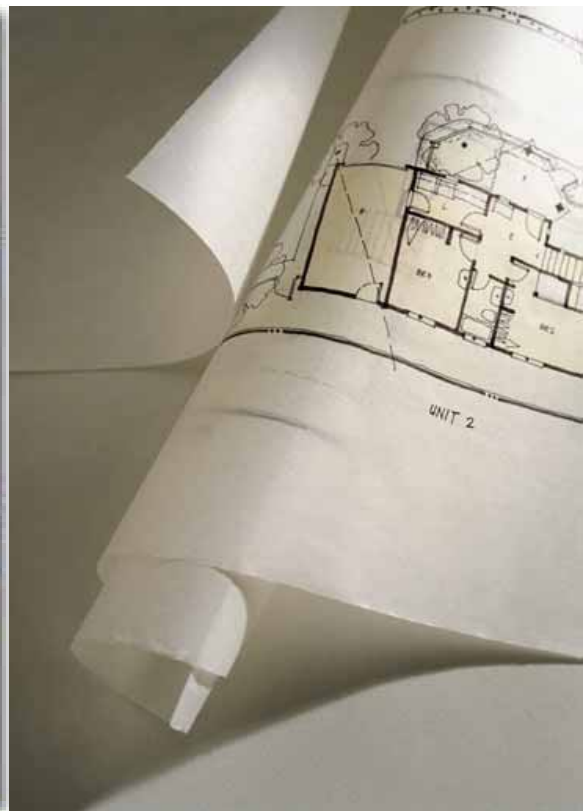
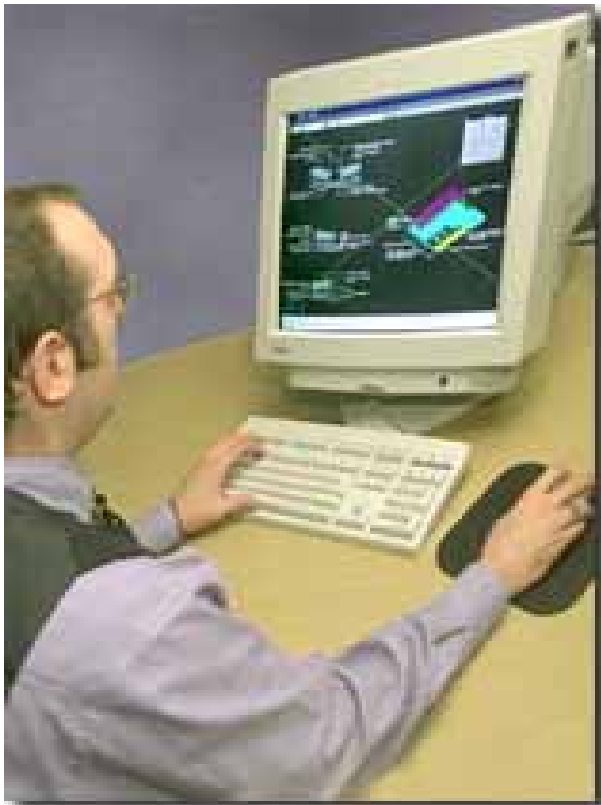


***Building Act 2000***  
**Continuing Professional Development Scheme**  
**For Tasmanian Building Practitioners**

- **BUILDING DESIGNER - ARCHITECTURAL CATEGORY**
- **BUILDING SERVICES DESIGNER CATEGORY**

Issued by the Director of Building Control

28 April 2005  
(Amended Nov 2006)



## TABLE OF CONTENTS

- 1.1 Continuing Professional Development (CPD) Points Requirements
  - 1.2 CPD activity categories
  - 1.3 Point limitations for CPD activities
  - 1.4 Points transfer
  - 1.5 Reporting
  - 1.6 Recognition of Industry Associations' and Professional Institutes' CPD schemes
  - 1.7 Exemptions
  - 1.8 Multiple accreditation categories
  - 1.9 Managing CPD
  - 2.0 Practitioner Responsibilities
  - 2.1 Verification of CPD activities
  - 2.2 Mutual Recognition
  - 2.3 Implementation
- Appendix –CPD Activities “A” – “F”

