

### **Architects Act 2004**

The Architects Act 2004 (Act) requires the Architects Board of WA (Board) to be satisfied that an architect has attained or maintained an appropriate level of knowledge, skill and competence in order to renew a person's registration (section 36(2)(a)(iii)). In administering the requirements of section 36(2)(a)(iii) the Board uses the acronym CPD which refers to continuing professional development. CPD is used generally to describe the obligation under the Act requiring architects to attain or maintain an appropriate level of knowledge, skill and competence.

The Board has developed this CPD Framework based on a joint policy developed by the Architects Accreditation Council of Australia and the Australian Institute of Architects, whereby practising architects are required to obtain a minimum of 20 CPD points each year, of which at least 10 points are required to be formal CPD.

The Board encourages architects to undertake CPD that complies with this CPD Framework each year; however, it will accept other means of satisfying section 36(2)(a)(iii).

### **CPD Activities**

CPD activities should:

- relate to practice as an architect;
- be additional to activities already undertaken in the normal course of an architect's practice or employment; and
- relate to at least two of the units in the National Competency Standards in Architecture<sup>1</sup> i.e. Design, Documentation, Practice Management and Project Management.

<sup>1</sup>The National Competency Standards in Architecture are produced by the Architects Accreditation Council of Australia and can be downloaded from their website [www.aaca.org.au](http://www.aaca.org.au).

Generally one CPD point is allocated for every hour of involvement in a CPD activity, although caps apply for some activities. More details about the types of acceptable CPD activities and their point allocations can be found in the Appendix.

CPD points may not be banked and "rolled over" from one year to the next.

CPD activities undertaken in other Australian jurisdictions will be accepted if they comply with this CPD Framework.

### **Practising Architects**

All practising architects, including architects who work part time, are required to declare on the annual renewal of registration form that they have maintained a satisfactory level of knowledge, skill and competence in the practice of architecture; for example, having obtained a minimum of 20 CPD points of which at least 10 points are formal.

If a practising architect declares that he/she has not met the requirement, the architect will be required to submit a written statement explaining why this requirement has not been met and provide details of any activities which have been undertaken to maintain the appropriate level of knowledge, skill and competence. This may result in the architect being required to develop a schedule of planned CPD for the coming renewal year which will be audited as part of the following year's CPD audit process. If an architect fails to satisfy the Board that he/she has maintained an appropriate level of knowledge, skill and competence for a second consecutive year, the Board may refuse to renew his/her registration under section 36(5). If the Board refuses to renew a person's registration it will make application to the State Administrative Tribunal to remove the person's name from the register.

### **Record Keeping**

Practising architects are required to keep records of how they have maintained an appropriate level of knowledge, skill and competence, including any professional development activities undertaken, for at least 5 years. The Board has developed a CPD Record sheet and encourages architects to use this recording sheet or keep similar records (Form 09 – CPD Record can be downloaded from the Board's website). This does not preclude an architect from providing evidence in some other form to satisfy the knowledge, skill and competence requirements of section 36(2)(a)(iii).



## CPD Audits

Compliance will be monitored by auditing CPD records as part of the renewal of registration process. Each year the CPD records of 5% of practising architects will be audited. The selection process will comprise a mixture of random selection and targeting specific groups of architects such as architects who have:

- been the subject of a formal complaint or disciplinary action;
- transferred from the non-practising division to the practising division after a period of absence of more than two years;
- re-registered into the practising division after a period of absence of more than two years;
- not met the CPD requirements in the previous audit; or
- indicated on his/her previous renewal of registration form that the CPD requirement was not met.

Those architects who are included in the audit will be notified 3 months prior to the end of the renewal period. This will allow architects time to undertake CPD activities if necessary, and ensure appropriate CPD records are in order.

When an architect's name is selected for audit and his/her submission has been assessed as satisfactory, the architect's name will be removed from the random selection process for a 5 year period. The Board's audit requirements will be satisfied if an architect provides evidence of a successful audit undertaken within five years by an Australian architects registration authority.

