

Building Act 2000
Continuing Professional Development Scheme
For Tasmanian Building Practitioners
BUILDER CATEGORY

Amended November 2006

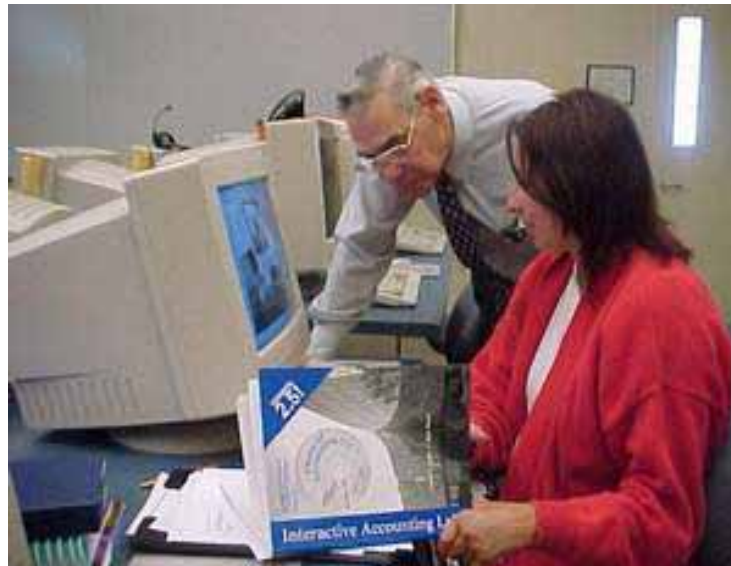


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Continuing Professional Development (CPD) for builders is participation in ongoing learning activities relevant to the building profession and the building industry. This will include changes in building technologies, new regulations and management skills.

CPD will deliver benefits for building practitioners, the building industry and consumers.

1.1 Continuing Professional Development (CPD) Points Requirements

Section 29 (3) (c) of the *Building Act 2000* requires that the Director of Building Control be satisfied of an applicant's successful completion of CPD prior to renewal of their accreditation certificate. Failure to comply with the CPD requirements will put the practitioner's accreditation at serious risk.

This CPD Model is based on practitioners accruing CPD points through participation in a variety of ongoing learning activities relevant to their profession. It is easy to understand and apply. Generally, one CPD point equates to one hour of CPD activity.

Points will be accrued on an annual basis (the "CPD Period"). As shown in Table 1 below, each category of Builder will need to accrue 12 points per CPD Period. Accreditation of practitioners under the *Building Act 2000* is for three years. Therefore, prior to renewal of accreditation practitioners will need to have acquired a total of 36 CPD points in each category. Practitioners will keep themselves up to date and abreast of best practice, technical or regulatory changes in the industry. For example, a practitioner may attend a two-hour information night or a trade night organised by industry associations periodically.

The point requirements were established following consultation with the building industry. As part of the ongoing monitoring of CPD, points requirements may be reviewed in the future, following consultation with, or upon advice from, the industry.

TABLE 1 Points requirements for the categories of building practitioners

Category of Practitioner	Points
Builder - Commercial	12 per year
Builder - Domestic	12 per year
Builder - Demolisher	12 per year
Builder – Fire Protection Services	12 per year
Builder – Construction Manager	12 per year

One point = one hour. One year = one CPD period.

1.2 CPD activity groups

CPD activities have been divided into two broad learning categories. Group 1 involves 'structured' learning activities while Group 2 consists of 'interactive' learning activities. Table 2 provides examples of the different learning categories. The points may be accrued via different types of activities in both categories.

TABLE 2 CPD Group 1 and Group 2 Activities

GROUP 1 ACTIVITIES	GROUP 2 ACTIVITIES
Structured on the job training Industry Based Education Seminars/ Workshops Short Courses University Education Vocational Education Information Sessions Trade Sessions Conferences	Meetings Committee Representation Discussion Groups Mentoring Lecturing Publications (subject/trade/technical) Private/ Individual Studies Apprenticeship (supervising) Service to the Profession Training for a Business Associate Subscription to the Building Code of Australia (BCA) Membership of Industry Association

(See Appendix A for activity descriptions).

1.3 Points are accumulated for time of actual attendance/ involvement with activities.

To ensure practitioners obtain maximum benefits from their ongoing learning, the majority of points will have to be accrued from Group 1 activities. Builders will be required to accrue a minimum of 9 of their 12 points from Group 1 activities. Activities undertaken by practitioners will need to be relevant to their day-to-day jobs or enhance their career opportunities within the building industry.

1.4 Point limitations for CPD activities

As already discussed, one point equates to one hour of CPD activity. To ensure that practitioners undertake a range of different learning activities for CPD, individual areas of learning have a limitation or a 'cap'. Capping activities also ensures that the scheme is fair and that time invested in learning for CPD provides maximum benefits to the industry. For example, if a practitioner attends 2 information sessions, each lasting two hours, they can claim only 3 points although the actual time spent is four hours. If a practitioner chooses to undertake a short course of 16 hours' duration, the maximum points the practitioner can earn for that year is 12 points. The remaining 4 points can be transferred to the following year as excess CPD earned in this year (as discussed further in section 1.5). Table 3 sets out the levels of capping.