**Continuing Professional Development (CPD) for building designers 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.**

In this document the term “building designer” means the Accredited Building Practitioner Categories Building Designer – Architectural and Building Services Designer

## 1.1 Continuing Professional Development (CPD) Points Requirements

The *Building Act 2000* requires the Director of Building Control to 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 building designers accruing CPD points through participation in a variety of ongoing learning activities relevant to their profession. Generally, one CPD point equates to one hour of CPD activity.

Points will be earned on an annual basis (the "CPD Period"). Building designers will need to accrue 20 points per CPD period (i.e. 20 per year). Accreditation of practitioners under the *Building Act 2000* is for three years. Therefore, prior to renewal of accreditation, practitioners will need to have earned a total of 60 CPD points. Practitioners will keep themselves up to date and abreast of best practice, technical or regulatory changes in the industry.

The point requirements were established following consultation with the building design professions and other sectors of the building industry. As part of the ongoing monitoring of CPD, points requirements may be reviewed in the future, following consultation with the building design professions and the industry.

**One point = one hour. One year = one CPD period.  
Accreditation is for three years, that is, three CPD Periods.**

## 1.2 CPD Activity Categories

CPD activities for building designers have been divided into six categories. The categories are:

**A Meetings,**

**B Education,**

**C General,**

**D Subscription,**

**E Private Study**

**F Interactive Participation.**

Points may be earned from each activity.

## 1.3 Point limitations for CPD activities (capping)

One point equates to one hour of CPD activity. To ensure that practitioners undertake a range of different learning activities for CPD, individual categories 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 is balanced and provides maximum benefits to the practitioner.

Practitioners must achieve at least 15 CPD points from the activity categories B, C and F specified in the Appendix of this scheme. The remaining 5 points must be obtained from categories A, D or E.

## 1.4 Points transfer

Practitioners may transfer excess CPD points from one CPD period to the next consecutive CPD period from activities listed in categories B and C only of the Appendix. A maximum total of 10 points may be carried over to the next CPD period. For example, if a practitioner chooses to undertake an academic course of 20 hours duration, the maximum points the practitioner can earn for that activity in that CPD period is 15 points. The remaining 5 points can be transferred to the following period as excess CPD earned in this year. The Appendix sets out the levels of capping.

## 1.5 Reporting

CPD is a mandatory requirement for accreditation renewal. Some industry associations/professional institutes will run their own compliant or 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 may 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 copies of evidence of their activities, 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.

## 1.6 Recognition of Industry Associations’ and Professional Institutes’ CPD schemes

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

## 1.7 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 are not restricted to: illness/injury; maternity/paternity leave; leave of absence.

## 1.8 Multiple accreditation categories

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

## 1.9 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 designers and building services designers have the ultimate responsibility for managing 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 building designers and building services designers and ensure that those needs are met in a timely and cost-effective way.

## 2.0 Practitioner Responsibilities

Accredited building designers 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 practitioners may undergo a CPD audit). Copies of evidence of 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 and how they will get their training or other CPD activities 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.

### 2.1 Verification of CPD activities

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

### 2.2 Mutual Recognition

CPD is not dependant on activities undertaken within the borders of a particular State or Territory.

### 2.3 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 – CPD Activities A - F

<b>ACTIVITY A – MEETINGS</b>		
<b>Description of activity</b>	<b>CPD Points earned for this activity</b>	<b>Capping of CPD points for this activity</b>
<b>Industry Association meetings</b>	1 point per meeting	Maximum 3 points per year
<i>Definition:</i> Includes those run by industry on industry-related matters. Hours can be claimed only for the formal part of this activity.		

