		
1. Professional behaviour		
Communicates effectively. The Applicant:		
• uses appropriate communication method, uses non-gender specific language, meets communication deadlines		
• is comprehensible to the intended audience/s, is organised, logical, unambiguous, concise and accurate		
• communicates effectively in individual and team situations		
• has produced conference/meeting presentations and/or journal publications		
• has produced a report of a publishable standard		



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	Tick ✓	
	Major work sample	Minor work sample
Strives to ensure optimal and ethical project outcomes. The Applicant:		
• collaborates/seek advice/consults others/other disciplines where appropriate	<input type="checkbox"/>	
• practices in a professional and ethical manner	<input type="checkbox"/>	
• demonstrates uncompromising attitude to professional practice and integrity	<input type="checkbox"/>	
2. Identifies appropriate information, techniques and processes		
Appropriately uses diverse information sources and accesses resources such as:		
• anthropometric data and modelling tools	<input type="checkbox"/>	<input type="checkbox"/>
• relevant epidemiological data	<input type="checkbox"/>	<input type="checkbox"/>
• work place and space design data	<input type="checkbox"/>	<input type="checkbox"/>
• human-machine interface design principles/data	<input type="checkbox"/>	<input type="checkbox"/>
• design data for special needs groups	<input type="checkbox"/>	<input type="checkbox"/>



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	Tick ✓	
	Major work sample	Minor work sample
<ul style="list-style-type: none"> relevant organisational records (e.g. absenteeism data, psychophysical data, injury data, organisational climate data, relevant organisational procedures/quality management/safety management data, etc) 		
<ul style="list-style-type: none"> task and job descriptions and/or analyses 		
<ul style="list-style-type: none"> industrial relations law and practice, occupational health and safety legislation, industrial awards/agreements/conditions, standards as appropriate 		
<ul style="list-style-type: none"> risk management techniques appropriate to the application 		
<ul style="list-style-type: none"> relevant equipment, environmental and user information sources (e.g. equipment and environmental specifications, operational/maintenance procedures, etc) 		
<ul style="list-style-type: none"> relevant public-access and research domains literature 		
<ul style="list-style-type: none"> expert and/or user information 		
<ul style="list-style-type: none"> applicable Standards, Codes of Practice and guidance material 		



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	Tick ✓	
	Major work sample	Minor work sample
3. Assesses the match between people and their existing and/or planned activities, equipment, environment and systems		
Appreciates the extent of human variability. The Applicant:		
<ul style="list-style-type: none"> demonstrated an understanding of the influence of users' body size, skill, cognitive abilities, age, sensory capacity, general health and experience etc 		
Determines the demands placed on people and their capacity to interact optimally with their activities, equipment, environment and systems? These include:		
<ul style="list-style-type: none"> physical demands and the influence of light, climate, noise, vibration, biomechanics, physiological (stress, immobilisation, heart rate, fatigue, etc), postures, forces, repetition, tools, equipment, PPE etc on optimal performance 		
<ul style="list-style-type: none"> cognitive demands and the influence of mental workload, vigilance, repetitive work, cycle time, equipment/system interfaces etc on optimal performance 		
<ul style="list-style-type: none"> organisational demands and the influence of job control and content, workload and deadlines, management style, change management style, etc on optimal performance 		



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	Tick ✓	
	Major work sample	Minor work sample
Determine the match between people and their activities, equipment, environment and systems. The Applicant can:		
<ul style="list-style-type: none"> analyse and interpret the information of external demands and human capacities 		
<ul style="list-style-type: none"> predict the potential consequences of varying degrees of match between demands and capacities (e.g. accidents/critical incidents/errors, discomfort, fatigue, decreased reliability/efficiency, increased training time, etc) 		
4. Designs and implements intervention/s		
Consults and collaborates with stakeholders regarding preferred intervention/s. The Applicant:		
<ul style="list-style-type: none"> obtains stakeholder input via documents/briefs, participatory techniques, stakeholder consultations, cost-benefit analysis, problem identification techniques 		
<ul style="list-style-type: none"> objectively evaluates stakeholder preferences, safety, cost and feasibility and other relevant information in determining the optimal intervention 		
<ul style="list-style-type: none"> communicates limitations, risks, costs, realistic expectations of intervention/s 		



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	Tick ✓	
	Major work sample	Minor work sample
Recommends appropriate intervention/s based on:		
• risk assessments/risk management processes		
• occupational, social, environmental, cultural, financial and individual issues (human demand/capacity match data, organisational culture, individual beliefs and attitudes, etc)		
• how intervention/s interact with other activities, equipment, environments and systems (e.g. usability trials, etc)		
• requirements/regulations from related fields (relevant Standards, Codes, Guidelines, architectural or engineering constraints/requirements, etc)		
• available human/equipment/organisational resources		
5. Evaluates, modifies and recommends future interventions		
Makes appropriate recommendations for future interventions. The Applicant:		
• seeks stakeholder feedback and negotiates changes to intervention/s		



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	Tick ✓	
	Major work sample	Minor work sample
<ul style="list-style-type: none"> uses appropriate, evaluation methods, tools and techniques (professional consensus, actual outcome compared to expected outcome, goals attained/performance indicators met, etc) 		
<ul style="list-style-type: none"> evaluates cost-effectiveness (including cost-effectiveness of alternatives) 		
<ul style="list-style-type: none"> monitors impact of intervention/s over time 		
<ul style="list-style-type: none"> identifies factors influencing intervention/s outcomes (including organisational, political, social and financial factors, barriers to change, critical incidents, etc) 		
<ul style="list-style-type: none"> facilitates modification of intervention/s required as a consequence of evaluation results 		
6. Imparts ergonomics skills and information (if relevant to major or minor work sample)		
Designs and conducts ergonomics education and training. The Applicant:		
<ul style="list-style-type: none"> conducts learning needs analysis 		
<ul style="list-style-type: none"> identifies opportunities for learning in ergonomics and related areas 		
<ul style="list-style-type: none"> incorporates learning principles into the design of education/training package/program 		



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	Tick ✓	
	Major work sample	Minor work sample
<ul style="list-style-type: none"> identifies appropriate education/training method (e.g. face-to-face, group facilitation, mentoring, information products, manuals etc) 		
<ul style="list-style-type: none"> evaluates if the learning objectives have been achieved (assessment, short/long term evaluation, attitude/behaviour change, etc) 		
7. Ergonomic research (if relevant to major or minor work sample)		
Extends the boundaries of current ergonomics knowledge through high quality, <u>supervised</u> research. The Applicant:		
<ul style="list-style-type: none"> addresses ethical and confidentiality issues 		
<ul style="list-style-type: none"> conducts an extensive and relevant literature review and follows relevant guidelines on referencing 		
<ul style="list-style-type: none"> identifies appropriate research questions, including relevant theoretical issues 		
<ul style="list-style-type: none"> uses appropriate research methodologies to address the research questions 		
<ul style="list-style-type: none"> uses a systematic approach to data collection and storage 		
<ul style="list-style-type: none"> undertakes appropriate and accurate data analysis 		



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	Tick ✓	
	Major work sample	Minor work sample
<ul style="list-style-type: none">• undertakes appropriate and accurate interpretation of results which address the research questions and any relevant theoretical issues		
<ul style="list-style-type: none">• prepares appropriate recommendation/s for application of research results		
<ul style="list-style-type: none">• presents research findings at conference/s, seminars and other professional events		
<ul style="list-style-type: none">• publishes the results of research		

Strengths/Weaknesses:

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Other comments:

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