



ANZFSS
Australian & New Zealand
Forensic Science Society



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ANZFSS

PROFESSIONAL MEMBERSHIP INFORMATION

Membership Inquiries: membership@anzfss.org

General Inquiries: executive@anzfss.org

Professional Membership

Developed in line with the ISO/IEC 17024:2012 guidelines

As a major supporter of professionals working within forensic science, ANZFSS is committed to the advancement of forensic professionals. The ANZFSS has a Professional Membership (PM) category to provide a strong, independent, and informed professional voice for forensic science and forensic science practitioners.

The owner of this Continuing Professional Development (CPD) scheme is the ANZFSS Incorporated (ANZFSS Inc.). All activities associated with this scheme, professional members, applications, outcomes and processes are subject to and governed by the Society's [Rules of Association](#) (RoA) and [Code of Professional Practice](#) (*the code*).

This CPD process is designed to monitor activities which the ANZFSS determines are commensurate with a candidate and/or professional member fulfilling the required pre-requisite activities towards admission to or renewal of ANZFSS PM. The scheme is designed to be a minimum requirement for monitoring a professional member's CPD within their general discipline, as well as within their designated area(s) of specialisation. The structure has also been designed to be inclusive of operational practitioner duties and management roles, as well as education programs and research activities. These requirements relate to specific occupational or skilled categories of persons.

The scheme includes:

- Application
- Assessment
- Decision of acceptance
- Renewal of membership
- Benefits and entitlements of PM standing

Adjudication of acceptance of the professional member is supported by the candidate's peers, and through adequate demonstrated CDP program activities to the ANZFSS Professional Membership Board (*'the Board'*) and reinforces the applicants professional standing within the forensic community.

The Board includes the ANZFSS President (or nominee), one of the Vice Presidents, a nominated Branch President (or nominee) and up to two nominated professionals with recognised distinguished careers from within the forensic science industry, representing the academic and the operational forensic science industry. *The Board* may also opt to seek input from other identified industry professionals appropriate for the discipline of the candidate, and as deemed appropriate.

The role of *the Board* is to ensure validity of the CPD assessment process, and that the candidates have fulfilled the specified prerequisites and activities for admission and renewal as a professional member of ANZFSS. *The Board* will operate within the ANZFSS RoA and in accordance with *the code*. Board members will demonstrate objectivity and impartiality, actively protecting against adverse influence on the intended activities and outcomes of this CPD program. Any identified conflicts of

interest will be resolved to guarantee all assessments are fair, balanced and demonstrate a lack of prejudice. *The Board* will retain records of any meetings, decisions and outcomes related to PM applications, including the members present on *the Board* at the time of acceptance. Confirmation by the ANZFSS President or their nominee on membership application denotes acceptance of a professional member. *The Board*, via the ANZFSS President or their nominee, shall inform the ANZFSS Council of outcomes and issues related to the program. All membership outcomes will have a valid, transparent measure of assessment. An applicant or other person related to the CPD scheme may lodge an appeal for reconsideration of the decision; similarly, an applicant or other person related to the CPD scheme may lodge a complaint expressing dissatisfaction with any aspect of this process. This may be done following the ANZFSS RoA.

Initial invitation period

The PM applicant must meet the following criteria:

A general member who:

1. has held a General Membership (GM) for a continuous period of at least three years or has made an equivalent professional contribution to a forensic-related field; and
2. is recognised as a professional in a forensic-related field; and,
3. has a relevant qualification from a tertiary institution or has equivalent relevant forensic experience and formal training.

Once successful any GM subscription fee will be reimbursed when payment for the PM has been received. Information about **entitlements**, the **application process**, and the **continuing professional development (CDP) program and requirements** are outlined within this document. Individuals eligible to apply for PM who are not a current GM should contact the [ANZFSS Secretariat](#) for information on how to proceed.

Entitlements

The Professional Standards Council (Australia) defines a professional as someone who derived their income from their expertise or specific talents, as opposed to a hobbyist or amateur and professionalism as the personally held beliefs about one's own conduct as a professional. It's often linked to the upholding of the principles, laws, ethics, and conventions of a profession as a way of practice. This goes to the core of *the code*.

