

Prepared for Agricultural Institute of Australia (AIA)
Members and Fellows, Affiliated Organisations
of the AIA and Agricultural Associations, and
Professionals Working in the Agricultural Sector



CHARTERED AGRICULTURALIST SCHEME FOR ACCREDITATION & CONTINUING PROFESSIONAL DEVELOPMENT



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Acronyms and Glossary

Accreditation	The accreditation process ensures that their certification practices are acceptable, typically meaning that they are competent to test and certify third parties, behave ethically and employ suitable quality assurance. Accreditation is the process in which certification of competency, authority, or credibility is presented.
AIA	Ag Institute of Australia.
AQF	Australian Qualifications Framework.
CAg	Post-nominal for Chartered Agriculturalist.
CAg Scheme Design Document	This document is the CAg Scheme Design Document. The Chartered Agriculturalist Scheme Handbook summarises the content of this design document.
Certification	Professional certification, trade certification, or professional designation, often called simply certification or qualification, is a designation earned by a person to assure qualification to perform a job or task.
Chartered professional	A chartered professional is a person who has gained a specific level of skill or competence in a particular field of work, which has been recognised by the award of a formal credential by a relevant professional organisation.
College of Fellows	The group of current Fellows of the AIA.
CPAg	Certified Practising Agriculturist; a member of the AIA's certification scheme. A full member requirement of the AIA (as of 2019).
Ethics	How professionals behave. Principles or values governing an individual or group.
FAIA	Fellow of the AIA.
Grading	Another term for membership status or level.
NRM	National Resource Management.
PSC	Professional Standards Council.
Sustainable agriculture	Sustains primary producers, resources and communities by promoting farming practices and methods that are profitable, environmentally sound and good for society.

1. Executive Summary

1.1 The what and why of the Chartered Agriculturalist Scheme

The client and collegiate expectations of professionals working in their chosen professions are increasing at a rapid rate, and Australian agriculture is no exception. Australian agriculture is a booming industry and some estimates put its total value at more than \$50 billion. Ensuring that there is a pathway for the professional development and recognition of these professionals to aspire to the highest levels of professionalism, i.e. to be recognised as sector leaders, is of utmost importance, and the underlying rationale for this Chartered scheme.

Agriculturists develop solutions to problems using new or existing technologies, through innovation, creativity and change. They may also have technical accountability for complex systems with significant levels of risk. This mandate emphasises the need for a strong grounding in a suitable tertiary qualification, continuing technical competence, maintenance of professional and ethical standards, and a commitment to continuing professional development (CPD).

This scheme, referred to as the Chartered Agricultural scheme, is aimed at protecting the reputation and service delivery capability of those working in the agricultural and resource management sector, and the clients the sector serves.

The scheme is voluntary. The AIA recognises that successful applicants must have met professional standards (see Table 1), and minimum qualifications and experience to be able to represent not only the interests of their clients, but also those of the agricultural sector. It is anticipated that professional associations will become increasingly regulated under the Professional Standards Council (PSC) and through federal, state and industry-based regulations in Australia so this scheme prepares the sector for a more regulated future.

The scheme gives a range of professionals in agriculture recognition in the sector for their investment in professional development during their careers. It is an overarching scheme in that it recognises other affiliated, complementary or allied professionals operating within the agricultural sector that meet the Chartered scheme requirements (refer to Table 2). This includes, for example, finance, IT, training, safety and environmental professionals, as well as those traditionally recognised as agricultural professionals such as soil scientists, agronomists, environmental scientists, natural resource managers, irrigation and animal production professionals.

To be clear on the purpose of the Chartered scheme, it is not a technically - or speciality - oriented accreditation scheme. It does, however, recognise and build upon the technical and speciality qualifications and certification processes of the AIA i.e. CPAg, and its like-minded and affiliated organisations.

The AIA has a philosophy of continuous improvement

as it relates to continuing professional development (CPD) as evidenced from the re-introduction of the CPAg scheme in 2017. The Chartered scheme is, however, a new product providing a new grading, which gives professionals in agriculture, including current members of the AIA, an opportunity to be further recognised for their investment in their professional development.

For individuals seeking to be a voice for agriculture, and to be recognised as an authority in this sector, the expectation would be that they would be a Chartered Agriculturalist (i.e. Chartered) under this scheme.

1.2 The Role of Existing Certification and Accreditation Schemes in Agriculture

Professionals from other bodies and affiliated organisations that apply to the scheme, will each use their own association's technical or specialised recognition requirements. The scheme builds on Continuing Professional Development (CPD), introduces requirements for meeting professional standards, requires demonstrating a commitment to a code of ethics, and introduces reflective learning. In the Chartered scheme, the AIA therefore will not undertake the detailed evaluation of technical competence of external applicants. For these applicants technical evaluation will be undertaken by subject matter experts within the applicant's own organisation such as the Soil Science Society of Australia, Agronomy Society of Australia, etc. There are other schemes for such technical and specialty accreditation and the AIA has a professional grading of CPAg for this purpose.

The Chartered scheme should be considered as an umbrella mechanism to enable AIA members and other professionals external to the AIA, and who are eligible for the Chartered status, to gain professional recognition at the highest level in Australian agriculture. Applicants seeking the Chartered i.e. CAg status will need to demonstrate that they have achieved a level of technical or specialised competency recognised by their specific professional body. Technical expertise will be ascertained and validated by affiliated organisations through their own certification processes, which will be considered equivalent to the AIA's CPAg process.

While there are numerous technical and specialised professional organisations in Australia that address a specific subsector of agriculture (at a technical or specialised level, as mentioned above), there is no other Chartered Agricultural scheme in Australia that targets professionals in agriculture at a broad industry-wide level.

1. Executive Summary Continued

1.3 The Scope and Purpose of the Chartered Agriculturalist Scheme

- The overall purpose of the scheme is to enable professionals to achieve the highest level of industry and sector-level recognition in agriculture.
- Its scope is to support the development of a self-regulatory initiative to distinguish the quality of services provided by agricultural professionals through the provision of benchmarks for professional standards, capability, competence and a demonstrated understanding of professional ethics.
- It enables a wide range of professionals working in agriculture to be recognised for their personal commitment and investment in professional development, beyond their specialised technical skill base.

1.4 Eligibility and Application Process for the Chartered Scheme

- Modern agriculture requires an understanding of science and technology, and rigorous advice is required by users of the services of professionals in agriculture.
- Formal qualifications of AQF of 9 or above are therefore required for all applicants, depending on their chosen areas of speciality which are detailed in Table 2. Understanding the challenges and commitments to further qualifications, alternative pathways for meeting this requirement are also made available to applicants (see Appendix G).
- Chartered schemes expect members to have professional work experience in leadership role. The Chartered scheme has a requirement that applicants have a minimum 5 year's experience with a minimum of 3 years in a senior management position.
- The re-established CPAG process, re-instated in December 2017, is the entry point into the Chartered scheme process. The next level of accreditation beyond CPAG is Chartered i.e. CAg which is the Chartered Agriculturalist status. Existing CPAG AIA members have been transitioned into Chartered status of membership.
- Non-AIA members are eligible, and encouraged to apply, for the Chartered status if they can meet the requirements of the scheme (see Table 2).
- As part of the process, applicants are required to undertake an examination to test their knowledge and understanding of professional ethics, including the Code of Ethics (see Appendix A).
- Applicants, upon entry to the scheme, must be able to demonstrate that they have met a benchmark of professional standards i.e., knowledge, leadership, consulting and problem solving, interpersonal skills, business and organisational skills, and principles of sustainable agriculture.

- Every 3 years a Chartered Agriculturalist (CAg) must complete 60 hours of continuing professional development (CPDs).
- Training must be relevant to the level of accreditation for example a Chartered may do leadership training e.g. MBA level. This is compared to a Practitioner member of the AIA, who may do a vocational course at the Diploma level.

1.5 Audit and Review

- An audit of applicants may be undertaken.
- Applicants will need to provide evidence that they have undertaken reflective learning throughout the assessment period.
- The review of applications for Chartered membership will be undertaken by a Subcommittee of the AIA Board, from the College of Fellows, and from other professionals with the capability and authority to make judgements on the adequacy of the applications received.
- Referees may also be called upon to support applications. Reviewers will be required to follow a standard procedure for assessment based on the Chartered scheme application requirements.

1.6 The Future of the Scheme and How it May Evolve

- It is expected that the Chartered scheme will evolve over time.
- The scheme may become part of a new entity with representation from the AIA and other like-minded and affiliated organisations, as well as users of the professional services provided by successful applicants i.e. Chartered Agriculturalists (CAg).

2. Introduction

2.1 Background

The client and collegiate expectations of professionals working in their chosen professions are increasing at a rapid rate, and Australian agriculture is no exception. The Australian community, consumers, governments, businesses and other stakeholders have unprecedented access to knowledge and services. Service providers that continue professional development, proactively engage with new ideas and technology and act ethically should have the opportunity to distinguish themselves, and increase their competitiveness in the industry.

Australian agriculture is a booming industry and some estimates put its total value at more than \$100 billion¹ in 2030. The Ag Institute of Australia (AIA), the body representing agricultural and natural resource management professionals, recognises the fast-paced changes that are occurring globally in all sectors including agriculture, and has invested in initiating the development of a national Chartered scheme for professionals in agricultural and natural resource management.