## Exemptions

The Board will consider granting an exemption to the requirement for an architect to satisfy the Board that he/she has maintained an appropriate level of knowledge, skill and competence, if the architect can demonstrate that special circumstances apply (CPD Exemption). Examples of special circumstances include where the architect:

- or his/her immediate family member has suffered serious illness or some other significant misadventure;
- has become registered for the first time and has completed the Architectural Practice Examination (APE) within 15 months of the next CPD audit date (the architect will be deemed to have undertaken 20 formal CPD points and an automatic exemption will be granted);
- has been included on the register part way through the renewal of registration period (requirements will then be pro rata); and
- can show other special circumstances.

Where a special circumstance applies for only part of the renewal of registration period, a pro rata commitment will be expected. Applications for a CPD Exemption must be made in writing providing details of the special circumstances, including the period of exemption sought. CPD Exemptions will only be granted for a maximum of 12 months, corresponding to the relevant renewal period. The Board may consider granting an architect more than one CPD Exemption which spans a number

of consecutive renewal periods. A new CPD Exemption application is required to be submitted for each renewal period.

## Non-Practising Architects

Architects who are registered in the non-practising division of the register are not required to maintain their knowledge, skill and competence in order to renew their registration. However, should a non-practising architect wish to re-commence practice, he/she will need to satisfy the Board that he/she has maintained his/her

knowledge, skill and competence. Voluntary participation in some CPD activities may assist this process. For more information see Information Sheet 04 – Restore to Practising Division.

## Selecting Appropriate CPD Activities

Architects are responsible for identifying appropriate CPD activities and are encouraged to develop an annual CPD plan which addresses the maintenance of their own knowledge, skills and competencies. The requirement to undertake CPD should be seen as an opportunity to develop particular skills in light of individual career development needs, personal objectives and employment needs.

Providers of appropriate CPD activities include:

- registered training organisations;
- universities,
- professional and industry associations;
- architect learning groups or networks;
- commercial education and training providers;
- employers; and
- product and service suppliers (activities offered by product and service suppliers should be technically accurate, educational and well balanced, not simply a marketing exercise).

The Board does not accredit CPD providers. Architects should assess the published information about the activity, the reputation of the provider, the quality of the activity and relevance of the subject matter to determine if a particular activity is appropriate to their needs. A list of some CPD providers can be found in Information Sheet 03 – CPD providers.

The Board will accept CPD activities which comply with this Framework undertaken in other Australian jurisdictions or overseas.

## Formal CPD

A formal CPD activity relates to practice as an architect and is in addition to activities already undertaken in the normal course of practice or employment. In order for a CPD activity to be considered formal:

- learning outcomes must be stated;
- an assessment activity must be included or there must be significant interaction between the presenter and the learner; and
- presenters must have appropriate academic, technical or practical expertise.

Courses provided by registered training organisations (e.g. a CAD course provided by TAFE) and universities are formal activities.

Short courses that are offered by professional associations, architect networks, employers etc. that have stated learning outcomes and are formally assessed are included in the formal category. Assessment may be in a variety of forms, for example, a test, self-check questions and answers, or a paper submitted at the end of the activity.

Other activities that do not include formal assessment, but involve significant interaction between the presenter and learner may also be included in the formal category. 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, discussion etc. This should also involve the presenter providing feedback to the learner about the activity. The number of participants in face to face activities in this category should generally be limited to a maximum of 30-35 participants to allow for an appropriate level of interaction between the presenter and the participants.

Activities under this category may include an opportunity for participants to prepare for the activity to maximise the benefits to them. For example, participants may be asked to read specified articles prior to attending the activity, or prepare a case study for analysis and discussion.

Examples of activities with significant interaction include:

- small groups undertaking case studies and/or 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; and
- "in house" training where the learner is required to complete specified tasks or activities.

Architects involved in the preparation and presentation of CPD activities and authoring published articles, books and papers are also able to claim formal CPD points.

## Informal CPD

An informal CPD activity relates to practice as an architect and is in addition to activities already undertaken in the normal course of practice or employment but does not include any form of assessment, nor does it have significant interaction between the presenter and the learner. An informal CPD activity may have stated learning outcomes. Only two points can be claimed for an informal activity at any one time.