Currently, professional members benefits and entitlements within the ANZFSS include:

- Recognition of the existing professional standing as a professional member
- Assurance that a professional member represents a highly regarded forensic science professional by means of satisfying prescribed CPD
- Refer to ANZFSS PM status on formal statements and business correspondence, including the use of the ANZFSS logo
- On-going on-line subscription to the [Australian Journal of Forensic Sciences](#)
- Discounts and/or exclusive events associated with the ANZFSS Symposium as determined by the Symposium Organising Committee
- Discounts and/or exclusive events associated with the ANZFSS
- Other activities and entitlements as they are developed
These may include access to additional professional development activities, reciprocal or discounted membership to other professional bodies, and dedicated area on the website for discussion and/or containing resources

Application Process

The applicant must be a ANZFSS general or life member and complete the online [PM Application](#) (via the membership portal) and include at submission:

Note that information added to the form cannot be saved so ensure you have gathered the following required attachments to the application form before you begin.

1. **Name and email address of two referees** (at least one of whom must be a current PM of at least 12 months' standing*), who can endorse the following for the applicant:
 - duration of experience as a professional in forensic-related field; and,
 - status as a person of good character, in keeping with the ANZFSS RoA and *the code*; and,
 - any other attributes that would define the candidate as a professional advocate and ambassador for the ANZFSS.
2. **A letter of confirmation of employment and qualification**, or from referees confirming employment and qualification; and,
3. **A brief CV** summarising their professional experience relevant to forensic science (maximum four pages); and,
4. **A list of related publications** (most recent 10 if more than 10); and,
5. A completed **CPD Activity Form** detailing CDP program activities meeting the requirements for application and limited to three consecutive years immediately preceding the date of application. Any reference to professional development activities older than three years before the date of the application will not be considered**.

**Until a larger body of professional members is established, the requirement that at least one of the two referees is a PM will be waived. This requirement may instead be met by having at least one of the two referees who is a general member of at least five years' standing, or a Life Member.*

*** Generous provision is made for extended absences from work, including parental leave. Contact the ANZFSS Secretariat (membership@anzfss.org) for further details.*

Continuing Professional Development Program and Requirements

The CDP program has been developed as a part of ANZFSS PM eligibility. The program aims to provide credibility for professional members, evidenced through demonstrated engagement within the forensic science industry. It has been designed to quantify a professional member's CDP within their general discipline, as well as within their designated area(s) of specialty within that nominated discipline. In synergy with *the code*, the CPD program provides confidence that all professional members, as forensic practitioners (inclusive of operational staff, research and academic staff, legal and emergency service personnel) display technical, scientific, and professional understanding in their application of their profession, and continually strive to develop their knowledge and skills throughout their career.

The ANZFSS has defined in general terms the types of CPD program activities which are commensurate with satisfying the eligibility criteria for a professional member. Measurement of these activities has been designed to be general in nature and with in-built flexibility to accommodate for the diversity of disciplines and range of topics that forensic science encompasses as **Activities Counting Toward CPD points** and **CPD Activity Codes**. Collectively, these activities form evidence of the candidate fulfilling the requirement for admission into and on-going acceptance of PM.

Applicants are required to provide evidence of a demonstrable link between their operational duties and learning/research activities within their specific professional discipline and relevant to forensic science and forensic medicine on the **CPD Activity Form**. This is ultimately adjudicated through *the Board*.

A total of 60 CPD points is required to have been accrued over the three years (36 months) directly prior to applying for PM.

To maintain PM status 60 CPD points are also required to be accrued over a subsequent 3-year period of attaining PM.

The **CPD Activity Form** includes documentation of the activity and duration, in addition to a topic or theme this activity falls within. Demonstrated evidence of CPD point accrual is provided at the time of initial application for PM, and then every three years at the time of membership renewal. It is the responsibility of the member to supply these documents to *the Board* at membership renewal time (via email to membership@anzfss.org).

Demonstrated Evidence

As part of the CPD program, applicants and renewing members are asked to provide some form of evidence to support their attestation of engagement within their listed discipline(s) and area(s) of specialisation. This evidence should reflect a relevant, demonstrable link between their operational duties and learning/research activities within their specific professional discipline to the forensic science and/or forensic medicine industry. This is ultimately adjudicated through *the Board*. Relevant evidence can take various forms such as demonstrating attendance at, and engagement in, industry and discipline-specific initiatives and programs, in addition to meeting legal and workplace standards and codes of conduct.

