

# Refuel CPD Provider Network

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## 2022



Australian  
Institute of  
Architects





# Introducing The Australian Institute of Architects

Established in 1930, the Australian Institute of Architects is the peak body for the architectural profession in Australia, representing over 11,500 members across Australia. The Institute works to improve our built environment by promoting quality, responsible and sustainable design. Through its members, the Institute plays a major role in shaping Australia's future as our population and cities increase.

As the peak professional body for the architectural profession, and the voice of Australian architecture, the Institute offers the use of our experienced education team to assist you to develop content to best suit an architectural audience and meet CPD requirements. By becoming a member of the Refuel CPD Provider Network your association with us will ensure integrity and relevance of your CPD content.





The Institute’s network reaches far and wide from our global, national, and local partners to all tiers of government. By aligning with the Institute, you are reaching a highly targeted and engaged architectural audience who are the current and future key decision makers specifying products and materials used in their projects.

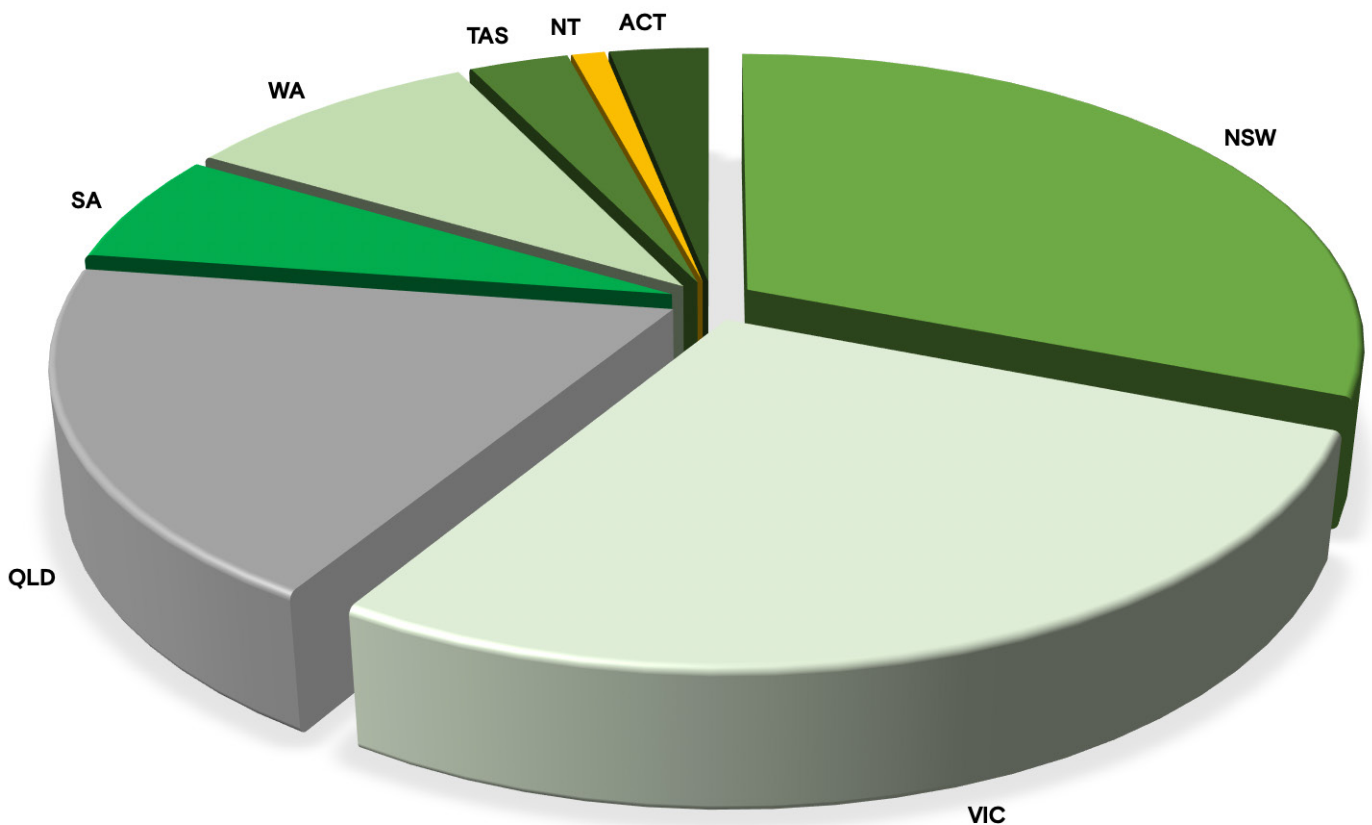
# Membership segmentation:

## Our membership is made up of:

- University students of Architecture (SONA)
- Architectural Graduates (freshly joining the profession)
- Emerging Architects (those in the first ten years of practice)
- Registered Architects
- Fellows
- Academics
- Architectural Practice / Corporate members

## By size:

- Small firms - 87%
- Mid-size firms - 12%
- Large Firms - 1%



# Membership split in each chapter:

<b>NSW 30%</b>	<b>WA 9%</b>
<b>VIC 27%</b>	<b>TAS 3%</b>
<b>QLD 18%</b>	<b>NT 1%</b>
<b>SA 6%</b>	<b>ACT 3%</b>

All membership data is correct at time of design and subject to change



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# Refuel

## About the Refuel CPD Provider Network

The Refuel CPD Provider Network enables external CPD Providers to have contact with architects and deliver educational programs which meet their CPD needs. The service provided ensures integrity and relevance of your CPD content and is reviewed by the Institute's National team of Architectural Education experts.