Professional agriculturalists are knowledgeable about the Australian agricultural profession. Like any other profession in Australia, their voice is critical in influencing change and even more so as the agricultural sector continues to grow and supply food nationally and to the world. Their standing in society should be as important as any other major profession such as engineers, accountants, legal, medical or safety professionals. Ensuring that there is a pathway for the professional development and recognition of these professionals to attain to the highest levels of professionalism, is of utmost importance, and the underlying rationale for this Chartered scheme.

2.2 A Chartered Agriculturalist Scheme

2.2.1 What is a Chartered Scheme?

This scheme, referred to as the Chartered Agriculturalist scheme (or Chartered scheme), is aimed at protecting the reputation and service delivery capability of those working in the agricultural and resource management sector, and the clients the sector serves. A strong agricultural profession will help drive confidence across the sector and its supply chains. The Chartered scheme builds on the re-instatement of the CPAg scheme which as of 1 January 2019, will be a minimum requirement for becoming a full member of the AIA. The Chartered scheme provides CPAg, or full members of the AIA, or technically certified members of affiliated associations in agriculture, an opportunity to be recognised as professionals at the highest level in the agriculture sector.

2.2.2 Regulatory Standing and Status

The scheme is voluntary and Chartered Agriculturalist recognises that they have the professionalism, commitment, qualifications, expertise, and experience to be able to represent not only the interests of their clients but also the agricultural sector. It is anticipated that professional associations in Australia will become increasing regulated under the Professional Standards Council (PSC) and through state-based regulations.

2.2.3 Preparing Agricultural Professionals for the Future

The Chartered scheme has elements similar to schemes offered internationally for agriculture and natural resource management and is similar to other professions in Australia. Importantly, it builds on these features by following international professional practice and aspires to the Professional Standards Council (PSC) requirements for Professional Standard Schemes² by introducing the requirements for meeting professional standards, qualifications and experience requirements. The scheme is applicable for the wide range of professionals in agriculture such as those in IT, engineering and training, acknowledging that emerging professionals in agriculture may not have agriculture as their primary qualification. In this regard, the scheme gives a range of professionals in agriculture recognition in the sector for their investment in continuing professional development during their careers.

2.2.4 A Scheme to Embrace the Agriculture Sector as a Whole

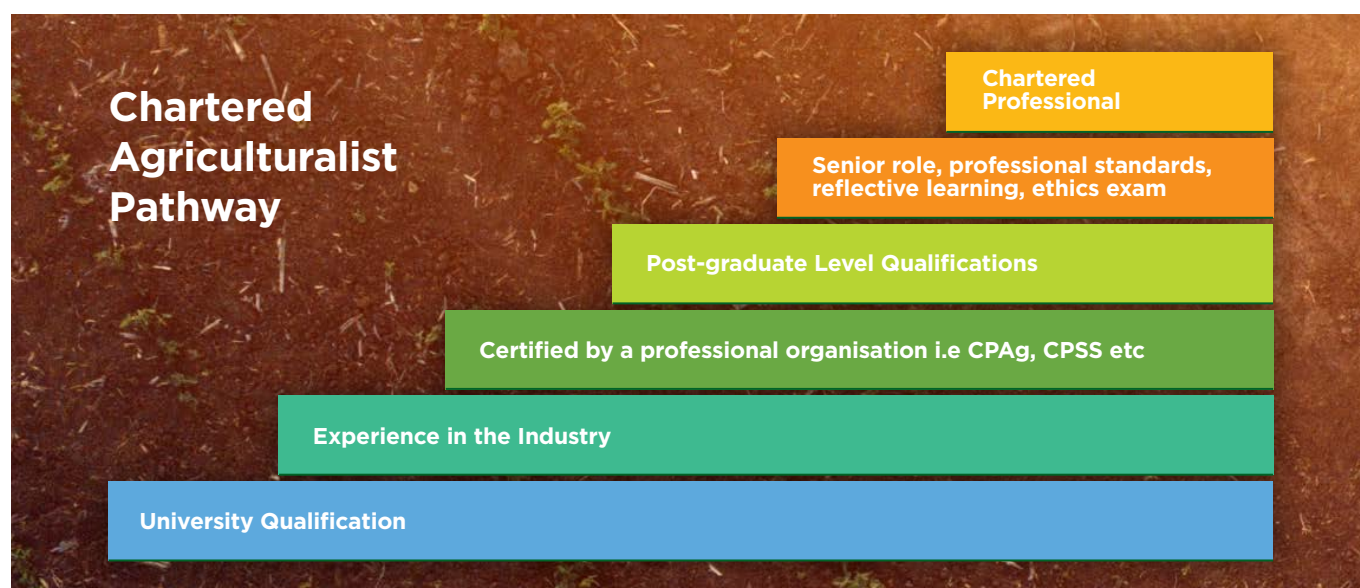
It is an overarching scheme in that it recognises other affiliated, complementary or allied professionals operating within the agricultural sector that meet the Chartered scheme requirements. This includes, for example, finance, IT, training, safety and environmental professionals as well as those traditionally recognised as agricultural professionals such as soil scientists, agronomists, environmental scientists, natural resource managers, irrigation and animal production professionals.

Importantly, the Chartered scheme is available for certified practitioners and professionals from the wide range of professions associated with modern agriculture and which have their own accreditation or certification schemes including those in the Soil Science Society of Australia, Irrigation Australia Limited, Crop Consultants Australia and other professional bodies representing and serving the agricultural sector in Australia. It is open to all professionals with a technical certification/accreditation process and who meet the requirements of the Chartered application process which is described in this document and the accompanying handbook.

1. Australian Bureau of Agriculture Resource Economics and Sciences (ABARES) 2018

2. Refer to the 2017 publication from the Professional Standards Council: <http://www.psc.gov.au/sites/default/files/21%20years%20of%20regulatory%20innovation%20through%20professional%20standards.pdf>

2. Introduction continued



Professionals from other bodies and affiliated organisations will each use their own association's technical or specialty recognition requirements (see Section 2.4). These external professionals (i.e. external to the AIA) will, however, be required to meet the Chartered requirements (refer to Table 2).

The Chartered scheme will avoid as far as possible any membership bias, i.e. avoiding preference for any particular association or profession, by clearly setting out:

- Qualification requirements including alternative pathways for meeting the expected levels,
- Experience requirements,
- Professional Membership requirements,
- Meeting professional standards,
- Demonstrating Continuing Professional Development (CPD), and
- Demonstrating an understanding of professional ethics.

If the Chartered scheme requirements are met, then applicants will be eligible to be recognised as leading professionals in agriculture. If an applicant does not have a recognised professional membership or appropriate accreditation, then the applicant can apply to become CPAg through the AIA.

2.2.5 Consolidating the Profession of Agriculture in Australia

The scheme builds on Continuing Professional Development (CPD), introduces requirements for meeting professional standards, requires demonstrating a commitment to ethics and introduces reflective learning.

CPAg and many other certification schemes in agriculture and related sectors have requirements

already to meet ongoing professional development or CPD. Continuing professional development (CPD) is an important component for practitioners and professionals maintaining and expanding their competence to practise. CPD requirements are now common place for applicants seeking to become professionals in other professions such as engineering, safety and accounting in Australia. Professional standards for the Chartered scheme have been developed by the AIA Chartered Committee of the Board considering the Australian Qualifications Framework³ (or AQF), as well as reviewing the professional accreditation schemes of a range of professional associations.

Chartered applicants are also required to reflect on their current practice to help them to identify where they believe they may need to refresh their understanding, gain further knowledge, improve their current level of professionalism, or acquire new skills. Through this process of reflection, participants will be better able to identify for themselves their ongoing learning needs.

2.3 Building on CPAg and Other Professional Schemes in Agriculture

While there are numerous technical and specialised professional organisations in Australia that address a specific subsector of agriculture (at a technical level), there is no other Chartered Agriculturalist scheme in Australia that targets professionals in agriculture at a broad industry level, which requires the meeting of professional standards and CPD, a demonstration of professional ethical standards, as well as meeting the requisite underlying technical standards. As such, Chartered Agriculturalists, (CAg) are expected to be industry leaders.

The AIA has a philosophy of continuous improvement as it relates to professional development as evidenced from the re-introduction of the CPAg scheme in 2017.

3. In the US, the Institute for Credentialing Excellence sets Certification Schemes educational requirements against standards defined in the Standards for Educational & Psychological Testing. See: https://en.wikipedia.org/wiki/Professional_certification

2. Introduction continued

The Chartered scheme is, however, a new product with a new grading, which will provide professionals in agriculture, including current members of the AIA, with an opportunity to be further recognised for their investment in their professional development.

CPAg is professionally focused i.e., on professional skill development, as well as technical competencies. CPAg on the other hand recognises skill development in the specialised and technical areas of agriculture. Table 2 describes the differences of both the CPAg and Chartered schemes and here are the key attributes of both:

- CPAg is the first stage in being recognised as a certified professional in agriculture, whereas CAg is the next professional level, the highest level available for professionals in the agriculture sector.
- CPAg is discipline-focused whereas CAg is professionally focused i.e., on professional skill development, as well as technical and specialised discipline skills.
- CAg will be required to meet professional standards upon entry to the scheme as well as demonstrate an understanding of professional ethics. It is also noted that the CPD process for the Chartered scheme will be based upon that used in the CPAg scheme and which is similar to other professional organisations.
- Both CPAg and Chartered schemes will be kept operational as long as there is a demand for these products.

As of 30 November 2018, all new professional members of the AIA will obtain the CPAg status as part of their membership application. This however comes with an obligation to complete 60 CPD points over 3 years upon joining.