To assist members in sourcing evidence, the following list is provided as a guide. It is also recognised that for some CPD activities evidence other than self-proclamation may be difficult to source or provide; ANZFSS provides the capacity for this on the **CDP Activity Form**.

Demonstrated evidence examples could include:

- Endorsed attendance certificate or other appropriate evidence of attendance, for example, event program or registration confirmation correspondence
- Training/course recorded results transcription
- Workplace communication by supervisor, manager, director, or training officer attesting to operational practitioner role
- Workplace communication by supervisor, management or training officer attesting to satisfactory course completion for in-house training and professional development courses, including mentoring activities
- Statutory declaration

- Name of course(s) and/or presentations prepared and/or delivered to peers or other groups
- Email confirming participation in activity
- Subpoena
- Certificate/letter of membership of a professional body commensurate with the ANZFSS CPD program for PM

Activities Counting Toward CPD Points

There are many activities that can potentially count towards professional development. The scheme is not limited to specific education programs or external activities; it allows inclusion of provision of expert evidence within a court of law, in-house training courses and workshops, preparation and/or delivery of presentations/workshops. The ANZFSS trusts members will accurately report their CPD activities; however, *the Board* reserves the right to audit CPD submissions periodically. Additionally, *the Board* reserves the right to review and/or adjudicate if an applicant or renewing member hasn't provided satisfactory evidence of the required CPD. The prospective or renewing member may be invited to show other proof of maintaining their expertise and continuing education and development.

To encapsulate the diverse and broad activities that can be incorporated as professional development, a list has been provided as a guide to facilitate measuring CPD. An "other" category has been included to allow flexibility and consideration of activities not listed. Applicants are required to provide evidence of a demonstrable link between the activity and the applicant's specific professional discipline and/or forensic science in general, and to suggest the number of CPD points they think are reasonable for any activity in this category. The appropriateness of the activity and suggested points will ultimately be adjudicated through *the Board*.

Activities undertaken and counting toward CPD points are divided into two broad categories:

(1) Professional/Operational Work and Further Education, to account for at least 75% of CPD points

(2) Self Education/Professional Contribution

It is desirable for members to cover activities within at least three of the **seven suggested themes**, and in **50% of the suggested activities spread over the three years**. The purpose of this is to ensure a diversity in skill maintenance and development across various aspects of the applicant's discipline and the forensic sciences in general.

CPD Topics/Themes include:

1. Professional skills – related to the individuals nominated primary discipline within forensic science
2. Professional skills – specifically related to area(s) of specialisation within the nominated primary discipline

3. Provision of expert evidence, including court report submission and court testimony
4. Ethics, quality assurance, governance, and professional responsibility
5. Work health and safety
6. General forensic science principles
7. Statistics/evaluative reporting

Continuing Professional Development (CPD) Activity Codes

The CPD cycle is 12 months in duration.

Point allocation limitations relate to a 12-month period; where a maximum number of points per CPD cycle is stated for an activity and point accrual is re-set each year.

A total of 60 points is required over a three-year period (three CPD cycles), whether for initial membership application, or membership renewal.

A. Operational case work (*practitioner substantive role – maximum of 15 points; either across one activity or a combination of the three activities listed below*)

- i. Analytical testing and interpretation of forensic case work (*1 point per 35 hours' work*)
- ii. Interpretation and reporting forensic case work (*1 point per 35 hours' work*)
- iii. Court attendance related to forensic casework (*1 point per each case/matter attendance*)

B. Research (*maximum of 15 points; either across one activity or a combination of the three activities listed below*)

- i. Research is substantive role within forensic science (*1 point per 35 hours' work*)
- ii. Primary Supervisor (*2 points per project, maximum of 16*)
- iii. Secondary Supervisor (*1 point per project*)

C. Executive Manager of forensic operational units; includes Managers who are responsible for high level, strategic coordination and decision making within a forensic jurisdiction (*Manager is substantive role – maximum of 15 points*)

D. In-house training for technical/operational development directly relevant to discipline; includes attendance, preparation and/or delivery and staff-mentoring (*1 point per hour; maximum 6 hours per activity*)

E. Externally provided short course, seminar, workshop, presentation, or lecture; includes attendance, preparation and/or delivery (*1 point per learning hour; maximum 6 hours per activity*)