TABLE 3 Point limitations

12 POINTS PER CPD PERIOD (MINIMUM OF NINE POINTS FROM GROUP 1)			
Group 1	Capping (Max points per year)	Group 2	Capping (Max points per year)
Structured on the Job Training	No capping	Meetings	3
Industry Based Education	No capping	Committee Representation	3
Seminars/Workshops	No capping	Discussion Groups	3
Short Courses	No capping	Mentoring	3
University Education	No capping	Lecturing	3
Vocational Education	No capping	Publications (subject/trade/technical)	3
Information Sessions	3	Private/Individual	3
Trade Sessions	3	Apprenticeships (supervising)	3
Conferences	3	Service to the Profession	3
		Training for a Business Associate	3
		Subscription to the Building Code of Australia (BCA)	1
		Membership of Industry Association	1

1.5 Points transfer

If a practitioner accrues more than the required number of CPD points for Group 1 activities in one year, up to 50% of the annual requirement can be credited to the next consecutive CPD Period. Examples of points transfer are provided in Tables 4 and 5 below:

TABLE 4 - Example

12 POINT CATEGORY		
	GROUP 1	GROUP 2
REQUIRED	9	3
ACHIEVES	12	3
EXCESS POINTS EARNED FOR THE CPD PERIOD	3	-
CARRY OVER TO THE NEXT CPD PERIOD	3	GROUP 2 POINTS CANNOT BE CARRIED OVER
MAXIMUM CARRY OVER FOR THE NEXT CPD PERIOD	6	-

Table 5 - Example

12 POINT CATEGORY		
	GROUP 1	GROUP 2
REQUIRED	9	3
ACHIEVES	20	3
EXCESS POINTS EARNED FOR THE CPD PERIOD	8	-
CARRY OVER TO THE NEXT CPD PERIOD	6	GROUP 2 POINTS CANNOT BE CARRIED OVER
MAXIMUM CARRY OVER FOR THE NEXT CPD PERIOD	6	-

1.6 Reporting

CPD is a requirement for accreditation renewal. Some industry associations/professional institutes will run their own approved CPD scheme, which is equivalent to or meets the requirements of this scheme. “Approved” means approved by the Director of Building Control. Those schemes will keep records of points attained by members for each CPD period.

At the time of accreditation renewal, practitioners will need to either:

- certify that they have completed their CPD commitments for the previous three CPD Periods (equal to three years, the period of accreditation in the Building Act) by submitting their Statement of CPD and attach copy of evidence of Group 1 activities only, or
- submit their Certificate of Attainment of CPD provided by their industry association/professional institute.

The alternatives above are explained further in section 2.2.

The Statement of CPD is a single page document that is simple to complete.

1.7 Recognition of Industry Associations’ and Professional Institutes’ CPD schemes

Industry has supported the model’s minimum requirement to make CPD accessible and achievable for all practitioners. However, practitioners fulfilling approved equivalent CPD schemes from industry associations and professional institutes will automatically be considered to have fulfilled the CPD requirements.

1.8 Exemptions

Exemptions from CPD may be available in exceptional circumstances for practitioners unable to comply with CPD commitments. Should this occur, the practitioner will be required to submit an application for special consideration to the Director of Building Control prior to or at the time of renewal, including relevant evidence such as medical certificates or a statutory declaration. Exemptions may be available as partial or full exemptions. Some of the reasons for granting exemptions could include but not restricted to: illness/injury; maternity/paternity leave; leave of absence.

1.9 Multiple accreditation

Practitioners accredited under multiple categories will have to meet CPD requirements for each category. CPD relevant to both categories may be counted in each.

2.1 Managing CPD

CPD's success will largely depend on the readiness of all involved to take up and run with those challenges, to their own benefit and that of the building industry as a whole. Individual building practitioners have the ultimate responsibility for their own CPD. They will need to plan, participate, record and submit their Statement of CPD to the Director of Building Control or arrange for some of these functions to be carried out on their behalf by Industry Associations or Professional Institutes.

The building industry as a whole, including the education and training sector, needs to determine the training and professional development needs of builders and ensure that those needs are met in a timely and cost-effective way.

2.2 Practitioner Responsibilities

Accredited building practitioners can choose from the following options for the management of their CPD activities.

1. Practitioners may choose to **self-manage and record** their CPD points for each CPD Period, and submit their completed, signed Statement of CPD to the Director of Building Control at the time of accreditation renewal. (These practitioner may undergo a CPD audit). Copies of the evidence of Group 1 CPD activities supplied by the provider will need to be submitted by the practitioner. The evidence may include, for example, a certificate of completion for a short course.
2. Practitioners may **delegate management and recording** of their CPD points to an industry association or a professional institute providing this service (These practitioners will not undergo a CPD audit). Industry associations may offer CPD management for practitioners as part of their membership benefits. Some industry associations may also offer this service to non-members. This industry body will provide the practitioner with the Certificate of Attainment of CPD (upon request), which will be forwarded to the Director of Building Control at the time of accreditation renewal or the industry association/professional institute may provide this information directly to the Director of Building Control.