Examples of informal CPD include:

- self directed study of practice notes and professional magazines;
- talks and presentations;
- visits to buildings and exhibitions;
- conferences;
- involvement in mentoring programs;
- participation in professional committees and advisory groups; and
- raising awareness of architecture in primary and secondary schools.

Activities that are simply marketing exercises are not CPD activities.

### **Acknowledgements**

The Architects Board of WA would like to acknowledge the NSW Architects Registration Board for generously permitting the use of their CPD information and processes.

This framework has been endorsed in principle by the Australian Institute of Architects, WA Chapter, Chapter Council.

## Appendix – CPD Activities

CPD points can be applied to multiple events of the same type throughout the year; however, CPD points must be gained across at least two competency units of the National Competency Standards in Architecture. A maximum of two sessions can be claimed in one day e.g. attending a conference that includes 6 talks for the day can be split into a morning and afternoon session allowing two lots of 2 points to be claimed (4 points in total). A maximum of 2 points can be claimed for an informal activity at any one time. CPD points may not be banked and “rolled over” from one year to the next.

Item	Title	Description	Type	Point Allocation per Annum
1.	Employment within an architect's office	Ongoing practice which allows direct contribution to the resolution of complex architectural problems and where knowledge and skills are being achieved and extended across more than one area of competency.	Formal	2 points
2.	Self-directed study	Self-directed study of advisory notes, technical magazines, journals, statutory publications etc.	Informal	1 point for every hour of involvement up to a maximum of 2 points per year.
3.	Talks, lectures, conferences	<p>Activities that are not formally assessed or do not involve significant interaction between the presenter and learner. These include:</p> <ul style="list-style-type: none"> <li>• attendance at talks and presentations by peers;</li> <li>• design workshops, lectures and seminars;</li> <li>• structured visits to specific / relevant buildings and exhibitions;</li> <li>• conferences<sup>2</sup>; and</li> <li>• raising awareness of architecture in public forms or in primary and secondary schools.</li> </ul> <p><sup>2</sup>Some conference activities may be formal CPD (in which case the points are claimed under Item 9).</p>	Informal	<p>1 point for every hour of involvement up to a maximum of 2 points per session.</p> <p>Cannot be the sole informal CPD activity undertaken for the year.</p>
4.	Study tours	<p>Where specific study tours have been undertaken to extend a person's knowledge relevant to their field of expertise.</p> <p>Up to 5 formal points in a year may be claimed for appropriately documented study tours i.e. in which a report has been prepared which includes stated learning outcomes, lists buildings that were visited, describes the outcomes of the study tour and explains how the study tour has contributed to improving knowledge, skill and competencies.</p>	Informal or Formal	<p>1 point for every hour of involvement up to a maximum of 2 points for any particular areas of study.</p> <p>Maximum claim of 5 formal and 2 informal points in a year.</p>
5.	Mentoring students and graduates, and providing work experience for students	Architects responsible for overseeing work experience for and mentoring of architectural students/graduates (not including employed graduates other than for structured sessions with employed graduates leading towards their registration).	Informal	<p>1 point for every hour of involvement up to a maximum of 2 points per day.</p> <p>Maximum claim of 5 points per year.</p>
6.	Professional committees and groups	Participation in professional practice committees and advisory groups through professional associations, regulatory authorities, government bodies, providing expert witness services e.g. arbitration and mediation.	Formal or Informal <sup>3</sup>	1 point for every hour of involvement up to a maximum of 2 points per day.

