

Continuing Professional Development Policy

Royal Australian Institute of Architects
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14 CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

14.1 CPD SCHEME

14.1.1 BACKGROUND

In October 1990 National Council adopted recommendations from the National Education Committee to introduce a Voluntary Continuing Professional Development Scheme for RAIA members.

Subsequently, National Council determined in October 1993 that professional development would become obligatory for RAIA members from 1 July 1995, and a mandatory requirement for membership of the Institute by the year 2000. This decision was not implemented.

In 2003 a review of Architects Acts across Australia commenced, as an outcome of the Commonwealth Productivity Commission report, *'Review of Legislation Regulating the Architectural Profession'* (August 2000) and the Inter-governmental working group (IGWG).

As a result, a Joint Committee of the Architects Accreditation Council of Australia (AACA) and the RAIA was formed in June 2003. Its task was to review and influence the legislative requirements anticipated in the respective Architects Acts, with their emphasis on consumer protection, and to consider the professional expectations and aspirations of architects. In 2005 it produced a *Joint AACA/RAIA Policy on CE/CPD* which was adopted by both organisations.

To support the Joint Committee, and address the deficiencies of the current RAIA PD Scheme by the development of a new continuing education policy, the RAIA also formed the Continuing Education Strategy Group (CESG) in June 2003. To continue and expand this work, the CESG was replaced by the RAIA National Committee for Continuing Education (NCCE) in March 2004. In 2005 the RAIA CE Policy was developed by the NCCE, working closely with the National Manager Education and the General Manager Services.

In November 2006 National Council agreed with the AACA and relevant registration boards to harmonise terminology and revise the Joint Policy. Amendments to this Policy in early 2007 were designed to bring it into line with the Joint Policy.

14.1.2 DEFINITION OF CPD

CPD for architects is any activity that systematically enhances the professional knowledge and personal skills needed for the advancement of architecture, society and the environment.

14.1.3 RAIA POSITION ON CPD

The Royal Australian Institute of Architects is committed to the advancement of architecture and the fostering of skills and service in the profession; it is concerned not only with the standard of undergraduate architectural education but with the maintenance and development of professional competence in all areas of architectural endeavour, for the benefit of the broader community.

RAIA members are required by the RAIA Code of Professional Conduct to commit themselves to the attainment of high standards and uphold the values of; aspiration to excellence, and competent professional performance. In the current climate to provide professional services conscientiously and competently architects must improve their professional knowledge and skills through participation in CPD activities. This implication of the RAIA Code of

Professional Conduct, and the factors listed below, place extra demands on architects and make CPD more important than ever:

- The changing regulatory environment and maintaining registration in those states and territories where CPD is mandatory
- The impact of escalating professional indemnity insurance premiums and the emergence of Professional Standards legislation
- Increasing competition
- Changes in technology
- Increased public awareness of such issues as ecological sustainability.

The RAIA is committed to providing CPD programs that substantially contribute to the requirements for maintaining registration in those jurisdictions where continuing education is a requirement for renewal of registration as an architect.

The RAIA will promote the *AACA/RAIA Joint Policy* and the RAIA CPD Scheme to Architects' Registration Boards as a basis for jurisdictional requirements.

RAIA members who undertake CPD in accordance with the RAIA CPD Policy are to be recognised in an appropriate way.

CPD is not mandatory for general RAIA membership, however all architects in Practice Member firms are required to maintain accurate and current records of their CPD activity.

14.1.4 RAIA CPD POLICY

The *AACA/RAIA Joint Policy: Continuing Professional Development (CPD)* forms the basis of the RAIA CPD Policy. Items 3.1 to 3.3 and 4.1 to 4.4 detail the preferred framework for CPD and the amount of CPD to be undertaken. A full copy of the Joint Policy is included in Appendix 14A, and the relevant extracts are listed below.

3.0 Framework for CPD¹

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.

¹ *AACA/RAIA Joint Policy: Continuing Professional Development (CPD)*

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.

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.

Additional commentary and examples are included in the advisory note AN03.01.100 RAIA continuing professional development (CPD) (Refer Appendix 14B) and on the web site www.architecture.com.au/CPD.

14.1.5 THE OBLIGATIONS OF MEMBERS UNDER THE CPD SCHEME

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

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

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

14.1.6 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.

A sample CPD plan is included in the advisory note *AN03.01.100 RAIA continuing professional development (CPD)* (Refer Appendix 14B).

14.2.1 FUNDING

Where government training entities subsidise training, these organisations should be approached to receive endorsement for RAIA CPD programs.

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. Such revenue should be considered additional to that required to cover costs and may be used to offset other expenses associated with administration, extension and review of the CPD Program.

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 RAIA.