

Maintenance of Certification Record Sheet Notes

Note: HFE (Human Factors and Ergonomics) or HF/Ergonomics related is used interchangeably in these notes

APPLY: Applying ergonomics skills and knowledge (150 hours in 3 years)

Sub category description	Conditions	Notes
Projects/consultancies in ergonomics/human factors		
Includes: <ul style="list-style-type: none"> • Project leader in HFE related project • Single consultant in HFE related project • Part of a team in an HFE related project • Training development and delivery in HF/ergonomics • Policy development related to HF/ergonomics • Development of guidance material related to HF/ergonomics • Advisory activities in HF/ergonomics 	All of these activities can contribute up to a maximum of 150 hours in 3 years	<p>Do not list names of clients or provide identifying information in these sub categories in the record sheet, general descriptions will suffice.</p> <p>If selected for a random audit, further information will be sought by the Panel. Privacy and Commercial in Confidence considerations will be adhered to.</p> <hr/> <p>A diverse range of the ergonomics and human factors discipline is accounted for (e.g. fatigue, shiftwork, work design, organisational psychology) as well as applied ergonomics in anthropometry, design, usability, human computer interaction, rehabilitation etc</p>
Research and publications		
<ul style="list-style-type: none"> • Sole researcher, project leader, or participation in HFE - related research • Book or chapter related to HFE • Refereed papers in recognised HFE journals • Un-refereed papers in recognised publications related to HFE or • Refereeing papers for recognised journals related to HFE 	These activities can contribute up to a maximum of 150 hours in 3 years	Diverse ergonomics and human factors research and publication(s) included.
Papers/articles in magazines, newsletters etc related to HF/ergonomics		Diverse ergonomics and human factors topics and publication(s) included.
Factsheet or other general information related to HFE		This can include internal fact sheets or information as well as information produced for government, unions, industry bodies. <p>Do not provide identifying information in these sub categories in the record sheet.</p> <p>If selected for a random audit, further information will be sought by the Panel. Privacy and Commercial in Confidence considerations will be adhered to.</p>

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Sub category description	Conditions	Notes
Teaching and presentations		
<ul style="list-style-type: none"> • Teaching, tutoring and supervision of U/G or P/G students undertaking HF/ergonomics related subjects or projects including preparation • Teaching - at all levels of vocational education including preparation 	<p>Preparation time 2 to 1 teaching</p>	<p>Use this category if you are regularly lecturing or supervising students undertaking ergonomics related subjects at a recognised university or in vocational education.</p> <p>Occasional or irregular teaching should be listed in "SHARE" category</p>

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UPDATE: Ongoing learning and professional development (PD)

Sub category description	Conditions	Notes
Private study/reading of HF/ergonomics related literature (maximum of 10 hours per year can be credited)	Maximum of 10 hours per year	There will be no requirement to list journals, but this category is focused on ergonomics and human factors reading
Attendance at an HFESA Branch PD event Attendance at HFESA Annual Conference	These activities can contribute up to a maximum of 150 hours in 3 years along with the other categories of Share, Serve, Develop	Actual hours of the event (and not travel time) should be counted. Presenting papers or other involvement in organising the conference should be in "SHARE" category
Attendance at ergonomics/HF related conference, workshop, seminar in Australia		A wide variety of ergonomics and human factors practice is accounted for as well as applied ergonomics in anthropometry, design, usability, human computer interaction, etc
Attendance at IEA Conference		Actual hours of attendance at conference or workshops
Attendance at HF/ ergonomics related conference, workshop, seminar etc outside Australia		To allow for a wide variety of ergonomics and human factors practice, can include workshops in areas such as applied human factors (e.g. fatigue, shiftwork, work design), design, safety, anthropometrics, usability, human computer interaction, etc.
Assessed studies, courses related to HF /ergonomics (U/G level, Masters, Doctoral or Post-Doctoral)		Studies in related fields with an ergonomics/human factors component are also allowable. Study may be either on campus or by distance education
Other formal study		Formal study not specific to HFE, but with possible HFE applications. Use the 'Develop' category for short courses in areas such as auditing, risk management, safety, engineering, business management, general health, etc.