It is anticipated that AIA members, as part of their own career development, will aspire to progress to the Chartered status as their experience and qualifications allow.

Existing CPAg members will be transitioned into the Chartered scheme as a one-off benefit recognising their ongoing commitment to professional development in the sector.

Existing Fellows of the AIA, like other AIA members, will have the opportunity to gain CPAg and Chartered status, following the same process available to AIA members and other professionals from affiliated organisations.

2.4 Technical Standards are a Pre-Requisite

In the Chartered scheme, the AIA will not undertake the detailed evaluation of technical competence of applicants from outside the AIA. That evaluation will be undertaken by subject matter experts within the applicant's own technical organisation such as the Soil Science Society Australia, Agronomy Society of Australia, etc. This means that applicants will need to ensure that their specific technical certification is current (under their own specialised certification body). Evidence of this achievement will be necessary prior to the AIA assessing applicants in seeking

to become a Chartered Agriculturalist. CPAg is the AIA's current technical certification and recognition scheme which requires applicants to demonstrate continuing professional development (CPD).

The Chartered scheme requires that applicants have reached the highest level of technical competence in their area of expertise or specialisation. This is the equivalent to a certified AIA professional or the CPAg status [in the AIA].

If no technical standards exist for a practising or professional area of agriculture, the AIA will facilitate the creation of the necessary standards with appropriate subject matter experts where practical.

2.5 What the Chartered Agriculturalist scheme isn't

To be clear on the purpose of the Chartered scheme, it is not a technically- or speciality-oriented accreditation scheme. The Chartered scheme does, however, recognise and build upon the technical and speciality qualifications and certification processes of the AIA i.e., CPAg, and its like-minded and affiliated organisations. There are other schemes for such technical accreditation and the AIA has a professional grading of CPAg for this purpose.

The scheme should be considered as an umbrella mechanism to enable AIA members and other professionals external to the AIA, and which are eligible for the Chartered status, to gain professional recognition at the highest level in Australian agriculture. In keeping with the broadening scope of agriculture, eligibility for the scheme does not require applicants to be current or former AIA members.

2.6 Mandate for the Chartered Agriculturalist scheme

2.6.1 Why a Chartered Scheme?

The scheme will assure the government, the profession, and consumers that the advice and services provided will support food security, best practice production standards, agribusiness and natural resource management. For individuals wishing to be a voice for agriculture, and to be recognised as authorities in this sector, the expectation would be that they would be a Chartered Agriculturalist under this scheme.

The benefits to successful applicants is that it will give these other professionals access to professional recognition in the agricultural sector and the benefits that stream from that achievement. Regardless of the professional body or association that applicants come from, they will be required to meet the minimum qualifications of Australian Qualifications Framework (AQF) 9 or an alternative pathway, as well as the other requirements detailed in Table 2.

2.6.2 The Profession of Agriculture has Broadened

The Chartered scheme has been developed to deliver a new approach to professional accreditation at the highest professional standards within the agricultural

2. Introduction continued

and natural resource management services sector in Australia. It recognises the changing face of these areas with the growing changes in service delivery, and the changes that are happening in the sector e.g., data usage growth, technological advances, agribusiness growth and climate adaptation. It is a significant upgrading to the previous certification systems developed by the AIA and other like-minded and affiliated organisations.

The scheme is open to professional members of the AIA, members of affiliated organisations, as well as other recognised professionals. While the scheme does not discriminate against other professions, candidates must meet professional and ethical standards, be subject to peer review (an application process and an audit), in addition to meeting technical standards, skill sets and qualifications (see Table 2).

2.6.3 There is Increasing Complexity in Agricultural Production

Professionals need to keep current in their chosen fields. Modern agriculture relies on advanced science and technology to operate profitably and sustainably. Technologies such as modern approaches to plant and animal genetics, biotechnology, crop production, the use of modern precision agriculture tools, the Internet of Things (IoT), and variable rate technologies, require advanced knowledge and experience, and a commitment to maintaining and updating these skills. The Chartered scheme helps ensure this process but also requires professional and ethical standards are being met and maintained.

2.6.4 Consumer and End-user Expectations are Changing

Food safety, agricultural product quality assurance, and care for the environment require specialist knowledge. Farmers, agri-food businesses, natural resource managers and others seek expert advice to help manage the complexities of stewardship in an agricultural context. Consumers are seeking information on the origins of the food and fibre products they purchase, and they want assurance that the products they buy are safe and wholesome, coming from a production system that ensures care for the environment, animal welfare and the local community in which it operates.

2.6.5 There are Higher Expectations on Professionals in Agriculture

Agriculturalists develop solutions to problems using new or existing technologies, through innovation, creativity and change. They may also have technical accountability for complex systems with significant levels of risk. This mandate emphasises the need for a strong grounding with a suitable tertiary qualification (see Table 2), continuing technical competence, maintenance of professional and ethical standards and a commitment to continuing professional development (CPD) in the Australian agricultural profession.

2.7 Scope

The scope of the Chartered scheme is as follows:

- Support the development of a self-regulatory initiative to distinguish the quality of services provided by agricultural professionals through the provision of benchmarks for professional standards, capability, competence and a demonstrated understanding of professional ethics, and
- Enable a wide range of professionals working in agriculture to be recognised for their personal commitment and investment in professional development, beyond their specialised technical skill base.

The Chartered scheme consists of:

- An initial application process which has minimum qualification, requirements for meeting professional standards, and experience,
- A renewal process, based on demonstration of on-going professional development (CPD),
- Demonstrating an understanding of professional ethics,
- A reflective learning process
- An auditing process.

Members (or participants), once Chartered must pay an annual renewal fee.

The scheme is open to AIA and other affiliated associations and professionals working in Australian agriculture (that have been certified or recognised through their own professional recognition schemes).

The re-established CPAG process re-instated in December 2017, is the entry point into the Chartered process. The next level of accreditation beyond CPAG is Chartered professional status. Existing CPAG AIA members will be transitioned to the Chartered status of membership. In line with continual improvement, it is expected that the Chartered scheme will continue to change and improve over time.

These processes are further described and set out in this document (see Figure 1).

2. Introduction continued

2.8 The Chartered Agriculturalist Scheme's Purpose and Objectives

The overall purpose of the scheme is to enable professionals to aspire to the highest level of industry and sector-level recognition in agriculture.

Specifically, it is to provide a Chartered scheme for professionals working in the agricultural, agribusiness and natural resource management sectors. In doing this, the Chartered scheme's purpose is to focus on five (5) areas of professional development:

- Meeting required tertiary qualifications or demonstrating an alternative pathway to demonstrate these,
- Recognition of technical standards and skills (building on certification and accreditation processes, systems, and peak professional bodies in Australian agriculture including CPAg),
- Demonstration of meeting benchmark professional standards,
- Acquisition of continuing professional development (CPD) and demonstration of reflective learning, and
- Demonstrating an understanding of professional ethics.

3. The Process for Becoming a Chartered Agriculturalist

3.1 Overview

At its core, the Chartered scheme (i.e. accreditation or Chartered process) is a self-regulated, self-managed, and self-directed learning and professional development process (Figure 1).

The following are the key elements of the Chartered scheme:

Qualifications: Chartered professional schemes have an educational requirement. Emerging best practise is to follow the equivalent of the Australian Qualifications Framework levels 8-10. This means having postgraduate training. This is foundational and sets up the scheme for the next 15-20 years. This is important as international best practise is moving in this direction.

Professional Organisation Membership: Chartered schemes require that professionals belong to a professional organisation. This means that professionals from like-minded organisations that have a certified status e.g., AIA CPAg, are eligible to apply and seek Chartered recognition. The Chartered scheme proposes to recognise other affiliated organisations too that have professional certification schemes. It is the Chartered scheme's intent to have a broad church, recognising that the shape of agriculture, and the range of professionals working in the sector, is changing.

Professional Work Experience: Chartered schemes expect members to have professional work experience in leadership roles in agriculture and/or related sectors. The scheme has a requirement that applicants have a minimum 5 years experience with a minimum of 3 years in a senior management position.

Professional Standards: There are minimum professional standards that must be met, and evidence provided by all applicants (Table 1). It will be the responsibility of individual applicants to demonstrate how they meet the following professional requirements relevant to their own areas of specialisation. These are Knowledge, Leadership, Problem Solving, Interpersonal Skills, Business & Organisational Skills, and Sustainable Agriculture. This will be an initial requirement of applicants when they apply for CAg.

Continuing Professional Development: Chartered professionals are required to undertake Continual Professional Development (i.e. CPD) to demonstrate their commitment to career-long learning. Those AIA members that are active in the CPAg program meet this requirement as long as they continue to undertake CPD, which is common to both CPAg and Chartered schemes. The Chartered scheme will require 60 CPD units over three years and applicants will need to demonstrate that they have achieved this target.

Ethics: Applicants are required to pass a timed, online examination demonstrating their understanding of professional ethics.

Applicants will have the opportunity to demonstrate the following:

- Demonstrate experience and an understanding of professional ethics which will be assessed with a short course and timed examination completed on line.
- That they meet professional standards on initial application and be able to verify these.
- That they use reflective learning on initial application to the scheme.
- All the stated credentials that applicants put forward will be subject to verification by the AIA. In addition, CAg members may be audited. In the event of an audit of a CAg's declarations made at renewal time, or during an investigation arising from a complaint, CAg's may be required to provide a copy of their CPD portfolio. This record should therefore cover at least the previous registration period (i.e. one 3-year, CPD cycle).
- Referees may also be contacted to verify applicants' declarations.
- Demonstrate continued understanding of ethics and professional standards.

