

## Architects Regulation 2017 Information Sheet CONTINUING PROFESSIONAL DEVELOPMENT

May 2018

### Continuing Professional Development (CPD) for architects in NSW

The NSW Architects Code of Professional Conduct requires that architects must take all reasonable steps to maintain and improve the skills and knowledge necessary for the provision of the architectural services that the architect normally provides.

Each year, the Board requires architects to demonstrate how they have done so at the time of annual renewal of registration, by completing at least *20 Hours of CPD*, 10 of which must be Formal activity.

### Making CPD work for you

Architects should be strategic in how they develop knowledge and plan how to maintain, develop and enhance their professional skills.

Activities should relate to your practice as an architect and be in addition to activities already undertaken in the normal course of the architect's practice or employment.

Activities in each year should relate to a minimum of two units in the *National Competency Standard for Architects*: Design, Documentation, Project Delivery, or Practice Management. Architects can explore these competencies in more detail to strategically develop their skills and knowledge.

The National Standard of Competency for Architects can be downloaded from the Board's website.

### How to assess CPD quality

- Does the presenter/s have appropriate academic, technical or practical expertise?
- Have learning objectives been identified?
- Has the content been linked to the National Standard of Competency for Architects?
- Will this improve my skills or knowledge?
- Is there a form of assessment?
- If the activity does not include assessment, are there opportunities for significant interaction between the presenter and the learner?

### Where to find CPD

CPD activities may be provided by a number of organisations and individuals including:

- Accredited training providers.
- Universities.
- Professional and industry associations.
- Architects' groups or networks.
- Commercial education and training providers.
- Employers.
- Architects' Learning Groups.
- NSW Architects Registration Board
- Product and service suppliers (Note: Activities offered by product and service suppliers should be technically accurate, educational and well-balanced, not a marketing exercise).

The Board does not accredit CPD providers.

### What counts as Formal CPD?

Formal CPD is *structured* activity that relates to practice as an architect and is in addition to activities already undertaken in the normal course of practice or employment. In formal CPD activities:

- New knowledge and skills are being acquired or being shared with peers.
- Learning outcomes must be stated.
- An assessment activity must be included or there must be significant interaction between the presenter and the learner.
- Presenters must have appropriate academic, technical or practical expertise.

Formal CPD activities may fall under five broad categories:

- Accredited courses.
- Activities that include assessment.
- Activities with significant interaction between the presenter and the learner.
- Activities relating to the preparation and facilitation of CPD activities and authorship of published articles, books, paper.
- Participation in Architects' Learning Groups.



## More information about Formal CPD

**Accredited courses** – this includes courses provided by a registered training organisation (eg. a CAD course provided by TAFE) or a university award course (eg. Graduate Diploma).

**Activities that include assessment** – examples include short courses offered by professional associations, architect networks, employers, etc. that relate to your practice as an architect.

Assessment may be in a variety of forms, for example a test, self-check questions and answers, or a paper or report submitted after the activity.

**Activities that include significant interaction between the learner and the presenter** – significant interaction in any relevant activity is where there is direct communication between the presenter and learner, requiring the learner to actively participate in exercises, case studies, workshops, role-plays, discussions and so on.

The number of participants in face to face activities in this category should generally be limited to a maximum of 30-40 participants to allow for an appropriate level of interaction between the presenter and the participants.

Examples of activities with significant interaction include:

- Small groups undertaking case studies, workshops, and seminars that may include written exercises with feedback from the presenter.
- A web-based tool or CD Rom that requires learner interaction and input, for example, the completion of a set activity.
- Participation in formalised group discussions involving a case study relevant to architecture or industry practices.
- 'In-house' training where the learner is required to complete specified tasks or activities.
- Remote learning activities (whether print based or online) must include the opportunity to demonstrate engagement and participation in the activities.