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SHARE: Sharing ergonomics skills, knowledge and experience

Sub category description	Conditions	Notes
Presentations, including tutoring, to U/G or P/G students and at all levels of voc. education undertaking HF/ergonomics related subjects or projects	Preparation time 2 to 1 teaching	If providing occasional lectures, presentations project supervision, or grading ergonomics papers use this category. If more regular work, should be in the “Apply” category and cannot be in both categories
Teaching or presentations – community (including other organisations) and industry		For HF/ergonomics related teaching or community or industry seminars/ sessions either as part of a regular role (e.g. government ergonomists) or by invitation
<ul style="list-style-type: none"> • Paper or poster at HFESA Annual Conference • Invited paper at HFESA Annual Conference • Workshop/seminars at HFESA Annual Conference 	Up to a maximum of 150 hours in 3 years along with the other categories of Update, Serve, Develop	Includes actual preparation time as well as seminar or presentation time (can be more than a 2:1 ratio in some cases).
<ul style="list-style-type: none"> • Refereed papers at ergonomics-related conferences in Australia • Refereed papers at ergonomics-related conferences outside Australia • Invited paper at ergonomics-related conferences outside Australia • Public presentation on ergonomics • Un-refereed paper on ergonomics-related topic (Aus. conferences) 		A wide range of ergonomics and human factors conferences can count in this category including presentations or papers at non-ergonomics conferences. Includes actual (but reasonable) preparation time as well as presentation time (can be more than a 2:1 ratio in some cases).
Solution Share and general non paid advice (paid advice is in the ‘Apply’ category)		
Peer Review Process		
As a mentee or utilising other CPE review processes	Also to a maximum of 50 hours in one year	Those who are a mentee formally participating in mentorship or undergoing other CPE review processes can provide details in this category. Mentors should use the “SERVE” category

SERVE: Serving the HFESA, the profession and the wider community

Sub category description	Conditions	Notes
<ul style="list-style-type: none"> Office Bearer in the HFESA (National, Branch), Committees (e.g. Branch, National, Conference, PD, SIG) Member of an HFESA Working Party Member of the HFESA Board Members of the IEA Council Office Bearers in the IEA 	<p>Up to a maximum of 150 hours in 3 years along with the other categories of Update, Share, Develop</p>	<p>Most of these categories are self explanatory. Time spent in any HFESA work, correspondence, teleconferences etc.</p> <p>Can also include work on behalf of the HFESA or on request from the board</p>
Peer review and mentoring of colleagues working in ergonomics		Include review of conference papers and posters here as well as CPE application assessments/ MOC panel. Other examples are technical review or mentoring for staff in ergonomics positions, etc.
Mentoring HFESA Members and CPE candidates		Any time spent assisting potential CPEs or informal mentoring of other HFESA members (not PAB rel.)
International representation in ergonomics-related activity		Can include associated committees such as ICOH, IEA technical committees, etc
Member of HF/ergonomics related committee or group in another professional body		Can include industry specific committees, HaSPA or other groups such as engineering, occupational therapy, physiotherapy, psychology etc
Mentoring/coaching in HF/ergonomics outside the profession		Any time spent assisting other professionals with ergonomics mentoring and coaching
PD in HF/ergonomics-related area conducted by another professional group		Conducting courses or otherwise contributing to ergonomics knowledge for other groups
Other (e.g. service to community group, voluntary provision of ergonomics expertise)		Any other activity that may be considered to be sharing ergonomics with the wider community
Technical Committees		
Standards Committee		Does not have to be a standards committee on behalf of HFESA
Industry committees (please specify)		Can include representation on tri-partite committees
Other committees/working parties related to ergonomics		Any role that does not fit into above categories (may be asked for further information if audited)

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DEVELOP: Proficiency, Expertise and Adjunct Skills

Sub category description	Conditions	Notes
<ul style="list-style-type: none"> • Other PD - management training, public speaking, well being, trainer's cert etc. • Business training and business skills development 	Up to a maximum of 150 hours in 3 years along with the other categories Update, Share, Serve	Most professional development related to improving skills or knowledge can be considered
Active involvement in conducting external/ internal quality assurance/performance appraisals related to HF/ergonomics		Category can be used for ergonomists who have primarily supervisory/management roles, or are involved in general OHS auditing, etc
<ul style="list-style-type: none"> • Development of personal professional goals • Articulation of professional goals for the next three years • Participating as a mentee in a mentorship program to further develop proficiency 		This category could be relevant for those ergonomists who may be returning to the profession after a break, or who are reviewing their careers. Candidates will need to provide more information in this category and it may need to be linked to a formal mentoring program.