The recognition of Fellows in the AIA is a separate program and this is described at the AIA webpage: http://www.aginstitute.com.au/pdf/AIAST_Fellow_Criteria.pdf. It is not part of the Chartered Agricultural scheme. Throughout this Chartered scheme framework document, the group of Fellows of the AIA who chose to gain and maintain Chartered status are referred to as the College of Fellows. While the AIA has always had a group of members with Fellow (FAIA/FAIAST) status these have not been previously described collectively as the College of Fellows.



Figure 1. The Chartered Agriculturalist application process

3. The Process for Becoming a Chartered Agriculturalist Continued

3.1 Who Can Apply?

Members of the AIA can apply, including Fellows of the AIA. Importantly, in a significant shift by the AIA, the scheme is also open to affiliated associations and professionals working in Australian agriculture, which have been certified or recognised through their own professional recognition or certification schemes. Non-AIA members will be eligible, and encouraged to apply for the Chartered status if they can meet the requirements of the scheme. As already noted, AIA members who have CPAG status will be transitioned into the Chartered scheme if they chose to be recognised for their commitment to professional development and will be eligible to receive the new grading.

3.2 Requirements for Formal Qualifications

Modern agriculture requires an understanding of science and technology, and rigorous advice is required by users of the services of agricultural professionals. Formal qualifications of AQF of 9 or above are therefore required for all applicants, depending on their chosen areas of speciality and are detailed in Table 2. Alternative pathways for meeting this requirement are also available (Appendix G).

Details of qualifications must be provided (see Appendix C).

3.3 Professional Organisation Membership and Technical Expertise

The Chartered scheme recognises other like-minded and affiliated organisations that have professional certification schemes. This includes for example, being a CPAG within AIA. Applicants must be able to demonstrate that they have received recognition for their technical capability through a professional organisation (See Figure 2). Applicants seeking AIA Chartered status will need to demonstrate that they have achieved a level of technical competency recognised by their specific professional body and should note the following:

- Technical expertise will be ascertained and validated by affiliated organisations through their own certification processes, which will be considered equivalent to the AIA's CPAG process.
- Applicants are required to provide details of the technical professional bodies which have certified them in their areas of technical expertise (Appendix E).
- Evidence for each of the requirements will be required.

While some affiliated organisations may use the term professional to describe their accredited members, the definition used in this scheme framework is technical so as not to confuse this term with the professional standard assessment (see Table 1) introduced in this scheme.

3.4 Experience Requirements (Employment History)

Chartered schemes expect members to have professional work experience in leadership roles in agriculture and/or related sectors. The Chartered scheme has a requirement that applicants have a minimum 5 year's experience with a minimum of 3 years in a senior management position. The requirements of work experience are specified in more detail Table 2 and are required for all applicants to the scheme.

Experience details must be provided (Appendix D).

3.5 Ethical Standards and Commitment

The Ethics Policy and Code of Ethics form a foundation on which the Chartered scheme is based. Applicants are required to adhere to this policy and code and will be required to commit to the expectations and requirements of the code. Applicants must meet the knowledge requirement for the ethical component of the scheme and commit to meeting the ethical expectations set out in the Code of Ethics.

As part of the Chartered process, applicants are required to undertake an examination to test their knowledge and understanding of the professional ethics, including the AIA Code of Ethics (see Appendix A).

3.6 Requirements for Meeting Professional Standards

There are minimum professional standards that must be met, and evidence provided by all applicants (Table 1). It will be the responsibility of individual applicants to demonstrate how they meet the following professional requirements relevant to their own areas of specialisation:

- Knowledge
- Leadership
- Problem Solving
- Interpersonal Skills
- Business & Organisational Skills

Some of the above areas may not be appropriate or apply to an individual's submission. In this case, applicants should show how all relevant professional standard requirements are met or why others are not relevant to their application.

Applicants must be able to succinctly demonstrate how they meet the professional standards of the Chartered scheme. This will be an important requirement of applicants when they apply to become Chartered.

These responses must be provided (Appendix B).

3. The Process for Becoming a Chartered Agriculturalist Continued

3.7 Continuing Professional Development (CPD)

The CPD process will be as follows:

- Every 3 years a Chartered member must complete 60 hours of continuing professional development (CPDs).
- One continuing education units (or CPD) is equal to one hour of classroom training.
- Registrants are required to take a minimum of 60 CPDs during the 3-year period. CPDs submitted by registrants are subject to be audited.
- The AIA will evaluate courses, activities and events that are held by the Divisions of the AIA and other organisations and provide advice to applicants on their CPD value. Applicants will be required to log their own CPD activities using guidance from the AIA where this is available.
- The Chartered status of a Chartered member may be revoked for failing to maintain the required CPDs. To regain chartered status a registrant must appeal to the AIA for re-assessment and re-instatement.

Key elements in relation to CPD activities are:

- Training must be relevant to the level of accreditation; for example a Chartered may do leadership training, e.g. MBA level as compared to a Practitioner member, who may do a vocational course at the Diploma level.
- Applicants are required to keep a CPD activity diary or journal (see 3.8 below). This will also be essential for any audits that are undertaken in verifying the credentials and validity of a Chartered applicant's response.

3.8 Reflective Learning

Applicants will need to provide evidence that they have undertaken reflective learning throughout the assessment period. This could include evidence of journal entries for example⁴ (Appendix F).

3.9 Auditing

Auditing of an individual's Chartered applications will be undertaken by the AIA. Professional persons from the Ethics Committee of the Board of the AIA, College of Fellows, or other suitably qualified professionals will be sought to undertake these audits. The frequency and extent of the audits will be at the discretion of the Board of the AIA.

3.10 Chartered Application Review Process

The review of applications for the Chartered status will be undertaken by a Subcommittee of the AIA Board, from the College of Fellows, and from other professionals with the capability and authority to make judgements on the adequacy of the applications received. Referees may also be called upon to support applications. Reviewers will be required to follow a standard procedure for assessment based on the Chartered scheme requirements which are set out in Table 2 of this document.

3.11 Chartered Renewal

Existing CPAG members of the AIA will be transitioned to the Chartered Agriculturalist grading subject to maintaining membership and CPD requirements. The cut off period for this was 30 November 2018.

The process for Chartered renewal will be as follows:

- Chartered (CAg) status, will be renewed annually by payment of the appropriate fee (refer to the AIA website).
- At the end of the continuing education cycle (or CPD cycle, see below), renewal requires evidence of completion of continuing education units and the appropriate fee.
- Renewal is due annually on 1 January.
- Failure to renew membership or achieve CPD points within 6 months will cause re-grading to Associate Member level.
- Re-certification can be applied for using the application process for the Chartered scheme. Chartered status will be re-instated with payment of the annual fee plus a late fee.

4. Refer to the 2017 publication from the Professional Standards Council: <http://www.psc.gov.au/sites/default/files/21%20years%20of%20regulatory%20innovation%20through%20professional%20standards.pdf>

3. The Process for Becoming a Chartered Agriculturalist Continued

Table 1. Professional Standards Requirements for the Chartered Agricultural scheme¹

Requirements & Criteria ²	Associate Member	Practitioner Member	Professional (CPAg) Members	Chartered Member	Fellows ³ , Life and Retired Members ⁴
Knowledge	NA	To be developed	To be developed	<p>Demonstrates advanced and integrated understanding of a complex body of agricultural knowledge through their contribution to a significant program or project.</p> <p>Interprets, applies and contributes knowledge to develop sustainable solutions to significant agricultural and natural resource management problems and opportunities.</p> <p>Contributes demonstrable positive impact on policy or an industry-wide problem.</p>	Refer to the awarding criteria for Fellows
Leadership	NA	To be developed	To be developed	<p>Makes demonstrable, positive, professional contributions at the industry level including to industry committees and other relevant agricultural bodies and agencies.</p> <p>Recognised expert in specialised field(s) of expertise.</p> <p>Demonstrable ability to lead through participation at the industry level including through industry committees and other relevant agricultural bodies and agencies, contributing to major changes and improvements.</p>	Refer to the awarding criteria for Fellows
Problem Solving	NA	To be developed	To be developed	<p>Applies critical reflection to synthesise information and draws upon established theories in agriculture from a variety of sources to generate creative, practical evidence-informed solutions to agricultural and rural problems within a business, government or academic environment, while considering legislation and industry standards.</p> <p>Applies knowledge of the agricultural evidence base, logical reasoning and a business evaluation process to explain the risks and benefits of a range of options and to justify recommendations while considering current thinking in agricultural science, education, commercial factors, industry standards and legislation.</p> <p>Contributes to solving Industry-wide problems.</p>	Refer to the awarding criteria for Fellows

3. The Process for Becoming a Chartered Agriculturalist Continued

Requirements & Criteria ²	Associate Member	Practitioner Member	Professional (CPAg) Members	Chartered Member	Fellows ³ , Life and Retired Members ⁴
Interpersonal skills	NA	To be developed	To be developed	<p>Recognised as a professional resource in their areas of expertise, including providing mentoring of early career professionals.</p> <p>Initiates and formally contributes to discussions affecting the industry through participation in, and committee membership of, professional and/or industry groups or associations.</p> <p>Maintains a network of experienced professionals</p>	Refer to the awarding criteria for Fellows
Business and organisational skills	NA	To be developed	To be developed	<p>Provides management and application of legal and other requirements of businesses and organisations relating to individuals and industries operating in agriculture and natural resource management.</p> <p>May manage or have responsibilities for leading and influencing the professional development of group(s).</p> <p>Consults widely with external bodies and agencies to ensure social, environmental and economic objectives are achieved at the organisational and industry level.</p> <p>Through professional development, and other related activities, demonstrates an understanding of how international perspectives apply to an Australian context.</p>	Refer to the awarding criteria for Fellows

