

## **Continuing Professional Development Policy**

### **14 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

#### **14.1 CPD SCHEME**

##### **14.1.1 DEFINITION OF CPD**

The Institute defines CPD for architects as any learning activity that systematically enhances an individual's professional knowledge, skills and competency relevant to the practice of architecture. .

##### **14.1.2 INSTITUTE POSITION ON CPD**

The Australian Institute of Architects is committed to the fostering and advancement of the professional knowledge, skills and competence of its members at all stages of their career.

Institute members are required by the Code of Professional Conduct to commit themselves to the attainment and maintenance of high professional standards throughout their career. The Institute considers the undertaking of regular CPD as an essential component of a member's professional obligations.

CPD is about maintaining and acquiring knowledge, skills and competencies. Its purpose is to ensure both the relevance, value and business potential of the profession as a whole and the knowledge, skill and competence of individual Institute members.

CPD may be undertaken as either a formal, structured learning activity or as an informal activity.

The undertaking of both formal and informal CPD is recommended for all members who are encouraged to maintain accurate and current records of their CPD activity.

The Institute is committed to providing programs that substantially contribute to the CPD needs of its members and the requirements for maintaining registration in those jurisdictions where continuing professional development is a requirement for renewal of registration as an architect.

The Institute supports and endorses the policies set out in the *AACA/Institute Joint Policy* on CPD, including the adoption of the four core competencies set out in the joint policy as the basis for the development, regulation and assessment of CPD.

The Institute supports the *Joint Policy* as a basis for jurisdictional requirements.

##### **14.1.3 INSTITUTE CPD POLICY**

The *AACA/RAIA Joint Policy: Continuing Professional Development (CPD)* forms the basis of the Institute CPD Policy. Items 3.1 to 3.3 and 4.1 to 4.3 detail the preferred framework for CPD and the amount of CPD to be undertaken. The relevant extracts are listed below.

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### **3.0 Framework for CPD**

#### **3.1 Acceptable CPD Activities**

Acceptance of CPD activities shall be subject to the following principles:

CPD must:

- Relate to practice as an architect
- Be additional to activities already undertaken in the normal course of an architect's practice or employment.

#### **3.2 Type of Activity**

An effective CPD regime shall have as its basis the National Competency Standards in Architecture NCSA 01 which prescribes standards in four units:

- A Design
- B Documentation
- C Project delivery
- D Practice management

Each of these units is further divided into a detailed set of specific contexts, elements and performance criteria. Any accepted CPD activity must be contained within one or more of these units and address the relevant context, element and performance criteria.

#### **3.3 Informal and formal CPD activity**

Accepted CPD activity may comprise either:

- **Formal CPD**  
A learning activity with stated learning outcomes that is formally assessed or has significant interaction between presenter and learner.
- **Informal CPD**  
A learning activity with stated learning outcomes that involves no formal assessment process or significant interaction between presenter and learner.

### **4.0 Amount of Acceptable CPD**

The accepted minimum commitment for CPD from registered practicing architects shall be effectively 20 points per annum

#### **4.1 Relationship of points to category of activity**

Points shall be allocated to specific activities through the process of accreditation. Points shall be accrued in a minimum of two competency units, as listed above in 3.2, per annum. The allocated points loading shall be made clear to those wishing to participate in an acceptable activity

- **Formal and Informal CPD Activity:** One point for every hour of involvement.
- Specific activities shall be allocated a discrete number of points, as appropriate.

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A minimum of 10 points must be for Formal CPD activities.

### **4.2 Declaration of Compliance**

Where required for continued registration the architect must provide to the relevant authority an annual declaration of compliance of completion of the requisite CPD.

### **4.3 Recording CPD**

A nationally consistent format of recording an architect's involvement and completion of acceptable CDP/CE activities shall be required. The form of record shall be common across all jurisdictions that are engaged in mutual recognition of registration status.

## **14.1.4 THE OBLIGATIONS OF MEMBERS UNDER THE CPD SCHEME**

Institute members have a professional obligation to improve their knowledge and ability in the practice of Architecture. The Institute encourages members to undertake continuing professional development in accordance with the CPD Policy, and to record their activities in the log sheet provided on the Institute web site, [www.architecture.com.au/CPD](http://www.architecture.com.au/CPD), or in accordance with the *AACA/Institute Joint Policy*.

Members are encouraged to complete 10 formal and 10 informal points per annum.

Members temporarily out of the work force or employed part time are encouraged to undertake CPD activities to maintain currency of their skills and links to the profession.

Members residing overseas are encouraged to participate in appropriate activities provided by architectural and other relevant professional associations and access distance and e-learning programs from the Institute and other providers.

A member's record of involvement in CPD activities may be relevant to, and be taken into consideration, in disciplinary procedures as they may arise.

## **14.1.5 CPD PLAN**

Architects and architectural entities are encouraged to develop a structured CPD plan. The plan will set out CPD objectives, proposed activities and desired outcomes on an individual basis each year.

Architects should aim to achieve a spread of formal learning within each of the four core competencies each year.

## **14.2 FUNDING**

### **14.2.1 GOVERNMENT FUNDING**

Where government training entities subsidise training, these organisations should be approached to provide funds for Institute CPD programs.

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### **14.2.2 CORPORATE PARTNERSHIPS**

Where appropriate sponsorship support for the CPD Program, and its discrete elements, should be sought to supplement revenue from the program itself. This support is for CPD sessions devised and presented by the Institute.

### **14.2.3 CPD PRESENTATIONS BY CORPORATE PARTNERS**

Corporate partners wanting to present CPD sessions will submit proposals to the National CPD Manager for approval. These sessions must fit within the themes of the Institute's CPD program and the themes of the Chapter in which they are presented.

**14.2.4** The cost of provision of CPD may be supplemented by attendance fees.

### **14.3 MARKETING**

A coherent marketing strategy will be developed that communicates;

- the importance of life long learning und undertaking CPD programs
- the range of activities available to members and Australian Architects to assist them with CPD compliance for registration.

This marketing strategy will extend to non-members of the Institute.