



Continuing Professional Development/Continuing Professional Education Framework for Architects in Australia

Background

State and Territory Architect Registration Boards regulate architects in accordance with the respective State and Territory Architects Acts. See [Summary of architect regulation in Australia](#) for more details.

The majority of Architect Registration Boards in Australia require architects to take appropriate action to maintain their professional knowledge and skills. Architect Registration Boards consider that completing relevant Continuing Professional Development/Continuing Professional Education (CPD/CPE) is an effective way for architects to demonstrate compliance with the obligation to maintain skills and knowledge necessary for competent performance as an architect.

Each Architect Registration Board has their own CPD/CPE Policy and is ultimately responsible for defining the type and number of CPD/CPE points/hours required within their respective jurisdiction.

Architect Registration Boards agree to integrate the components of the Framework into their jurisdiction's CPD/CPE Policy because of their commitment to:

- facilitating mutual recognition of CPD obligations of architects across jurisdictions
- encouraging high quality nationally consistent CPD/CPE from providers

Framework of CPD/CPE for Architects

CPD/CPE must relate to practice as an architect linked to relevant performance criteria across at least two separate units in the National Standard of Competency for Architects and must generally be in addition to activities undertaken in the normal course of the architect's practice or employment. In some jurisdictions the CPD/CPE policy may include opportunities provided by employers for professional learning activities.

Architects must complete a minimum of 20 hours of CPD/CPE per annum, of which 10 hours must be categorised as formal. (Note: Where terminology used in a jurisdiction is points rather than hours, 1 point is considered to equate to 1 hour. A jurisdiction might use the terminology of 'core' and 'non-core' instead of 'formal' and 'informal'.)

Boards may from time to time require architects to undertake CPD/CPE activities to address identified issues in their respective jurisdiction.

Architects should develop their CPD/CPE plan taking into account their personal development needs and the guidance in the CPD/CPE policy published by the Architect Registration Board in which they primarily practice.

Formal CPD/CPE

Formal CPD/CPE is an educational activity with stated learning outcomes that is formally assessed, or includes significant interaction between the presenter and the learner. Specific activities that are acceptable to Architect Registration Boards may also be classified as formal CPD/CPE at the discretion

of individual Boards. Formal CPD/CPE activities are in addition to activities generally undertaken in the normal course of practice or employment.

In formal CPD/CPE activities learning outcomes must be clearly stated by the provider of the activity and mapped to relevant Units of Competency / Performance Criteria from the National Standard of Competency for Architects. Presenters have appropriate academic, technical or practical expertise.

Formal CPD/CPE activities generally fall under six broad categories:

- Provider-delivered activities that include a structured assessment task that genuinely tests participants' understanding of content (*there is no maximum no of hours per year that may be claimed in this category**);
- Provider-delivered activities that are structured to include significant interaction between the presenter and the participant, such as a structured workshop where participants are required to complete an individual or group task (*there is no maximum no of hours per year that may be claimed in this category**);
- Activities relating to the preparation and delivery of CPD activities (*a maximum 5 hours per year may be claimed in this category**);
- Activities relating to the teaching of architecture at a tertiary level that involve significant preparation and/or scholarship, as in the development of new course and/or lecture content and/or the definition of new curriculum (*a maximum 5 hours per year may be claimed in this category**);
- Structured training activities delivered by Architect Registration Boards and the AACA for Examiners and Assessors who are engaged in the assessment of candidates of the various pathways to registration or in the assessment of Providers of accredited architecture programs (*1 hour per year may be claimed for any one type of training activity, up to a maximum of 3 hours per year in this category**);
- Authorship of published articles, books, papers (*a maximum 5 hours per year may be claimed in this category**);

**Allocation of maximum hours per activity may vary amongst jurisdictions*

Informal CPD/CPE

Informal CPD/CPE activities include self-directed study and professional activities that relate to practice as an architect. Informal CPD/CPE activities must be educational, include new knowledge and skills acquired or shared with peers and is in addition to activities already undertaken in the normal course of practice or employment.

Other activities may also be classified as informal CPD/CPE at the discretion of individual Boards.

Learning outcomes can be identified from each activity but there is no requirement that the activity includes assessment or significant interaction between the presenter and the participant. *A maximum of two hours may be claimed for any one informal CPD activity.**

Examples of Informal CPD/CPE activities include, but are not limited to:

- Self-directed study of practice notes, technical/professional journals, podcasts, etc.;

- Talks and presentations by peers;
- Design lectures and seminars;
- Structured visits to building sites, buildings and exhibitions;
- Conferences (Note that where a conference offers a specific CPD event or a stream of CPD sessions, these may qualify as Formal CPD if the requirements for Formal CPD outlined above are met);
- Involvement in mentoring programs;
- Tutoring in architecture at a tertiary level where there is no significant preparation and/or involvement in the development of new content or curriculum (e.g. Design studio tutoring, where architects are often not required to do any preparation);
- Marking work produced by architecture students at a tertiary level (such as a guest critic role or other marking undertaken by a tutor);
- Participation as an Examiner or Assessor for the Architectural Practice Examination or any other pathway to registration;
- Participation in professional practice committees and advisory groups through professional associations, regulatory authorities, or government bodies, such as Standards Australia;

**Allocation of maximum hours per activity may vary amongst jurisdictions*

Architects' CPD/CPE Records

A CPD/CPE Record is valid for reporting purposes in any jurisdiction in Australia. Architects are required to keep records of their activities for at least 5 years. Jurisdictions may require the submission of CPD/CPE records at the time of annual registration renewal.

Architect Registration Boards use different platforms for architects to record their CPD activities. Regardless of the reporting platform, the following information must be included:

- Date
- Name of Activity
- Provider
- Category of activity (Formal/Informal)
- Hours claimed
- How the activity relates to specific performance criteria/units of competency from the *National Standard of Competency for Architects (or meets specific requirements of individual jurisdictions)*.

Auditing architects' CPD activities

Architect Registration Boards will check compliance with CPD/CPE requirements via a periodic audit of an architect's CPD/CPE records at intervals of not less than five years.

The audit will generally be based on a random selection of architects, but individual Architects

Registration Boards may also choose to audit an architect's activities based upon their own risk assessment or where an architect is the subject of a formal complaint or disciplinary action by an Architect Registration Board.

Exemptions

Architects may be exempt from completion of the CPD/CPE requirement in any one reporting year if approved by the relevant Architect Registration Board.

Exemptions may be granted under the following circumstances:

- Architects who are practicing overseas during the reporting year
- Architects included in any non-practicing architect category defined under relevant provisions in jurisdictions
- Architects who can demonstrate special circumstances e.g. illness, extended professional or parental leave.

Guidance for providers of CPD/CPE for architects

Architect Registration Boards do not accredit CPD/CPE activities. Providers of CPD /CPE for architects should be familiar with the requirements as outlined in this Framework.

To facilitate architects making an informed choice about relevant CPD/CPE and meeting their reporting obligations to Architect Registration Boards, providers are advised to:

- Clearly state the learning objectives and assessment (or opportunities for significant interaction by participants) for formal CPD /CPE activities
- Specify which performance criteria/units of competency from the *National Standard of Competency for Architects* are addressed in the activity
- Provide a statement of completion for each participant including the following information:
 - Date
 - Name of Activity
 - Provider
 - Category of activity (Formal/Informal)
 - Hours claimed
 - How the activity relates to performance criteria/units of competency from the *National Standard of Competency for Architects*.