Notes to Table 1:

- These professional standards have been developed from other professional associations including the international body for safety professionals, INSHPO, consultation with the Soil Science Society of Australia, and considering the AQF (see notes to Table 2). These standards have been peer reviewed by qualified training and assessment professionals.
- Each of the 5 requirement areas reflect generic areas for which agricultural and natural resource management professionals are expected to demonstrate capability regardless of the specific technical arenas they are working within.
- Fellows of the AIA form part of the College of Fellows. Fellows from other affiliated organisations may also eligible to join the College of Fellows. Details on eligibility for becoming a Fellow of the AIA are described on the Ag Institute website.
- There are 6 levels of membership of the AIA. These are as follows: (i) Associate Members, (ii) Practitioners, (iii) Professionals (CPAg) (ie Full Members of AIA), (iv) Chartered Professionals, and (v) Fellows, Life Members, and Retired Members and (vi) Others including students (first, second year undergraduate, post graduates) and corporate members

3. The Process for Becoming a Chartered Agriculturalist Continued

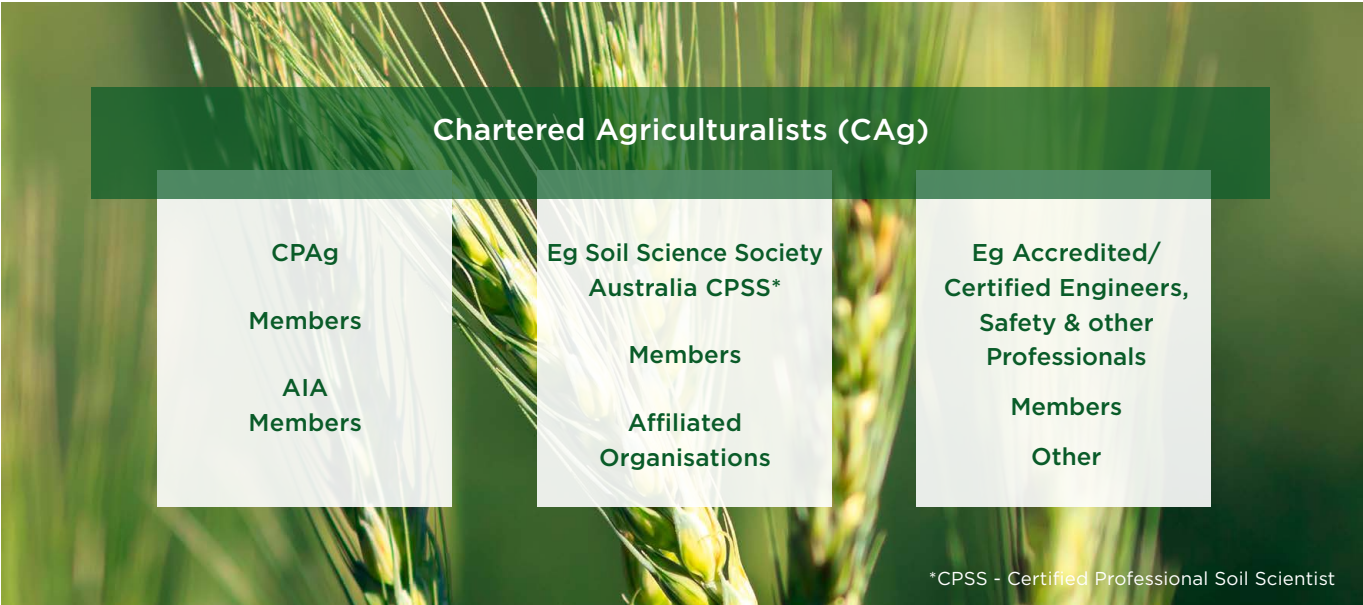


Figure 2. How members of the AIA and affiliated organisations in agriculture and natural resource management are recognised under the Chartered scheme.

3. The Process for Becoming a Chartered Agriculturalist Continued

Table 2. Membership Levels including Chartered Membership Requirements Criteria¹

Requirements & Criteria ²	Associate Member	Practitioner Member	Professional (CPAg) Members ^{2,5}	Chartered Member	Fellows ³ , Life and Retired Members
Minimum Qualification(s)	Fellows, Life Members and Retired Members	Demonstrates familiarity with and understanding of a broad range of agricultural concepts with depth of technical knowledge in some areas. Diploma.	Demonstrates understanding of advanced theoretical concepts and technical knowledge within a systematic and coherent agricultural body of knowledge. Recognised as an expert within and outside the organisation. Bachelor.	Masters or above in Agriculture or related discipline. OR Bachelor Honours, Graduate Diploma in Agriculture or natural resource management and a Masters in any other subject OR Alternative pathways for demonstrating achievement of AQF 9 or above. These pathways may be further developed as the Chartered scheme progresses. Applicants at this level will need to be able to demonstrate knowledge, skills and their application to agriculture as described in the footnotes ⁶ (see Appendix G)	Meets the AIA requirements for receiving Fellow status. This is based on career or lifetime contribution to the AIA and or the agriculture profession.
Minimum Experience (years)	NA	NA	3 Years FT	5 years FT equivalent organisational experience. This includes 3+ years FT equivalent at a senior management level in an Agricultural organisation.	Meets the AIA requirements for receiving Fellow status
Membership of a professional association	NA	NA	CPAg (for AIA applicants)	CPAg or other Certified Professional status from an agricultural or NRM related organisation/association	Meets the AIA requirements for receiving Fellow status
Initial Capability Assessment	NA	NA	CPD process	CPD Process Professional Standards Requirements met Reflective self assessment ³ Code of Ethics Exam ⁴ Referee checks	Meets the AIA requirements for receiving Fellow status
Ongoing Capability Assessment	NA	NA	CPD Process	CPD Process Professional Standards Requirements met Audit of capabilities	Meets the AIA requirements for receiving Fellow status
Australian Qualifications Framework level⁶	NA	AQF 5-6	AQF 6-7	AQF 9 or above ⁶	Meets the AIA requirements for receiving Fellow status

Notes to Table 2:

- Other Associate Membership types including Corporates, Student, Senior, Concessional Memberships, are provided at the AIA Website: <http://www.aginstitute.com.au/pages/membership-types-prices.html>
- Recent Graduates and Graduate Professionals are those who have the relevant level of qualifications but have not yet achieved the minimum experience. Mentoring and guidance will be provided by more senior members as part of the latter's CPD process. To be granted CPAg status, you will be required to demonstrate that you have completed one cycle of the CPD process i.e. 3 years or 60 CPD units.
- Evidence of reflective self-assessment of learning will be required in the Currinda or similar online platform. This could include evidence that a learning journal or diary has been kept.
- Code of Ethics Examination. This will be conducted online and will be based only on the material provided to applicants in the Code of Ethics (Appendix A).
- Up until 30 November 2018, current CPAg holders will be transitioned and given the Chartered status grading during 2019. If payment is not received or CPD lapses after 6 months, individuals will be required to reapply through the Chartered process.
- As one of the Chartered requirements is the recognition of the gradings provided in the Australian Qualifications Framework (AQF) described at <https://www.aqf.edu.au/sites/aqf/files/aqf-2nd-edition-january-2013.pdf>. As defined in the AQF 9, applicants for Chartered i.e., Graduates at this level will have specialised knowledge and skills for research, and/or professional practice and/or further learning. Knowledge: Graduates at this level will have advanced and integrated understanding of a complex body of knowledge in one or more disciplines or areas of practice. Skills: Graduates at this level will have expert, specialised cognitive and technical skills in a body of knowledge or practice; to independently analyse critically, reflect on and synthesise complex information, problems, concepts and theories, research and apply established theories to a body of knowledge or practice, interpret and transmit knowledge, skills and ideas to specialist and non-specialist audiences. Application of knowledge and skills: Graduates at this level will apply knowledge and skills to demonstrate autonomy, expert judgement, adaptability and responsibility as a practitioner or learner. Refer to Appendix G for alternative pathways to meeting the minimum qualifications requirements.

4. Denial, Revocation, or Suspension of Chartered Status

4.1 Rights and Responsibilities

The right to deny, revoke, and suspend chartered status is vested in the AIA. Since the Chartered status is entirely voluntary, the AIA assumes no responsibility for any loss or disadvantage, real or imagined, that may be alleged to have resulted from denial of Chartered status, or revocation or suspension of an existing Chartered status (described below).

4.2 Reasons for Denial, Revocation, or Suspension

Chartered status may be denied, revoked, or suspended for any of the following reasons:

- If the applicant does not meet minimum requirements.
- Violation of laws, rules, regulations, or the Code of Ethics (Appendix A).
- Misrepresentation on an application or wilful submission of incorrect information or failure to include relevant information in any communication to the AIA.
- If there are substantial proven charges of incompetence in the area(s) of Chartered status.

4.3 Appeal

Any applicant denied Chartered status has the right of appeal and hearing before the AIA Ethics Committee.

Any action to revoke or suspend Chartered status should be preceded by a copy of the complaint.

