



**knowledge services**



**Australian  
Institute of  
Architects**

**CONTINUING PROFESSIONAL DEVELOPMENT (CPD)  
FOR ARCHITECTS  
- A QUICK GUIDE -**

**WHAT is CPD?**

CPD is any activity that systematically enhances an architect's professional knowledge and personal skills for the advancement of architecture, society and the environment. Essentially, it applies the principle of lifelong learning to the architectural profession and covers a wide range of activities.

CPD must also be:

- additional to activities undertaken in the normal course of practice or employment,
- taken in one of the following competency areas: Design, Documentation, Project Management & Practice Management<sup>1</sup>.

**WHY should I do CPD?**

Whether required to do so by the relevant registration boards or not, it is important for architects to keep up to date with all the latest changes in technology, legislation and sustainable practices as well as new products, materials and approaches to managing your practice or procuring work. This not only helps your individual practice but contributes both to the advancement of architecture and the standing of architects in the community.

**WHO needs to do CPD?**

A+ members and all architects registered and living in: NSW, Tasmania, Western Australia and Queensland.

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<sup>1</sup> These correspond to the Architects' Accreditation of Australia's National Competency Standards in Architecture.

## **WHERE can I do CPD?**

You may find that you are already doing CPD as it applies to a broad scope of activities that fulfil the definition given above. The Institute offers a large range of CPD opportunities called Refuel which include:

- National Seminar Series
- PALS
- Continuum
- Regular events in local State and Territory offices.

It also accredits a large range of external providers within the Refuel External Provider network.

For more details, see: <http://www.architecture.com.au/i-cms?page=11410>

## **WHEN should I do my CPD?**

Ideally, CPD activities should follow a plan that suits your professional needs and be undertaken regularly throughout the year. A total of 20 CPD points are required each year both for A+ members and for re-registration with the registration boards. You need to accrue 10 formal and 10 informal points across a minimum of two of the competency areas listed above and no banking or rollovers are allowed.

As a rule, 1 hour of CPD activity = 1 CPD point however, check your local board requirements for limits on consecutive hours.

## **HOW do I get the necessary points?**

All CPD activities need to have clearly identified learning outcomes, involve the sharing and/or acquisition of new knowledge and be directly applicable to practice.

However, there are some differences between INFORMAL points and FORMAL points. Again, there are limits to how many hours you can do of each specific activity and how many can be consecutive hours so check your local board policy for details.

INFORMAL points may include:

- personal study
- attendance at: talks, presentations, design workshops, lectures conferences & seminars run by the Institute, members of the External Provider Network and other organisations
- structured visits and tours
- self-directed study of Acumen entries
- writing for professional journals
- mentoring programs & school presentations.
- participation in professional committees, advisory groups related to government bodies or regulatory authorities
- Institute activities such as: committees, working groups, award juries and visiting panels to architecture schools

FORMAL points may include:

- Structured courses with assessment activity OR that include *significant interaction* between presenter and learner
  - Accredited courses at university, TAFE or other registered training organisations
  - Reports on Institute National Conference
  - Archicentre seminars
  - Refuel CPD events such as: National Seminar Series, local State and Territory events and activities presented by members of the External Provider Network
  - Online CPD courses through Continuum
  - In-house courses provided by your practice
  - Institute activities such as: acting as Senior counsellor, writing or editing for Acumen, EDG or other Institute publications, CPD activities, preparing responses to government legislation or policy
  - Part-time lecturing or tutoring at tertiary level
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## **WHAT now?**

Now that you have an overview of what CPD is about you can start planning.

1. Check your local board's policy and framework
2. Prepare a CPD plan that:
  - covers the competency areas you intend to focus on
  - complements your learning style
  - fits in with your work and home commitments
  - links to your employer's training plan
  - aligns with your local board's policy and framework
3. Select the CPD activities relevant to your needs
4. Keep records of your CPD activities. You could be audited!

## **WHERE can I get more information?**

1. Institute CPD Policy:

<http://www.architecture.com.au/cpd-education/national/cpd>

2. AACA National Competency Standards:

<http://www.aaca.org.au/publications/>