

## Proposed APEN Membership structure

---

On the 1<sup>st</sup> July 2021 APEN proposes to introduce two options for ordinary members. Current 'ordinary' members will automatically become full APEN members (current fee to be maintained – AU\$105 excl GST plus annual CPI adjustment). The new option is to establish an additional category, Professional APEN membership. All who seek to be Professional members will need to apply. The proposed fee for Professional membership will be AU\$150 (excl GST). Retiree, Overseas Affiliates, Corporate and Life membership will be maintained.

Professional APEN membership will bestow a number of additional benefits to members, including:

- Able to use 'Professional Member of APEN' (**PMAPEN**) in their email signature block/business card and their private/professional website (if appropriate) with the APEN logo;
- Recognition that they have a credible level of competence and a commitment to ongoing professional development; and
- List their skills in an APEN register which employers/funders can access (on the APEN website).

For members to gain Professional APEN membership they will need to submit an application documenting:

- Qualifications/experience
- Commitment to ongoing professional development; and
- Commitment to upholding APEN's Statement of Values and Code of Ethics.

Applications for Professional membership are required to be endorsed by one APEN member and one professional referee who can verify the applicant's qualifications. The following are the three requirements for Full APEN membership:

### 1. Qualifications or previous extension experience

Professional APEN members (**PMAPEN**) are required to hold:

- Either tertiary qualifications in Agricultural/Horticultural Science, Natural Resource Management, Extension Science, Health Science or a relevant field;
- or
- Recognised prior learning demonstrated through at least five years' extension or relevant science experience either continuous or part-time equivalent.

### 2. Ongoing Professional Development (PD)

APEN Professional members are required to undertake ongoing professional development (PD) whilst members are encouraged to undertake professional development.

APEN members can ‘earn’ Professional Development points (PD points) by taking part in professional development activities. Full APEN members must be able to demonstrate a least 60 PD points accumulated in a calendar year (1 July – 30 June). Points in excess of this can be carried forward to the next calendar year (up to a maximum of 20 excess PD points).

Applications for Professional Membership must also be accompanied by a list of eligible Professional Development activities (PD) undertaken in the 12 months prior to application<sup>1</sup>. A PD points calculator will be available on the APEN Website .

The table of eligible activities is listed in Appendix One.

### **3 Statement of Values Code of Ethics**

Full APEN members are expected to affirm and apply APEN’s Statement of Values and Code of Ethics. APEN Full members will commit to applying APEN’s Statement of Values and Code of Ethics upon application and when renewing their membership.

APEN’s Statement of Values and Code of Ethics is listed in Appendix Two.

---

<sup>1</sup> This requirement is waived for current ordinary members seeking Full APEN Membership in 2021.

## Appendix One - Eligible Activities

The list below illustrates a range of eligible activities and the accompanying PD points. If an activity does not appear in this list, you are welcome to contact APEN ([info@apen.org.com](mailto:info@apen.org.com)) to determine activity eligibility and the PD value.

CATEGORY	ELIGIBLE PROFESSIONAL DEVELOPMENT (PD) <i>(undertaken in the 12 months prior to application)</i>	PD POINTS
SEMINARS/ WORKSHOP	Webinar/e-forum attendance (on an extension related topic)	5
	Seminar and workshop attendance (6 hours)	5
	Develop and present e-learning (on an extension related topic) (6 hours)	10
	Facilitate a workshop (6 hours)	15
	Field and study tour attendance (6 hours)	5
CONFERENCES	Face to face conference attendance (6 hours)	5
	Online conference attendance (per session, max 10/conference)	2
	Present a research-based paper at a conference/e-forum	10
	Present a practice-based paper at a conference/e-forum	5
FORMAL STUDY	Post Graduate study – PhD	50
	Post Graduate study – Masters	40
	Post Graduate study – Certificate or Diploma	30
	Post Graduate study – Micro-credential unit (UniMelb)	?
TEACHING	Lecturing or tutoring in extension studies at a University (full-time)	50
	Lecturing or tutoring in extension studies at a University (part-time)	25
	PhD supervision (not primary employment)	25
	Attend facilitation training/coaching	10
EXTENSION ROLES	Participate in a committee associated with your profession, including grant assessment and moderation	10
	Participant in the APEN mentoring scheme (mentee & mentor)	20
	APEN Board Director	35
	APEN Regional Coordinator	25
EXTENSION ACTIVITIES	Develop and facilitate a field trip/study tour (6 hours)	15
	Plan and conduct a field trial	25
	Monitoring and evaluation of an extension activity	5
	Monitoring and evaluation of an extension programme	20
PROFESSIONAL EXTENSION WRITING/ READING	Publish a refereed paper	20
	Technical editor of a Journal	20
	Assistant editor of a Journal	5
	Referee a Journal paper	5
	Write an article for a magazine/newsletter	5
	Prepare a consultancy report for a client or industry sector (max of	2
	Research and write an extension strategy	20
	Review and report on an extension programme/project	20
Professional reading (6 hours)	5	

## **Appendix Two - APEN Statement of Values and Code of Ethics**

---

We, the members of APEN, believe our profession gives us a unique opportunity to make a positive contribution to individuals, organisations and society. We recognise the importance of defining and making known the values and ethical principles that guide our actions, and best practice to follow for honesty, integrity, and professionalism.

This Statement of Values and Code of Ethics serves as a guide to the professional conduct of our members. This Statement and Code recognises the complexity of our roles, including the spectrum of personal, professional and cultural diversity in APEN'S membership and in the field of extension. This Statement and Code also informs the public and clients of the standards of ethical conduct for which APEN members are to be responsible and accountable.

APEN Members are committed to using these values and ethics to guide their professional practice. APEN members have a responsibility to ensure that they are familiar with this Code of Ethics, to understand its application to their professional conduct, and to strive to adhere to its principles and values.

### **Statement of values**

As APEN members and extension professionals, we bring people together and facilitate positive and productive relationships. We believe in collaboration and work closely with others to achieve positive outcomes. We include and represent a diverse range of people, industries and sectors. We demonstrate competence, reliability, respect and accountability. We consistently operate in an authentic, honest and ethical manner.

### **Code of ethics**

- Professional Practice

We act in the best interests of our clients at all times, using our professional skills and knowledge to add value to their work. We behave with integrity and professionalism at all times. We use appropriate extension processes, methods and tools, and it is our responsibility to ensure that we are competent to handle these processes, methods and tools. We avoid using processes, methods or tools with which we are insufficiently skilled, or which are poorly matched to the needs of individuals, groups or clients.

- Conflict of Interest

Prior to working with a client, we openly and honestly discuss any potential conflict of interest or personal bias. We refrain from using our position to secure unfair or inappropriate privilege, gain, or benefit or of the information gained through the client relationship to our own advantage or that of any other person or entity.

- Confidentiality

We safeguard privacy and confidentiality of all information. We maintain client confidentiality outside of the client's organisation. We do not report on group content and material generated in the course of our work, or the opinions or behaviour of individuals without consent.

- Professional Development

We commit to maintaining and building our competency, and we are responsible for continuous improvement of our extension skills and knowledge. We seek opportunities to improve our knowledge and extension skills to better assist individuals and groups in their work. We remain current in the field of extension through our practical experiences and ongoing personal development.

- Upholding the profession of extension

As extension professionals, we understand, believe in and uphold extension as a profession. We understand what extension is and how it operates. We promote the practice of extension. We support organisations that practice extension and we support fellow extension professionals in their work.