Registrants will be given the opportunity to appeal any such disciplinary action. By-Law J of the AIA Constitution sets out the composition, role and authorities of the Ethics Committee, including the process for considering complaints. This is available for review on the AIA website.

5. Resourcing the Chartered Agriculturalist Scheme

The development of the Chartered scheme has been financed by the AIA, and sponsored by the AIA Board Members, and the Chartered Scheme Committee of the AIA Board, the AIA Board Ethics Committee Members.

A sliding scale of prices for membership will be introduced in 2019 that will mean funds from Chartered Scheme fees will meet the costs of operating the Chartered scheme, including the costs of reviewing applications and administering and promoting the Chartered scheme. Other additional sources of funding may become available as the Chartered scheme gains traction in the market.

AIA membership prices including those for the Chartered grading are provided at the AIA website.

6. The Role of the AIA and the Future of the Scheme

The role of the AIA has been to initiate the development of and to administer the Chartered scheme to date. The AIA has developed the professional standards and provides a code of ethics for the scheme.

It should be noted that applicants do not need to be members of the AIA to be eligible for receiving the Chartered Agriculturalist (CAg) status.

The AIA acknowledges that the Chartered scheme will evolve. It also acknowledges that as it is accepted across the sector it may be administered as a stand alone scheme under a new entity, which would have representation by the AIA and other affiliated or like-minded organisations or users of the scheme.

A decision will need to be made by the AIA or the developer/administrator of the Chartered scheme (if it is managed under a new entity) as to whether the scheme will begin the process of becoming an Approved Professional Standards Scheme (under the guidance of the Professional Standards Authority) and the relevant state/territory based acts and regulations⁵.

For a scheme to be eligible for approval under the Professional Standards Authority, participating associations must have several elements in place including the following mandatory (i.e., no “opt in”) for professional indemnity insurance, have adequate financial, people and IT resources, have quality and risk management systems, and a program of continuing occupational education. This process would take at least 3 years for the Chartered scheme and its supporting body to become an association that is recognised by the Professional Standards Authority.

The AIA will continue to support and administer the scheme on behalf of its members and of other professionals in Australian agriculture, until such time that a new entity is in place to administer the CAg scheme.

5. Refer to the Professional Standards Council website (<https://www.psc.gov.au/professional-standards-schemes>)

7. Use of the Chartered Scheme Logo

The following logo will be available to all Chartered Scheme applicants that are successful in gaining the Chartered grading.



Notes

APPENDIX A

Ethics Policy, Code of Ethics and Accompanying Guidelines



Ag Institute of Australia (AIA) and Chartered Agriculturalist Scheme Code of Ethics and Accompanying Guidelines

Policy Statement

February 2018

Preamble

This policy sets out the Code of Ethics (Code) for all members of the Ag Institute Australia (AIA). By joining the AIA, and when becoming a Chartered Agriculturalist, members and candidates agree to abide by the Code. Adherence to the Code will be enforced and for Chartered members, knowledge of the code will be tested by an examination.

The purpose of this policy is to ensure that members adhere to the highest standards of professional conduct in the discharge of their duties. The Code and Guidelines for Professional Conduct underpins our professional standards and provides the foundation on which the AIA can provide and administer a professional accreditation program (CPAg) and the highest level of professional recognition, through the Chartered scheme. It also presents to our stakeholders, including service users, regulators and the business community, our commitment to the industry in providing the highest quality of professional service.

Members of the AIA employed by organisations such as the CSIRO, educational organisations, local, state and federal government departments, and public and private companies, are required to adhere to this Code irrespective of whether they are separately bound by other codes of conduct that may apply through their own organisations.

Policy Statement

The quality of work performed by agriculturalists depends on their competence and the values they hold with respect to the community and environment in which they operate.

It is the policy of the AIA and of the Chartered scheme (currently administered by the AIA), to maintain the highest level of honesty and integrity in dealing with others, to conduct business in an open, constructive and ethical manner, and to ensure that members do not knowingly assist others to engage in improper conduct. It is expected that the professional conduct of all AIA members and Chartered scheme participants, reflect these core values.

Members of the AIA as well as non-members who choose to participate in the Chartered Agricultural scheme, are expected to meet or exceed the expectations of the users of our professional services. This includes the highest levels of:

- ethical standards
- professional development
- interpersonal relationships

Together, this policy and the code and Guidelines for Professional Conduct adopt common principles of professionalism, fairness and equity.

The elements of the Code of Ethics and the Guidelines for Professional Conduct are as follows:

- Demonstrate integrity
- Practise competently
- Exercise leadership
- Promote sustainability

Each of these four elements is further described in the accompanying Code of Ethics and Guidelines for Professional Conduct.

This policy affects anyone who is a member of the AIA, and other professionals in agriculture who are candidates of, or professionals who have attained, the Chartered Agriculturalist level of recognition. As appropriate, the policy and code can apply to, or should be made known to the following stakeholders:

- Affiliated organisations
- Volunteers
- Service users
- Contractors
- Suppliers (to members)

Related Policies, Procedures and Codes of Conduct

- AIA Code of Ethics
- AIA Board Code of Conduct
- AIA Conflicts of Interest Policy
- AIA Ethics Committee – Bylaw J (adopted by the Board of the AIAST 7 February 2012)

Authorisation and Review

The Chair is responsible for approving all policies including the Ethics Policy and the Guidelines for Professional Conduct.

This policy is reviewed on a two-yearly basis or more frequently as required.

Review date: April 2020

Code of Ethics

The AIA Code of Ethics is a framework for members of AIA and affiliated organisations to use when exercising their judgment in the practice of professional agriculture.

The Code of Ethics and the Accompanying Guidelines are not intended to be, nor should they be interpreted as, a full or exhaustive list of the situations and circumstances which may comprise compliance and non-compliance with the Code of Ethics. If called upon to do so, members are expected to justify any departure from both the provisions and spirit of the Code.

Ethical professional agriculture practice requires judgment, interpretation and balanced decision-making in context.

The AIA and affiliated organisations recognise that, while our ethical values and principles are enduring, standards of acceptable conduct are not permanently fixed. Community standards and the requirements and aspirations of professional agriculture practice will develop and are expected to become more stringent, changing over time. Within limits, what constitutes acceptable conduct may also depend on the nature of individual circumstances.

Allegations of non-compliance will be evaluated on a case-by-case basis and administered in accordance with the AIA by-laws and complaints process. Non-AIA members who desire the Chartered status will also be held accountable to this code.

The four elements of the Code of Ethics, and the accompanying guidelines, are as follows:

1. Demonstrate integrity
2. Practise competently
3. Exercise leadership
4. Promote sustainability

1. Demonstrate Integrity

1.1 Action based on a well-informed conscience

- a) be discerning and do what you think is right
- b) act impartially and objectively
- c) act appropriately, and in a professional manner, when you perceive something to be wrong
- d) give due weight to all legal, contractual and employment obligations
- e) serve the best interests of the person or entity seeking the advice

1.2 Be honest and trustworthy

- a) accept, as well as give, honest and fair evaluation, assessment or review.
- b) be prepared to explain your work and reasoning
- c) give proper credit to those to whom proper credit is due
- d) in managing perceived conflicts of interest, ensure that those conflicts are disclosed to relevant parties
- e) respect confidentiality obligations, express or implied
- f) do not engage in fraudulent, corrupt, or criminal conduct

1.3 Respect the dignity of all persons

- a) treat others with courtesy and without discrimination or harassment
- b) apply knowledge and skills without bias in respect of race, religion, gender, age, sexual orientation, marital or family status, national origin, mental or physical handicaps and transactional status.

2. Practise Competently

2.1 Maintain and develop knowledge and skills

- a) continue to develop relevant knowledge and expertise
- b) act in a careful and diligent manner
- c) seek peer review
- d) support the ongoing development of others

2.2 Represent areas of competence objectively

- a) practise within areas of competence
- b) neither falsify nor misrepresent qualifications, grades of membership, experience or prior responsibilities

2.3 Action based on adequate knowledge

- a) practise in accordance with legal and statutory requirements, and with the commonly accepted standards of the day
- b) inform employers or clients if a task requires qualifications and experience outside your areas of competence

Code of Ethics continued

3. Exercise Leadership

3.1 Uphold the reputation and trustworthiness of the practice of professional agriculture

- a) advocate and support the extension of ethical practice
- b) engage responsibly in public debate and deliberation
- c) openly declare conflicts of interest, which will not stop the advice being given however, allow explanation of other stakeholders' influence

3.2 Support and encourage diversity

- a) select, and provide opportunities for, all professional agriculture practitioners on the basis of merit
- b) promote diversity in professional agricultural leadership

3.3 Communicate honestly and effectively, taking into account the reliance of others on professional agriculture expertise

- a) provide clear and timely communications on issues such as professional agriculture services, costs, outcomes and risks

4. Promote Sustainability

4.1 Engage responsibly with the community and other stakeholders

- a) be sensitive to public concerns
- b) inform employers or clients of the likely consequences of proposed activities on the community and the environment
- c) promote the involvement of all stakeholders and the community in decisions and processes that may impact upon them, such as amenity and values, and the environment

4.2 Practise professional agriculture to foster the health, safety and wellbeing of the community and the environment

- a) incorporate social, cultural, health, safety, environmental and economic considerations into the professional agriculture task

4.3 Balance the needs of the present with the needs of future generations

- a) in identifying sustainable outcomes consider all options in terms of their economic, environmental and social consequences
- b) aim to deliver outcomes that do not compromise the ability of future life to enjoy the same or better environment, health, wellbeing and safety as currently enjoyed
- c) promote market widening in agriculture and awareness of customer requirements
- d) advocate diversified agricultural practices, and awareness of market players beyond commodity supply chains and corporate vertical integration models

I have read and understood the Ag Institute Code of Ethics and as an accredited member (CPAg) or Chartered Agriculturalist of Ag Institute Australia, agree to abide by this code.

