

### 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) of the Act). In administering the requirements of section 36(2)(a)(iii) of the Act, 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.

### CPD Framework

The Board's CPD Framework was initially 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.

The Board also considers that its CPD Framework should align with the 4 broad units of competency set out in the National Standard of Competency for Architects or "NSCA" (available at [www.aaca.org.au](http://www.aaca.org.au)), which describes what is reasonably expected of a person to demonstrate the standard of skill, care and diligence widely accepted in Australia as a competent professional architectural practitioner.

The Board encourages architects to undertake CPD that complies with the CPD Framework and this is the Board's preferred method for an architect to demonstrate maintenance of an appropriate level of knowledge, skill and competence as at the date of renewal. However, it will accept other reasonable means of satisfying section 36(2)(a)(iii) of the Act.

The CPD Framework should be read in conjunction with the document titled "Frequently Asked Questions – Continuing Professional Development for Architects" (FAQ Document) which can be found on the Board's website.

### Practising Architects

All practising architects (including architects who work part-time) are required to declare, at the time of annual renewal of their registration, that they have maintained a satisfactory level of knowledge, skill and competence in the practice of architecture. This can be done, where applicable, by declaring that they have obtained a minimum of 20 CPD points, inclusive of at least 10 Formal CPD points.

If a practising architect declares that they have not met the maintenance of knowledge, skill and competence 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 an appropriate level of knowledge, skill and competence.

This may result in the architect being required to develop a schedule of planned CPD for the following 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 they have maintained an appropriate level of knowledge, skill and competence for a second consecutive year, the Board may refuse to renew their registration under section 36(5) of the Act. If the Board decides to refuse to renew a person's registration it will apply to the State Administrative Tribunal to remove the person's name from the register.

### CPD Activities

An architect's CPD activities should:

- relate to practice as an architect;
- be additional to activities undertaken in the normal course of an architect's practice or employment; and
- relate, in part, to at least 2 of the 4 units in the NSCA – being:
  1. Practice Management & Professional Conduct;
  2. Project Initiation & Conceptual Design;
  3. Detailed Design & Construction Documentation; and
  4. Design Delivery & Construction Phase Services (NSCA Units of Competency).

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

For an architect to comply with the CPD Framework, as a means of demonstrating compliance with their obligations under section 36(2)(a)(iii) of the Act, the following applies:

- The architect must obtain at least 20 CPD points per CPD year;
- At least 10 points must be achieved across at least 2 of the NSCA Units of Competency and these CPD points must be obtained through CPD activities that satisfy the requirements set out below (Formal CPD Points); and
- The remaining 10 CPD points are more "informal" and can be applied to any activity that an architect reasonably considers contributes to their professional development. These are referred to in this document as "Informal CPD Points".

A reference to "CPD points" includes both Formal and Informal CPD Points.

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

CPD activities undertaken in other Australian jurisdictions, or internationally, will be accepted if they comply with the CPD Framework.

## 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.

The Board has developed a CPD Record sheet titled “Form 09 – CPD Record” which can be downloaded from the Board’s website. The Board encourages architects to use this record sheet or keep similar records. This does not preclude an architect from providing evidence of CPD in some other form. Details of the documentary evidence required in support of CPD activity undertaken is described in more detail in the FAQ Document.

## CPD Audits

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

- not met their CPD requirements in the previous audit;
- indicated on their previous renewal of registration form that their CPD requirements were not met; or
- been the subject of a formal complaint or disciplinary action.

The Board reserves a discretion to include other architects in the audit process where it is reasonable to do so.

## Exemptions

The Board may consider, at its discretion, 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 in a given year, if the architect can demonstrate that special circumstances apply (CPD Exemption). Examples of special circumstances include where the architect:

- or an immediate family member has suffered serious illness, or some other significant misadventure in the relevant year;
- has become registered for the first time and has completed the Architectural Practice Examination within 15 months of the next CPD audit date;
- has been included on the register part way through the renewal of registration period (requirements will then be pro rata).

Where a special circumstance applies for only part of the renewal of registration period, a pro rata CPD 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, at its discretion, 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.

Pursuant to the Act, the Board is required to ensure maintenance of knowledge, skill and competence for all practising architects, whether practising in a full-time or more limited capacity. Therefore, where an architect is working part-time, that architect is expected to comply fully with their CPD obligations (or otherwise demonstrate they have continued to maintain their level of knowledge, skill and competence). The Board will encourage CPD providers to offer activities that respond appropriately to the needs of all practising architects, including needs around flexibility of time and/or means of CPD delivery.

## Non-Practising Architects

Non-practising architects are not required to comply with CPD requirements. However, a non-practising architect who wishes to re-commence practice may need to demonstrate to the Board that they have maintained their knowledge, skill and competence prior to reinstatement to the Practising Division of the register.

