

NSW  
Architects Registration Board  
L2, 156 Gloucester Street  
Sydney NSW 2000

T. +61 2 9241 4033  
mail@architects.nsw.gov.au / www.architects.nsw.gov.au  
ABN 63-092-097-847

## Architects Regulation 2017 Information Sheet ARCHITECTS' LEARNING GROUP

May 2018

### CPD for architects in NSW

As a condition of annual renewal of registration, architects must declare that they have taken all reasonable steps to *maintain and improve the skills and knowledge necessary for the provision of the architectural services that the architect normally provides* (Part 5, Section 17 of the NSW Architects Code of Professional Conduct – the Code)

The purpose of CPD is to maintain and enhance professional knowledge and skills throughout an architect's career. The Board has deemed that architects must undertake a minimum of 20 hours of CPD in each registration year, of which 10 hours must be formal. CPD must relate to the National Standard of Competency for Architects: Design, Documentation, Project Delivery and Practice Management; and must be in addition to activities already undertaken in the normal course of the architect's practice or employment. See the *Information Sheet - CPD* for more information.

### Architects' Learning Groups

There is a variety of quality CPD currently provided by education providers, and through architectural organisations such as the Australian Institute of Architects, the Association of Consulting Architects and through collaborative networks such as Architeam and Small Practice Networks. Peer education amongst experienced practitioners is recognised as an effective tool for professionals to maintain and improve knowledge and skills in the dynamic environment of professional services.

The Board has developed a model to support peer education for architects – Architects' Learning Groups. The aim of establishing Architects' Learning Groups is to provide opportunities for architects to undertake *formal* activities within their own peer network.

An Architects' Learning Group comprises architects who have formed a group for the purpose of peer education. If the Group follows the guidelines produced by the Board, participants in the Group's activities can claim formal CPD hours.

Architects' Learning Groups are suited to any network or group of architects that intend to meet regularly to exchange peer learning, or to share evidence or data intended to maintain

and improve the knowledge and skills they need to practice as an architect.

#### Step One Identifying members of your Architects' Learning Group

Participation in an Architects' Learning Group is voluntary and Groups are organised by architects themselves. Groups may form on the basis of location or specific interests. Each Group should agree who will act as the Director of the Group.

The Director completes the *Architects' Learning Group Registration Form* and submits it to the Board once the Group is formed and advises the Board if there are any changes to the Group. Each Group should confirm / update their membership at the beginning of each registration year.

Each member of a Learning Group will record their participation in the Group on their Activity Record or on the ARB OPEN App that should be maintained and kept for a minimum of five years.

#### Step Two Organising Learning Group meetings in each registration year

Once you have identified the participants in your Group you should decide how many times per year you will meet and who will be responsible for preparing and presenting sessions for the Group.

Each presenter is responsible for keeping a record of the planning and presentation for the session. Members of the Group will be responsible for recording their participation in each session on their Activity Record.

The number of times a Group meets each year is entirely the decision of members of the Group. For example, if a Learning Group comprises 5 architects, each member of the Group may elect to present a session/meeting 5 times over the year.

If each session is one hour, then each presenting member of the group can claim 3 hours of formal CPD (2 hours preparation time and 1 hour for presenting a session), plus 1 hour of formal activity for each session attended as a participant.



NSW  
Architects Registration Board  
L2, 156 Gloucester Street  
Sydney NSW 2000

T. +61 2 9241 4033  
mail@architects.nsw.gov.au / www.architects.nsw.gov.au  
ABN 63-092-097-847

### Step Three Planning a Learning Group Session

All sessions delivered through the Groups will be formal activities.

Activities must be relevant to at least one Unit of the National Standard of Competency for Architects (NSCA): Design, Documentation, Project Delivery and Practice Management.

Refer to the NSCA published by the Architects Accreditation Council of Australia  
<http://www.aaca.org.au/>

The learning outcomes of the session should be identified - what changes in relation to professional knowledge, skills, attitudes, or performance can be expected as a result of participating in the session?

The activity should allow for opportunities for the participants to interact with the presenter and other participants, and feedback should be provided. It is advised that participants record notes and retain evidence of the activity.

Examples of interactive methods include: case studies, simulations, workshops, demonstrations, opportunities for questions and answers.

Participants in the Group may also be asked to undertake some activities in preparation for the session such as reading specified articles, collecting data, pondering issues to be addressed.

### Step Four Recording participation in an Architects' Learning Group

Each Learning Group will be listed with the Board (see Step One). Each Group member will log their participation on their Activity Record of CPD which must be kept for a minimum of 5 years.

Feedback on these guidelines is welcomed and, together with any queries on CPD, should be directed to the Registrar by:

T 02 9241 4033  
E [mail@architects.nsw.gov.au](mailto:mail@architects.nsw.gov.au)

#### Disclaimer

*The content of this Information Sheet is provided for information purposes only. It is based upon the best information available at the date of issue and is subject to change without notice. The NSW Architects Registration Board does not accept any liability to any person for the information or the use of this information.*