The CPD Provider Network offers a unique avenue to communicate with architects, however is not a marketing or sponsorship program. The focus of the CPD Presentation is to provide high quality education to the profession. Suppliers find this helpful to educate the market on technical or complex issues which are relevant to the day-to-day work of an architect.

Each CPD course must meet at least one of the AACA Competency standards of Architecture and all other CPD requirements set out by the Architect Registration Boards. Having a presentation recognised by the Australian Institute of Architects gives architects confidence that it is of a high-quality and relevant to their needs. It also ensures that by completing the CPD course attendees will be meeting their CPD requirements to claim formal CPD points for attendance.

## Refuel CPD Provider Benefits

- A rigorous review of your CPD content to ensure relevance, quality and integrity of education.
- Permission to use the Institute's Refuel CPD Provider Network brand mark and associated CPD points badge on marketing materials.
- Direct marketing to the Institute membership giving more exposure to a broader network of people.
- Providers' CPD activities are listed at <https://www.architecture.com.au/cpd/external-cpd-providers/>





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Refuel CPD  
Provider

Benefit (Per Annum)	Gold \$11,880 + GST	Silver \$8,500 + GST	Bronze \$3,500 + GST
Annual review and recognition of CPD content	Up to 12 CPD points/hours	Up to 5 CPD points/hours	1 CPD point/hour maximum

**(Once approved, courses can be delivered multiple times nationally per year)**

Access to CPD Provider Kit containing logos forms, certificate templates	Yes	Yes	Yes
Inclusion in direct marketing (to 11,500 Institute members)	Four opportunities per year	Two opportunities per year	N/A
Website inclusion	Listing, image, description, link	Listing, image, description, link	Listing, image, description, link

- 1 Hour CPD = 1 CPD Point
- As a Refuel CPD Provider it is not permitted to act as an intermediary and deliver third party content under your organisation's membership.
- Each membership is valid for a calendar year and is billed pro-rata if taken up throughout the year.
- Each year Refuel CPD Provider members must resubmit their presentations for approval by the CPD assessors for delivery that year.

## Frequently Asked Questions – Refuel CPD Provider Network

### 1. What is CPD?

Continuing Professional Development (CPD) for Architects is any activity that enhances the professional knowledge and personal skills needed for the advancement of architecture, society and the environment. Key requirements of CPD for Architects are that an activity:

1. Relates to the practice of architecture but is not an activity undertaken in the normal course of practice
2. Relates to at least one of the National Competency Standards for Architecture: Design, Documentation, Project Management, Practice Management.
3. Has stated learning outcomes/objectives, demonstrating that the primary purpose of the activity is educational and are linked to the National Competency Standards for Architecture
4. Has a formal assessment activity

### 2. What are the competency standards?

The National Competency Standards in Architecture (NCSA) is a document published by The Architects Accreditation Council of Australia (AACA) setting out the benchmark standards of competency for registration as an Architect in Australia and New Zealand. The NCSA can be found under publications at [www.aaca.org.au](http://www.aaca.org.au)

### 3. Is CPD compulsory for Architects?

CPD is compulsory or soon to become compulsory for Architects in most states in Australia. CPD is also compulsory for A+ members of the Australian Institute of Architects.

Architects are advised to do CPD to continually develop their professional skills and knowledge within the industry. Participating in CPD may advance an Architect's career and prolong their future in the profession.

### 4. Should providers maintain records of attendance?

Architects are required to manage their own CPD records. The Institute provides a CPD record form for members. However, CPD providers must also maintain records of attendance for each CPD activity.

### 5. How long should a CPD provider maintain records?

You must maintain records relating to each CPD activity for a period of five years.

### 6. Are CPD points recognised Australia-wide?

Yes. CPD points are recognised Australia wide in alignment with the requirements of its own policy and policies/guidelines of other registration bodies.

### 7. How are points allocated?

Points are allocated on the basis of one (1) point for every hour of involvement for both formal and informal activities.

In some cases, limits have been applied to the number of points that can be allocated to a single activity. While these tend to apply to less structured—generally informal—activities such as reading or attending meetings, some formal CPD activities also have limits. Points can only be allocated to the educational components of an event: refreshment breaks, registration, drinks/networking sessions and the like, do not accrue points.

### 8. What is Refuel?

Refuel is the Australian Institute of Architects brand for the External CPD Provider Network. Refuel was launched in 2008 and is recognised nationally as providing quality, relevant CPD that meets all CPD requirements.

### 9. What is Formal and Informal CPD?

CPD activities are defined as formal or informal. Formal activities require some form of assessment or evidence of significant interaction between the presenter and attendee as part of the activity.

### 10. Is assessment compulsory?

Yes it is for formal CPD. Most commonly a CPD activity that does not include assessment or significant interaction between the presenter and attendee will attain informal CPD points.

### 11. What is a structured assessment?

A structured assessment should test the participants' understanding of content. Assessment may take a variety of forms, for example a pop-quiz, test, self-check questions and answers. We will provide you with a template.

### 12. Should providers provide feedback on the assessment?

Yes, the participant must receive feedback from the provider on the assessment. It is encouraged to discuss the answers with the participants during the presentation, so that they understand where their understanding of content may still be lacking.

### 13. How do I join the Refuel CPD Provider Network?

You must apply online at <https://www.architecture.com.au/cpd/external-cpd-providers/apply/>

# Contact Us

For all Refuel enquires, please email:

[suppliers@architecture.com.au](mailto:suppliers@architecture.com.au)

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