Name: _____

Membership Number: _____

Signature: _____

Date: _____

Approval Date: April 2018

Review Date: April 2020

Accompanying Guidelines

The Chartered Code of Ethics adopts common principles of fairness and equity for all signatories or applicants of the Chartered scheme.

The following elements provide guidance that may be helpful for Chartered scheme applicants and Chartered status recipients in interpreting and using the Chartered scheme Code of Ethics in their day to day professional work.

It is noted here that these elements below ARE NOT a Code of Ethics⁸.

Guidance on Standards of Practice in Relation to Demonstrate Integrity & Practise Competently

1. Signatories or applicants should maintain the highest standards of honesty and integrity towards all those with whom they come in contact. All work undertaken by signatories or applicants should be of high quality and be fitting of the public's expectations of a professionally trained and experienced agriculturalist.
2. Signatories or applicants should not misuse the name or misrepresent qualifications of any party in securing or completing work.
3. Whilst recognising that direction from other persons is necessary in some situations, signatories or applicants should not permit any such directions to compromise their professional judgement.
4. Signatories or applicants must take all necessary precautions to safeguard the interests of employers or clients in so far that such actions do not breach the code of ethics or the wider community laws and expectations.
5. Signatories or applicants should respond to professional correspondence and enquiries expeditiously and accurately to the best of their ability and knowledge.
6. A member should not accept any instructions where that signatory or applicant has an interest, either directly or indirectly, unless this is clearly indicated to the instructing party prior to acceptance.
7. A signatory or applicant should not receive, directly or indirectly, any royalty, gratuity or commission in respect to any aspect of work unless the fact is fully disclosed in writing to the employer or client.
8. A signatory or applicant should inform his/her employer or client if circumstances arise in which the signatory or applicant's judgement or advice may be called into question by reason of business connection, personal relationship, interest or affiliation.
9. Code of ethics signatories are permitted to market their services provided they do not use any unfair or improper method of securing professional work or advancement and that the content or nature of any material used to market their services is not false, misleading, deceptive or in any way reflects adversely on the profession or the AIA.
10. Signatories or applicants should not encourage any employer or client to undertake more work than is required to reach the contracted outcome.
11. Signatories or applicants should provide to the client or employer all information that the signatory or applicant knows or ought to know is relevant in reaching a decision regarding the commissioning of any work or proceeding with further segments of a phased contract.
12. Signatories or applicants will be required to co-operate with the AIA Ethics Committee and any committee of inquiry that may be established to investigate a complaint brought before the AIA. Signatories or applicants should provide all relevant documentation and not withhold information or act in any manner that is dishonest or not consistent with allowing the committee to reach a fully informed determination.
13. A signatory or applicant should not disclose, or use for personal advantage, information obtained from a client, employer or colleague who that signatory or applicant knows or ought to know is confidential to such person except with such person's permission or unless the signatory or applicant believes that the information relates to illegal activities. Where signatories or applicants believe, the latter is the case, they may use their discretion in bringing the information to the attention of the relevant authority. Signatories or applicants should use the utmost tact in disclosing information technical or otherwise.
14. A signatory or applicant should not refuse to accept a client without sound reason.
15. A signatory or applicant should not accept a client unless that signatory or applicant can give adequate service in the matter. Should such a situation arise in the course of rendering services outside the signatory or applicant's expertise, that signatory or applicant should inform the client in writing, and if required, should seek appropriate advice or assistance acceptable to the client or employer.
16. A signatory or applicant should ensure that tasks are allocated to personnel with the appropriate level of competence.
17. Where a signatory or applicant nominates the services of another professional in securing a contract, this professional must be used as represented unless the client or employer agrees in writing to a change.

⁸ These guidelines are based on the AIA's previous code of ethics.

Accompanying Guidelines continued

18. A signatory or applicant should be responsible for any services to or on behalf of clients by assistants who are employed or sub-contracted by that signatory or applicant.
19. Signatories or applicants must not accept instructions if their employment is contingent upon reporting a pre-determined or specified outcome.
20. A signatory or applicant should not recommend to a client any business, process, substance, material or matter in which that signatory or applicant has a personal or financial interest, without first informing that client of such interest.
21. Signatories or applicants will identify to clients the sections of reports which have been substantially used in reports for other clients.
22. Signatories or applicants engaged to prepare a legal expert report, which may lead to giving evidence in Court, must not accept work of this nature, if the matter in dispute lies outside their area of expertise. Prior to engagement, signatories or applicants must also disclose any potential conflict of interests they may have in the matter. Signatories or applicants engaged in this manner, must diligently abide by the guidelines for experts issued by the Court. In particular, signatories or applicants must ensure that details in their Curriculum Vitae, which must be submitted to the Court, accurately reflect their level of expertise based on both experience in, and competence in, areas relevant to the case.
23. A signatory or applicant should issue or publish only such reports or statements as are an accurate record of soundly based experimentation and observation and of logical deduction therefrom.
24. Signatories or applicants publishing or presenting research should acknowledge all those who made a substantial contribution to the work and any significant facilitators where appropriate.
25. Signatories or applicants who submit substantially similar work to more than one publisher should disclose that fact to the publishers at the time of submission.
26. Signatories or applicants who use animals for teaching, scientific, research or production purposes will treat the animals with respect and consider their welfare and any conditions imposed by the Ethics approval for that trial, as an essential factor in planning experimentation. Signatories or applicants must be familiar with, and adhere to, the 'Australian Code of Practice for the Care and Use of Animals for Scientific Purposes', and relevant state legislation.

Guidance on Education and Professional Development

27. Signatories or applicants who provide education or training services will ensure that the information they provide is up-to date and relevant
28. Signatories or applicants must continue professional development to improve personal standards of expertise and competence and to maintain a high quality of service to clients.
29. Signatories or applicants should not refer to their academic qualifications, or status in Ag Institute Australia or other professional organisations, unless such reference should be specific and accurate.

Guidance on Exercising Leadership

30. A signatory or applicant should not unfairly, falsely, or maliciously, undertake any actions which may injure the professional career, reputation, prospects or business of another signatory or applicant.
31. A signatory or applicant must not engage in any activities which may adversely reflect on the professionalism and reputation of the profession.
32. A signatory or applicant in the employment of another signatory or applicant should exercise the same diligence as if the practice was that signatory or applicant's own and carry out duties and behave in such manner so that that signatory or applicant should not discredit the employer.
33. Signatories or applicants should acknowledge the source of any information published by them, and where this information is not already in the public domain, they should obtain permission to publish such information.
34. A signatory or applicant who acts as a sub-contractor for any part of a project should be responsible to the contracting signatory or applicant for that part.
35. Signatories or applicants should provide equal opportunity in all circumstance and show no preference on the basis of gender, colour, race, nationality or religion and be aware of statutory legislation relating to equal opportunity and to adhere to such legislation, regulations and principles.

Accompanying Guidelines continued

Guidance on Promoting Sustainability

36. Signatories or applicants should regard the health, welfare and safety of the community and the environment as their prime responsibility and will not knowingly contribute to actions which will threaten human health or welfare or the environment.
37. Signatories or applicants should be aware of the occupational health, safety and welfare, legal and moral requirements and ensure that they contribute to maintaining a safe working environment.
38. Results of research, or factual information, should not be presented to the public in a way showing bias or unfair interpretation.
39. Signatories or applicants should use their best endeavours to promote and develop the principles of sustainable development as defined below:
40. (i) Sustainable agriculture is the use of farming practices and systems which maintain or enhance:
 - (a) economic viability of agricultural production;
 - (b) the natural resource base;
 - (c) other ecosystems which are influenced by agricultural activities.
- (ii) Farm productivity is sustained or enhanced over the long term
 - (a) Adverse impacts on the natural resource base of agriculture and associated ecosystems are ameliorated, minimised or avoided.
 - (b) Residues resulting from the use of chemicals in agriculture are minimised or avoided.
 - (c) The net social benefit derived from agriculture is maximised.
 - (d) Farm systems are kept sufficiently flexible to manage risks associated with the variability of climate and markets.
 - (e) Signatories or applicants should support environmental impact studies related to agriculture where appropriate and assist in scientific interpretation as required.

Notes

APPENDIX B

Meeting Professional Standard Requirements



Professional Standards

The following table is for capturing the key evidence to demonstrate how Chartered applicants have met the 5 required professional standards as noted in Sections 3.6 and the reasons given as to why any particular standards were not met. This is an initial one-off requirement for applicants.

