

Continuing Professional Development Record

Form.09

Architects Board of Western Australia

13 August 2025

Use of this Form

The *Architects Act 2004* requires the Architects Board of WA (Board) to be satisfied that an architect has maintained an appropriate level of knowledge, skill and competence in order to renew registration. The Board's preferred method for an architect to demonstrate this requirement is by undertaking continuing professional development (CPD) activities. CPD activities should relate to practice as an architect and be additional to activities already undertaken in the normal course of an architect's practice or employment. CPD activities throughout the year should relate to at least 2 of the 4 NSCA Units of Competency, being:

1. Practice Management & Professional Conduct
2. Project Initiation & Conceptual Design
3. Detailed Design & Construction Documentation
4. Design Delivery & Construction Phase Services

The annual minimum CPD requirement is 20 points, including at least 10 "Formal CPD Points". For CPD points to be claimed as "Formal CPD Points", it is necessary for an architect to have both sufficient evidence of undertaking the activity and documentation of the learning outcomes. One CPD point is allocated for every hour of involvement, however points for some activities are capped at a maximum number of points. Please see the Board's "Information Sheet 02 – Continuing Professional Development Framework" for more details.

Each year, the Board randomly selects 5% of practising architects for audit of their CPD records. If you are selected for an audit, please complete this form and provide any supporting information you may have for each of the activities you have claimed for when submitting your records to the Board.

Name: _____ Registration Number: _____ Period: July _____ to June _____

Date of CPD Activity	Description of CPD Activity	Item of CPD Framework Eg: "7 – Study Tours" or "8 – Mentoring" etc...	CPD Provider	NSCA Unit 1 Practice Management & Professional Conduct	NSCA Unit 2 Project Initiation & Conceptual Design	NSCA Unit 3 Detailed Design & Construction Documentation	NSCA Unit 4 Design Delivery & Construction Phase Services	No. of Formal CPD Points Claimed	No. of Informal CPD Points Claimed

<u>Date of CPD Activity</u>	<u>Description of CPD Activity</u>	<u>Item of CPD Framework</u> Eg: "7 – Study Tours" or "8 – Mentoring" etc...	<u>CPD Provider</u>	<u>NSCA Unit 1</u> Practice Management & Professional Conduct	<u>NSCA Unit 2</u> Project Initiation & Conceptual Design	<u>NSCA Unit 3</u> Detailed Design & Construction Documentation	<u>NSCA Unit 4</u> Design Delivery & Construction Phase Services	No. of Formal CPD Points Claimed	No. of Informal CPD Points Claimed
Total Number of CPD Points:								<u>Formal:</u>	<u>Informal:</u>

I certify that the information supplied by me on this form is true and correct and I am aware that it is an offence to make a declaration knowing that it is false, or misleading, in any material particular.

Signature: _____ Date: _____