3. Practitioners do not need to obtain all their training requirements from a single industry association, institute or training provider. Practitioners are able to determine where they will get their training and who will manage their CPD for them.
4. When practitioners elect for an industry association or professional institute to manage and record CPD for them, these practitioners will not be subject to audit or need to retain records for audit purposes, as the industry association/professional institute will retain relevant information on behalf of practitioners.

2.3 Verification of CPD activities

CPD will be subject to random audit by the Director of Building Control to ensure the integrity of the system.

2.4 Mutual Recognition

CPD is not dependant on activities undertaken within the borders of a particular state or territory.

2.5 Implementation

To facilitate the introduction of this CPD scheme, a building practitioner may include relevant CPD activities undertaken in the 18 months preceding the end of the first CPD period.

Appendix A

CPD Activity Descriptions Group 1

Structured on the Job Training: This refers to a structured program agreed to between an accredited building practitioner and another party. Details of the program including objectives, activities, timeline and relevance to the building practitioner's career aspirations within the building industry would need to be provided. This document would need to indicate completion date and be signed off by the building practitioner and other party. It would also include relevance to the category/class of accreditation.

Industry Based Education: Includes training provided by training providers. These activities may involve some assessment. Hours claimed would only be for the duration of the formal part of the activity (preparation time not included).

Seminars/Workshops: Includes industry-related seminars/workshops/symposia. Hours claimed would only be for the duration of the formal part of the activity (i.e. lunch and travel time would not be included).

Short Courses: Generally includes courses of less than six months' duration run by accredited providers. These courses do not lead to the issuing of a qualification. However, certificates of completion are to be provided.

University Education: Includes formal face-to-face education, distance education, and short courses provided by a university. Usually includes an assessable component. Includes degree, postgraduate diploma and courses undertaken on a semester basis or part-time basis. Points can be claimed yearly for the duration of this activity.

Vocational Education: Includes formal face- to-face education, distance education and short courses delivered by TAFE or Registered Training Organisation undertaken on a full-time or part-time basis. Usually includes an assessable component. Points can be claimed yearly for the duration of this activity.

Information Sessions/Trade Sessions/Conferences: Includes structured events hosted by industry associations, suppliers, manufacturers or other. These events must be industry-related and include structured information or business sessions. Hours claimed would be only for the duration of the formal activity. However, certificates of attendance are to be provided.

CPD Activity Descriptions Group 2

Meetings: Includes those run by industry on industry-related matters. Hours can be claimed only for the formal part of this activity.

Committee Representation: Includes those run by industry-related bodies including industry associations/institutes and the Department of Infrastructure Energy and Resources/ Government agencies on industry-related matters. Hours can be claimed only for the formal part of the activity.

Discussion Groups: Includes those run by industry-related bodies or acknowledged experts on industry-related matters. Hours can be claimed only for the formal part of the activity.

Mentoring: A formal arrangement between the mentor and mentoree, the purpose of which is to share valuable industry knowledge, business experience and guidance to the mentoree. Only those hours spent in one-to-one discussions with the mentoree can be claimed.

Lecturing: Includes the presentation of lectures and keynote papers in a formal setting such as classrooms, seminars, conferences and symposia. Hours can be claimed for hours spent in presentation only, not preparation.

Publications (subject/trade/technical): Includes the preparation of material for papers/publications for seminars, conferences, symposia, journals, books, technical papers and magazines.

Private/Individual Studies: Includes time spent reading books, journals, magazines, manuals and other pertinent information on topics aimed to update and extend knowledge, skills and practice.

Apprentice: Must involve a formal contractual arrangement between an apprentice and a supervisor. The supervisor can claim only hours spent in training/coaching.

Service to the Industry: Only those hours spent in the service can be claimed.

Subscription to the Building Code of Australia (BCA): BCA is a uniform set of technical provisions for the design and construction of buildings and other structures throughout Australia maintained by the Australian Building Codes Board. Proof of subscription needs to be provided.

Membership of an Industry Association: Recognition of membership of an Approved (by the Director of Building Control) industry association/s or institute. Proof of membership would need to be provided by the relevant association/institute.

Training for a Business Associate (including spouse and partner): Relevant training activities for an associate of the accredited builder who actively manages or participates in the day to day decision making of the accredited builder's business affairs. "Business Associate" includes a builder's spouse or partner, a person responsible for the financial affairs of the accredited builder, a nominated business principal of the accredited builder's business, or a nominated permanent employee of the accredited builder who has responsibility for the management of the builder's business.

"Business Activities" include, but are not limited to:

- Accounting and book keeping;
- Finance;
- Banking;
- Insurance;
- Business and taxation records management;
- Staff administration;
- Client communication and public relations;
- Quotations, estimating and contracts;
- Information technology (eg. computer training, software packages, research skills).