

NSW

Architects Registration Board

L2, 156 Gloucester Street  
Sydney NSW 2000

T. +61 2 9241 4033

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ABN 63-092-097-847

# NSW ARB Template

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AUDIT

June 2020

You have been selected by the NSW Architects Registration Board for an audit of your Continuing Professional Development activities for this reporting period.

The Board has already received a copy of your CPD Activity Record.

Please now complete this template, appending your evidence and documentation in support of your CPD Activity Record as a **single pdf document**.

**NOTE that supporting evidence is only required for your Formal CPD Activities.**

Evidence and documentation should satisfy the criteria for Formal CPD as set out in the [Board's Continuing Professional Development Policy](#).

For each provider-delivered Formal CPD activity, you should include the following:

- Certificate of completion/attendance/participation (note that receipts for payment are not acceptable in lieu of a certificate of completion)
- Evidence of the completion of a structured assessment task **or** evidence of a significant interaction between the participant and the presenter
- Provider material explaining date/content/number of hours
- Any other relevant evidence such as personal notes, etc.

The type of evidence and supporting documentation you provide for other self-directed Formal CPD activities may vary depending on the nature of the activity. Recognised activities include some types of teaching; authorship of articles, books, papers; the preparation of CPD activities delivered to others; participation in structured training activities delivered by the Board or AACA; or participation in Architects' Learning Groups.



Formal CPD Activity	Date of Activity	Provider-delivered or self-directed	List of attached evidence
1.			Certificate Evidence of assessment or interaction Provider material Other (please describe)
2.			Certificate Evidence of assessment or interaction Provider material Other (please describe)

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3.			Certificate Evidence of assessment or interaction Provider material Other (please describe)
4.			Certificate Evidence of assessment or interaction Provider material Other (please describe)
5.			Certificate Evidence of assessment or interaction Provider material Other (please describe)
6.			Certificate Evidence of assessment or interaction Provider material Other (please describe)
7.			Certificate Evidence of assessment or interaction Provider material Other (please describe)
8.			Certificate Evidence of assessment or interaction Provider material Other (please describe)



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9.			Certificate Evidence of assessment or interaction Provider material Other (please describe)
10.			Certificate Evidence of assessment or interaction Provider material Other (please describe)

**Attach all evidence to this document as a single pdf.**