F. Industry or discipline conference (*1 point per learning hour; maximum 10 hours per conference*)

G. In-house seminars, working groups, discussion groups, meetings; includes attendance, preparation and/or delivery and staff mentoring (*1 point per learning hour; maximum total of 20 hours per CPD cycle*)

H. Presentations to peers or other professional groups; includes preparation and/or delivery *(maximum total of 10 points per CPD cycle)*

- i. Guest, sessional, or adjunct lecturer *(1 point per teaching hour)*
- ii. Professional development or technical courses/workshops *(1 point per teaching hour)*
- iii. In-house seminars *(1 point per teaching hour)*
- iv. Conference/poster presentation *(2 points per presentation)*
- v. Court expert witness testimony *(1 point per appearance)*

I. Publications – writing and/or reviewing publications (journal article/position paper/textbook chapter/on-line article/thesis) to peers, including as lead author, co-author, or recognized contributor to the body of work *(2 points per publication/review; maximum total of 10 CPD per year)*

J. Short communication circulated locally though not published within a peer reviewed journal *(1 point per article; maximum total of 10 CPD per year)*

K. In-house, or operational related study and/or research projects, not conducted through an academic institution *(1 point per hour course work/project work; accrue maximum of 10 points per year)*

L. Post-graduate study relevant to forensic science primary discipline needs, conducted through an academic institution *(1 point per hour course work/project work; accrue maximum of 10 points per year)*

M. Membership of national or international professional associations relevant to forensic science, for example, the Australian Academy of Forensic Science, International Society for Forensic Genetics *(1 point per membership; maximum of 3 points per year)*

N. Membership of another certification body directly related to forensic science, specifically defined discipline and/or area of specialisation within forensic science *(this may fulfil the maximum point allocation, refer to “activities counting towards CPD points”)*

O. Other – requires description of activity and how it relates to forensic science discipline *(applicant to suggest the number of CPD points, which will be adjudicated by the Board).*

Agreement

Applicants will also need to confirm the following within the application form:

- I have read and agree to abide by the RoA and understand my responsibilities as a forensic practitioner to the Society, clients, employers, the justice system, and the community in general, as outlined within the Associations Code of Professional Practice
- If this application is accepted, I understand that any false or misleading information in my application may result in suspension or cancellation of my membership
- I certify that my answers are true and complete to the best of my knowledge

- I certify that I have not been convicted of any criminal matter within Australia, New Zealand, or any other country

Professional Membership Renewal

In accordance with the ANZFSS RoA, PM is current for 12 months from the approval of the initial application. Professional members will be notified of the annual subscription renewal via email, approximately three months before the due date. Payment is required by the due date and is subject to RoA for all membership types. Failure to pay within this time frame will result in suspension of Society membership, until arrears paid. On-going PM incorporates both payment of an annual subscription fee, as well as fulfilment of the CDP Program each year and requires to be evidenced every three years utilising the record of CPD activity.

CPD Membership Renewal

Every three years, professional members are required to re-apply for PM by providing demonstrated evidence of fulfilment of CPD activity. The **CPD Activity Form** and associated evidence must be received within two months of the annual fee renewal date. It is the responsibility of the member to supply the required documentation. Failure to do so within the defined time frame will result in suspension of PM until the required paperwork is submitted. Upon acceptance of the renewal application by *the Board*, and following payment of annual fee, an email notification will be sent to the applicant confirming their acceptance. If payment hasn't been received, an email reminder will be sent, and acceptance into PM will be suspended pending receipt of payment.

Other Professional Memberships

Applicants who have gained PM within another relevant professional group or attained certification under a scheme that is commensurate with the CPD, and education expectations held by ANZFSS, may be eligible to bypass the need for CPD fulfilment by providing evidence of membership or certification under the other organisation. An example of such a program is the [ANZPAA/NIFS Australasian Forensic Science Assessment Body \(AFSAB\) certification program](#). Applicants to whom this may apply simply need to provide the name of the professional group and/or relevant CPD program, and evidence of their acceptance into that program and currency of their status, for example a copy of certificate, email, or letter of acceptance, in lieu of a ANZFSS PM requirements. This submission will be adjudicated on by *the Board*. Prospective professional members who would like further information regarding their situation with regards to waiving of CPD requirements are encouraged to contact the ANZFSS Secretariat (membership@anzfss.org) with details of the program.

Thank you
ANZFSS Executive