**Activities relating to the preparation and facilitation of CPD activities and authorship of published articles, papers, books** – architects preparing or presenting CPD activities, or authoring published articles/books/papers are also able to claim hours in the formal CPD category. For example up to 5 hours per registration year may be claimed for:

- Authorship of published articles in journals and magazines.
- Preparing and presenting CPD activity.
- Coordinating or preparing lectures or courses in a relevant program at tertiary level.

**Architects' Learning Groups** – The Board has developed a model to encourage sharing of knowledge between architects. The aim of Architects' Learning Groups is to provide opportunities for architects to undertake *formal* activities within their own peer cohort.

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. Refer to the Board's *Architects' Learning Groups Information Sheet*.

## What counts as Informal CPD?

Informal CPD is *self-directed* activity relating to practice as an architect, in addition to activities already undertaken in the normal course of practice or employment but does not include any form of assessment. Note:

- learning outcomes may be identified
- activity is intended to be educational, and is not part of normal employment practices
- new knowledge and skills are being acquired or being shared with peers
- consideration has been given to how this new knowledge may be applied to practice.

Only two hours can be claimed for an informal activity at any one time.

Examples of informal CPD activities include:

- Self directed study of practice notes, technical magazines.
- Talks and presentations by peers.
- Structured visits to buildings and exhibitions.
- Design workshops, lectures and seminars.
- Conferences.
- Involvement in mentoring programs.
- Participation in professional practice committees and advisory groups - through professional associations, regulatory authorities, or government bodies.
- Tutoring.

Activities that simply promote product brand names and services would not be deemed to be a CPD activity.

## Exemptions

To comply with the Code, architects should undertake *20 hours* total CPD - 10 hours of which should be *formal* activities.

Architects who work part-time are not exempt from this requirement.

Where an architect has not met the minimum hours required, the Board may take into account the individual circumstances of an architect when considering whether all reasonable steps have been taken to meet their CPD obligations. Matters that may be taken into consideration include:

- Has the architect or his/her immediate family member suffered serious illness or some other misadventure?
- Has the architect been overseas for a considerable part of the year (at least 3 months)?
- Has the architect been on parental leave during the registration year?
- Has the architect been included on the Register part way through the year?
- Other exceptional circumstances.

In these situations, a *pro-rata* commitment will be expected. For example, if an architect has only been registered for 6 months, the Board expects at least 5 formal hours and 5 informal hours of CPD.

During the renewal or registration, architects in these cases will be required to upload a letter outlining their circumstances.

## Compliance

Where an architect is not able to satisfy the Board that he or she has met their obligations, and it is the Board's view that no extenuating circumstances apply, this may be grounds for characterising the architect's behaviour as *unsatisfactory professional conduct*.

The Board takes this view as it would amount to defiance of a legally authorised requirement imposed by the Board with a view to ensuring, in the interests of both the profession and the general public, that registered architects consistently maintain appropriate levels of professional development.

Complying with the need to take all reasonable steps to undertake appropriate CPD may be checked where there is a complaint against the professional conduct of an architect. Each year 5% of architects will be selected by random audit to provide their CPD record of activity for the previous registration year.

## Recording your CPD

Architects are required to keep records of their activities for at least 5 years.

Architects can upload their CPD Activity any time on the Board's website by logging into their profile.

The Board has also developed the *ARB OPEN App* that allows architects to record their CPD Activity on the spot and synchronise this with their profiles.

The Board also has a *CPD Activity Record* for architects, available as a digital form or pdf for download from our website. Architects may choose to complete that form or keep similar records of CPD activities including the date, activity, location, category of activity - formal or informal, relationship to the National Standard of Competency for Architects, and hours claimed.

## More information

You can download the ARB OPEN App for iOS or Android using your mobile device.

Upload your CPD Activity by logging into your account:

[www.architects.nsw.gov.au/login](http://www.architects.nsw.gov.au/login)

Review the Board's Continuing Professional Development Policy.

[www.architects.nsw.gov.au/publications](http://www.architects.nsw.gov.au/publications)

Find out more about CPD at:

[www.architects.nsw.gov.au](http://www.architects.nsw.gov.au).

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