		<sup>3</sup> Activity may be formal or informal depending on the level of participation. A high degree of management and leadership, such as Committee/Board chairperson may be formal depending on the specific circumstances of the role. Participation as a committee member will generally be considered informal unless a formal means of assessing the learning outcomes of the participation on the committee can be demonstrated.		Maximum claim of 5 formal and 5 informal points per year.
7.	Architect learning or peer groups	Architect learning or peer groups provide opportunities for specialist groups or like-minded architects to form a group that organises forums, workshops, project visits etc. in their particular field of interest. <sup>4</sup> Activity may be formal or informal depending on the level of interaction between presenter and learner, presence of stated learning outcomes and if the activity is assessed.	Formal or Informal <sup>4</sup>	1 point for every hour of involvement up to a maximum of 2 points per session. Maximum claim of 5 formal and 5 informal points per year.
8.	Delivering Presentations / Tutorials	Preparation and delivery of a CPD activity to either internal or external architects or students. <sup>5</sup> <sup>5</sup> Note: repeat delivery of the same CPD activity does not entitle the presenter to additional points	Formal	1 point for every hour of involvement up to a maximum of 3 points per session. Maximum claim of 5 points for the year.
9.	Activities that include assessment	Examples include short courses offered by professional associations, architect networks, employers, internet / on-line etc. Assessment may be in a variety of forms e.g. a test, self-check questions and answers, a paper or report submitted after the activity.  For example, the Australian Institute of Architects' (AIA) national conference can meet the annual CPD requirement. In order to claim formal points for a session, the architect must submit a written report to AIA. In the event of an audit, the architect must provide a schedule of all sessions attended and copies of the certificate provided by AIA for each session that the architect wishes to claim as formal CPD. Please note that both formal and informal points cannot be claimed for the same session.	Formal	1 point for every hour of involvement up to a maximum of 3 points per session.
10.	Activities that include significant interaction between learner and presenter	Significant interaction is where there is direct communication between the presenter and learner, and the learner is required to actively participate in exercises, case studies, workshops, role-plays, discussions, in-house training etc. Activities under this category may also include an opportunity for participants to prepare for an activity to maximise the benefit to them. For example, participants may be asked to read specified articles prior to attending or prepare a case study analysis and discussion. Examples of activities with significant interaction include: <ul style="list-style-type: none"> <li>• small groups undertaking case studies, workshops, seminars, and may include written exercises with feedback from the presenter;</li> <li>• a web-based tool or CD Rom that requires learner interaction and input e.g. the completion of a set activity;</li> <li>• participation in formalised group discussion involving a case study relevant to architecture or industry practices; and</li> <li>• remote learning activities (either print based or e-learning) that include the opportunity to demonstrate engagement and participation in the activities.</li> </ul>	Formal	1 point for every hour of involvement up to a maximum of 3 points per session. Maximum claim of 5 points per year.

11.	Trade and product presentations	Product presentations must be technically accurate, educational and well balanced, and not simply a marketing exercise. Activities that simply promote brand names and services are not CPD activities. <sup>6</sup> Activity may be formal or informal depending on the level of interaction between presenter and learner, presence of stated learning outcomes and if the activity is assessed.	Formal, Informal or not CPD <sup>6</sup>	1 point for every hour of involvement up to a maximum of 2 points per session. Maximum claim of 5 points for the year (whether formal or informal).
12.	Architectural Practice Examiners	Participating as an examiner for the Architects Board of WA (or equivalent).	Formal	1 point for every hour of involvement. Maximum claim of 5 formal points per year.
13.	Certificate or Award Courses	A course provided by a registered training organisation (e.g. a CAD course provided by TAFE) or a university award course (e.g. post graduate diploma or University 'Extension' course). Includes face to face lectures, correspondence or external course and e-learning modes of delivery.	Formal	1 point for every hour of involvement up to a maximum of 5 points for the year. Significant post graduate courses (i.e. minimum diploma level or equivalent) may be eligible for recognition of meeting all CPD point requirements for the current year subject to written application to the Board.
14.	Authorship of Published Articles or Research	Authorship of published papers or articles in journals and magazines. Authorship of published books. Or Research undertaken which is not part of teaching units or student work, and where the results of research leads to the publication of refereed papers, articles etc.	Formal	1 point for every hour of involvement up to a maximum of 3 points per article/research topic. Maximum claim of 5 points per year.
15.	Lecturing (where lecturing is primary basis of employment) <sup>7</sup> <sup>7</sup> Where primary employment is as an architect, then Item 1 points apply. A claim cannot be made for Item 1 and this item.	Lecturing in relevant program at tertiary level.	Formal	1 point for every hour of involvement up to a maximum of 2 points for the year.