Professional Standard	Professional Standard Requirements (From Table 1)	How criteria were met (100 words max.)
Knowledge	<p>Demonstrates advanced and integrated understanding of a complex body of agricultural knowledge through their contribution to a significant program or project.</p> <p>Interprets, applies and contributes knowledge to develop sustainable solutions to significant agricultural and natural resource management problems and opportunities.</p> <p>Contributes demonstrable positive impact on policy or an industry-wide problem.</p>	
Leadership	<p>Makes demonstrable, positive, professional contributions at the industry level including to industry committees and other relevant agricultural bodies and agencies.</p> <p>Recognised expert in specialised field(s) of expertise.</p> <p>Demonstrable ability to lead through participation at the industry level including through industry committees and other relevant agricultural bodies and agencies, contributing to major changes and improvements.</p>	
Problem Solving	<p>Prepares reports that are based on justifiable and rationale investigations, analyses and conclusions.</p> <p>Develops sound proposals for determining needs and priorities in agricultural and natural resource management work.</p> <p>Manages the acquisition and implementation of new techniques and improvements to established protocols, methods and practices, exercising innovation and judgment.</p> <p>Contributes to solving Industry-wide problems.</p>	

Professional Standards continued

Interpersonal skills	<p>Recognised as a professional resource in their areas of expertise, including providing mentoring of early career professionals.</p> <p>Initiates and formally contributes to discussions affecting the industry through participation in, and committee membership of, professional and/or industry groups or associations.</p> <p>Maintains a network of experienced professionals</p>	
Business and organisational skills	<p>Provides management and application of legal and other requirements of businesses and organisations relating to individuals and industries operating in agriculture and natural resource management.</p> <p>May manage or have responsibilities for leading and influencing the professional development of group(s).</p> <p>Consults widely with external bodies and agencies to ensure social, environmental and economic objectives are achieved at the organisational and industry level.</p> <p>Through professional development, and other related activities, demonstrates an understanding of how international perspectives apply to an Australian context.</p>	

Notes

APPENDIX C

Formal Qualifications



Formal Qualifications

Please list your academic and vocational qualifications. Please upload accurate signed copies of the certificates or a letter from the awarding body confirming the information recorded below.

Start date of study	End date of study	Course title	University/School/ College/Provider	Grade obtained	Full time / Part time

APPENDIX D

Employment History



Employment history

Please list your employment history over the past 10 years in chronological order, starting with your current employer.

Start date of Employment	End date of Employment	Employer	Job title

APPENDIX E

Professional Qualifications & Accreditation Requirements



Existing Professional Qualifications

Please list any professional qualifications that you have obtained. Please provide true and certified copies of certificates or letters of confirmation from the awarding body.

Professional Title	Awarding Body	Grade	Year of Award
<i>E.g. CPSS</i>	<i>SSSA</i>	<i>Certified Member</i>	<i>2017</i>

APPENDIX F

Reflective Journal



Reflective Journal

For achievement of the Chartered status, please briefly describe learnings from key activities in the past CPD period, including reflections on what went well and from mistakes made. The best way to learn about and test the usefulness to you of reflective practice is to keep a Professional Learning Journal (PLJ) in which you note observations and experiences relating to your work interests. Make sure you capture 'data' not only about what happened and what you observed but include also notes about how you felt about the circumstances you describe, and the action you took, and how you will approach situations in the future.

For example, describe a professional work situation that was personally challenging:

- What assumptions did you have about the situation? Why was that?
- What have you learnt from the situation? Is there anything you don't yet understand about the situation?
- What will you do different in future?

Professional Title	Professional Standard Requirements (From Table 1)	Applicant's Reflection & learnings (200 words maximum)
Knowledge	<p><i>Demonstrates advanced and integrated understanding of a complex body of agricultural knowledge through their contribution to a significant program or project.</i></p> <p><i>Interprets, applies and contributes knowledge to develop sustainable solutions to significant agricultural and natural resource management problems and opportunities.</i></p> <p><i>Contributes demonstrable positive impact on policy or an industry-wide problem.</i></p>	<p><i>Example (117 words): During my career I have read many reports from professionals and have realised that espoused knowledge is variable and therefore can be unreliable. Acknowledging this, I have sought to gain professional training in both technical environmental skills and areas relating to governance.</i></p> <p><i>I recognise I have gaps in digital and cyber aspects of the work I do therefore I attend seminars and read professional magazines in these areas. I also recognise that I can improve my understanding of financial business models, so I read extensively in this area and am planning a to attend a webinar in April 2018 on this topic.</i></p> <p><i>To contribute more widely outside of my organisation, I prepare and publish articles in both professional and science journals, at least 1-2 annually. I have also contributed to AIA submissions which have been made to public/ industry inquiries.</i></p>

Reflective Journal

Leadership	<p><i>Makes demonstrable, positive, professional contributions at the industry level including to industry committees and other relevant agricultural bodies and agencies.</i></p> <p><i>Recognised expert in specialised field(s) of expertise.</i></p> <p><i>Demonstrable ability to lead through participation at the industry level including through industry committees and other relevant agricultural bodies and agencies, contributing to major changes and improvements.</i></p>	
Problem Solving	<p><i>Prepares reports that are based on justifiable and rationale investigations, analyses and conclusions.</i></p> <p><i>Develops sound proposals for determining needs and priorities in agricultural and natural resource management work.</i></p> <p><i>Manages the acquisition and implementation of new techniques and improvements to established protocols, methods and practices, exercising innovation and judgment.</i></p> <p><i>Contributes to solving Industry-wide problems.</i></p>	
Interpersonal Skills	<p><i>Recognised as a professional resource in their areas of expertise, including providing mentoring of early career professionals.</i></p> <p><i>Initiates and formally contributes to discussions affecting the industry through participation in, and committee membership of, professional and/or industry groups or associations.</i></p> <p><i>Maintains a network of experienced professionals</i></p>	
Business and organisational skills	<p><i>Provides management and application of legal and other requirements of businesses and organisations relating to individuals and industries operating in agriculture and natural resource management.</i></p> <p><i>May manage or have responsibilities for leading and influencing the professional development of group(s).</i></p> <p><i>Consults widely with external bodies and agencies to ensure social, environmental and economic objectives are achieved at the organisational and industry level.</i></p> <p><i>Through professional development, and other related activities, demonstrates an understanding of how international perspectives apply to an Australian context.</i></p>	

Notes

APPENDIX G

Alternative Pathways to Meeting Qualifications Requirements



Alternative Pathways to Meeting the AQF 9 or Above Qualifications Requirements for CAg

As defined in the Australian Qualifications Framework (AQF), applicants for CAg i.e. at the level of AQF 9 or above, will be expected to be able to demonstrate the following:

Graduates at this level will have specialised knowledge and skills for research, and/or professional practice and/or further learning.

Graduates at this level will have advanced and integrated understanding of a complex body of knowledge in one or more disciplines or areas of practice.

Graduates at this level will have expert, specialised cognitive and technical skills in a body of knowledge or practice to: independently analyse critically, reflect on and synthesise complex information, problems, concepts and theories, research and apply established theories to a body of knowledge or practice, interpret and transmit knowledge, skills and ideas to specialist and non-specialist audiences.

Application of knowledge and skills: Graduates at this level will apply knowledge and skills to demonstrate autonomy, expert judgement, adaptability and responsibility as a practitioner or learner.

The following table sets out the expectations that a successful CAg applicant must be able to demonstrate as a sector leader in agriculture or natural resource management. It is expected that the range of activities will change over time and that university and other courses will become available to assist CAg applicants to meet the requisite qualifications. These requirements are set out so as to enable corporate, government and sole traders to be recognised under the scheme. It is also noted that some of the requirements listed here are also listed as claimable activities for the CPAg professional grading (www.aginstitute.com.au).

Alternative Pathway Requirement	Weighting (100 points required in total)
Member of board or advisory body in a relevant agricultural or NRM organisation	5 points per year per appointment over the previous 5 year period (50 points max. allowable)
Executive or head of department of a company or Government agency	10 points per year at this level over the previous 5 years (50 points max. allowable)
Lead author or organisational lead for Government submission on an agricultural or related topic (eg an inquiry/review)	10 points per submission over the previous 5 years (50 points max. allowable)
Lead author on a significant industry guide or book relevant to agricultural or NRM sector	10 points per publication per year at over the previous 5 years (20 points max. allowable)
Co-ordination of a significant or international industry program in agriculture or NRM (eg trainer or program developer, or State, National or International Program Co-ordinator)	5 points per program per year for the past 5 years
University subjects undertaken that are contributing to a Masters in Agriculture or Natural Resource Management (NRM) or a related field	40 points per year (for the past 5 years)
Industry awards in agriculture or NRM or related field or Fellow award (eg FAIA)	5 points per award per year for the past 5 years
Peer reviewed articles published on an agricultural topic	5 points per publication (one allowable per year) for the previous 5 years (25 points max allowable)
Published conference paper	2 points per publication (one allowable per year) for the previous 5 years (10 points max allowable)
Research lead on an externally recognised and significant agricultural or NRM research investigation/ program (eg State, National or International Program)	5 points per program over the previous 5 year period (25 points max allowable)
Expert witness in legal proceedings relevant to agricultural sector (eg court hearing, inquiry, royal commission)	5 points per proceeding (2 allowable per year) for the previous 5 years (25 points max. allowable)
University lecturer or guest lecturer relevant to agricultural sector	5 points per lecture for each year for each of the past 5 years (20 points maximum allowable)
Mentor to early career professionals	5 points (max) during the immediate past 5 years

Alternative Pathways to Meeting the AQF 9 or Above Qualifications Requirements for CAg Continued

Important Notes for CAg Applicants:

1. Based on a weighting system of 100 points required over the most recent 5-year period.
2. Evidence for each requirement met must be provided as part of the CAg application.
3. Entries should only be added where applicants consider that their peers would view the applicant's contribution as significant.
4. Applicant submission will be subject to audit, referee checks, checks with association responsible for providing training or development opportunity
5. Evidence must be provided for each claim against the eligible criteria.

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