<b>ACTIVITY B – FORMAL EDUCATION</b>		
<b>Description of activity</b>	<b>CPD Points earned for this activity</b>	<b>Capping of CPD points for this activity</b>
<b>Degree course, Advanced Diploma course, Diploma course, Certificate course</b>	1 point per hour	Maximum 15 points per year
<i>Definition:</i> Includes formal face-to-face education, distance education, and short courses provided by a university or a Registered Training Organisation (RTO) including TAFE. Usually includes an assessable component. Includes study undertaken on a semester basis or part-time basis, and post-graduate and higher degree courses.		
<b>Adult Education/ Recognised academic course</b>	1 point per hour	Maximum 15 points per year
<i>Definition:</i> Includes Computer Aided Design (CAD) courses, tax courses, business management courses etc.		

<b>ACTIVITY C – GENERAL</b>		
<b>Description of activity</b>	<b>CPD Points earned for this activity</b>	<b>Capping of CPD points for this activity</b>
<b>State or National conferences</b>	5 points per day	Maximum 15 points per year
<b>Board or Committee member</b>	2 points per meeting	Maximum 6 points per year
<i>Definition:</i> Committee Representation includes those run by industry-related bodies including Industry Associations or Institutes, Government Agencies and Educational Bodies on industry-related matters. Hours can be claimed only for the formal part of the activity.		
<b>Trade workshops / seminars</b>	3 points per workshop/ seminar	Maximum 12 points per year
<i>Definition:</i> Includes demonstrations of industry products, building industry equipment and materials, CAD systems, specialised office equipment etc. Hours claimed would only be for the duration of the formal part of the activity (i.e. lunch and travel time are not included).		
<b>Trade shows</b>	2 points per show	Maximum 10 points per year
<i>Definition:</i> Shows of a State or National standard.		
<b>Training / educational workshops / seminars</b>	1 point per hour	Maximum 15 points per year
<b>Organised study tours</b>	2 points per tour	Maximum 6 points per year
<i>Definition:</i> For the purposes of studying a particular building or buildings, styles of architecture, social patterns related to the built environment.		

<b>ACTIVITY D – BCA SUBSCRIPTION (Maximum 5 points per year)</b>	
<b>Description of activity</b>	<b>CPD Points earned for this activity</b>
<b>Annual subscription to the Building Code of Australia</b>	1 point per year
<i>Definition:</i> Either or both volumes of the BCA published by the Australian Building Codes Board. Proof of subscription needs to be provided.	
<b>Membership of a building industry Association or Institute</b>	1 point per year
<i>Definition:</i> Recognition of membership of an approved (by the Director of Building Control) industry association or institute. Proof of membership would need to be provided by the relevant Association or Institute.	

<b>ACTIVITY E – PRIVATE STUDY (Maximum 5 points per year)</b>	
<b>Description of activity</b>	<b>CPD Points earned for this activity</b>
<b>Private study/ reading of trade or building industry publications</b>	1 point per hour
<i>Definition:</i> Private or individual studies includes time spent reading trade or building industry books, journals, magazines, manuals and other pertinent information on topics aimed to update and extend knowledge, skills and practice.	

<b>ACTIVITY F – INTERACTIVE PARTICIPATION (Maximum 5 points per year)</b>	
<b>Description of activity</b>	<b>CPD Points earned for this activity</b>
<b>Submission at National or State level of an innovative construction method or technique to an Industry Association.</b>	2 points per submission
<i>Definition:</i> Preparation of a formal submission or presentation explaining the construction method or technique.	
<b>Submission at State or National level of a design entry for participation in an industry Association design awards programme.</b>	4 points per submission
<i>Definition:</i> Design entry includes entries prepared by a building designer firm, partnership or company, where the individual practitioner has acknowledged that they are the author or empowered author of the work submitted.	
<b>Presentation or submission of a paper, item of study or other relevant document to an Industry Association.</b>	4 points per submission
<i>Definition:</i> Includes the presentation of a paper or item of study in a formal setting such as classrooms, seminars, conferences and symposia, or preparation of a paper for publication.	