

AACA/RAIA Joint Policy on Continuing Professional Development (CPD)

THE ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA

THE ROYAL AUSTRALIAN INSTITUTE OF ARCHITECTS



AACA / RAI A Joint Policy on Continuing Professional Development (CPD)

1.0 Introduction

This document presents a unified approach to CPD supported by the Architects Accreditation Council of Australia (AACA) and the Royal Australian Institute of Architects (RAIA). The intention of this document is to provide a model that can be adopted by relevant jurisdictions and professional bodies to promote national consistency in the definition, recognition and recording of CPD activities.

2.0 The case for compulsory and nationally uniform CPD

The AACA and RAI A agree that there is undeniable benefit to the consumers and practitioners of architecture in Australia if all registered practicing architects undertake CPD. To maintain national consistency these activities must be defined and accredited in a uniform manner throughout all the states in Australia in accordance with the current tenet of mutual recognition of architects' registration.

The RAI A and AACA agree that to achieve uniform national consistency CPD must be a compulsory requirement for continued registration as a practicing architect.

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 (revised 2001) which prescribes standards in four units:

- A Design
- B Documentation
- C Project management
- 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.

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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.

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.

A sample record form is attached.

4.4 *Auditing of CPD Activity*

Compliance with any requirement for CPD shall be verified by a periodic audit of architect's records undertaken by the responsible authority at intervals of not more than five years.

An audit is also required when a registered architect is the subject of a formal complaint to, or disciplinary action by, a registration authority.

5.0 Exemptions

Architects may be exempt from completion of the CPD requirement in an annual registration period under the following circumstances:

- Architects resident and practicing overseas
- Architects within any non-practicing architect category defined under relevant jurisdictions
- Architects who can demonstrate special circumstances e.g. illness, maternity leave.

6.0 Accreditation

Where CPD activities are a requirement for continued registration or membership under a responsible authority, accreditation of these activities is required.

The accreditation process shall be determined by the responsible authorities in relevant jurisdictions.