The specific requirements will vary depending on the period of absence from the Practising Division of the register. For further information, please refer to the “Pathways for Reinstatement to the Practising Division of the Register” document which can be found on the Board’s website.

## 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, skill and competence within the broad requirements of the CPD Framework. 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 may 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 and whether it satisfies the minimum requirements for CPD under the NSCA Units of Competency.

## Formal CPD Points

Of the 20 CPD points required to be obtained under the CPD Framework, 10 of them must be Formal CPD Points. These Formal CPD Points should relate (in total) to at least 2 of the 4 NSCA Units of Competency which are defined as follows:

### Practice Management & Professional Conduct:

This unit of competency encompasses a holistic understanding of the organization of the profession, practice and business of

architecture, with the objective of providing value through sustainable, timely and effective professional services in accordance with the ethical and legal obligations of an architect to clients, colleagues, employees and to broader communities.

#### **Project Initiation & Conceptual Design:**

This unit of competency encompasses the intelligent, creative, iterative and culturally responsive processes of initiating a project and the early stages of design. This involves research, analysis and the exploration of approaches, design ideas and alternative solutions. It leads to a design concept that meets the client's brief, respects Country and is capable of compliance with planning controls and construction codes.

#### **Detailed Design & Construction Documentation:**

This unit of competency encompasses the process of developing the design through research, detailed assessment of options and the integration of technical solutions, value and cost control processes to maintain or enhance the design intent. The final design proposal is cohesive, fully described and resolved to achieve value and cost objectives, and compliance with planning controls and construction codes.

#### **Design Delivery & Construction Phase Services:**

This unit of competency encompasses the provision of services to support project delivery through construction. This may occur through a variety of building procurement methods and construction contracts. The form of construction contract may establish different expectations and obligations upon the architect and may include contract administration services. Typically, all contract types include the timely and cost-effective management of design delivery, review and inspection processes.

CPD Activities which provide Formal CPD Points must satisfy the following criteria:

- learning outcomes for the CPD activity 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.

The requirement for stated learning outcomes means that the architect knows what it is intended that they should take away from the CPD activity. Learning outcomes can be stated in the promotional information or during the CPD activity.

The requirement for "assessment" may take a variety of forms. For example, a test, self-check questions and answers, or comprehensive notes taken during the activity would all satisfy the requirement for "assessment".

Alternative to the "assessment" requirement, the CPD activity may involve significant interaction between the presenter and learner. Significant interaction in any relevant CPD 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.

Examples of activities involving significant interaction may include a number of the following features:

- smaller group numbers (than might be the case for a formal lecture);
- an opportunity for participants to prepare for the activity (eg: pre-reading prior to attending the activity, or preparation of a case study for analysis and discussion);

- 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; or
- "in house" training where the learner is required to complete specified tasks or activities.

Architects involved in the preparation and delivery of presentations/tutorials and authoring published articles, books and papers may also be able to claim Formal CPD Points subject to compliance with any other requirements.

### **Informal CPD Points**

It is entirely possible for an architect to satisfy their CPD obligations by obtaining all Formal CPD Points. However, the minimum requirement is for 10 of the required 20 CPD points to be Formal CPD Points. This provides the architect with some flexibility to tailor their CPD learnings to areas of specific interest which might not fall within an NSCA Unit of Competency. CPD undertaken in this category generates Informal CPD Points.

Informal CPD Points do not need to be derived from activities with any form of assessment or significant interaction between the presenter and learner.

Examples of Informal CPD activities include:

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

Activities that are simply marketing exercises do not qualify as CPD activities.

## Appendix – CPD Activities

Architects are required to obtain 20 CPD points for the CPD year (which equates to approximately 20 hours of activity). Of the 20 points required, a minimum of 10 “Formal CPD Points” must be obtained in at least 2 of the 4 NSCA Units of Competency, being:

- Practice Management & Professional Conduct
- Project Initiation & Conceptual Design
- Detailed Design & Construction Documentation
- Design Delivery & Construction Phase Services

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.

The remaining 10 CPD points, or “Informal Points”, can be obtained in any area of interest, as long as the activity relates to practice as an architect and is additional to activities already undertaken in the normal course of an architect’s practice or employment.

The table below outlines examples of activities that can qualify for CPD points and indicates the number of points that can be claimed for each particular activity in any given CPD year.

Item	Activity	Description	Point Allocation per Annum
1.	Employment as an Architect	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.	1 point for every hour of involvement up to a maximum of 2 points for the year.
2.	Lecturing (where lecturing is the primary basis of employment)	Lecturing in a relevant program at tertiary level.  (Note that where primary employment is as an architect, CPD points should be claimed under Item 1. A claim cannot be made for both Item 1 and Item 2)	1 point for every hour of involvement up to a maximum of 2 points for the year.
3.	Self-Directed Study	Self-directed study of advisory notes, technical magazines, journals, statutory publications etc.	1 point for every hour of involvement up to a maximum of 2 points per year.

Item	Activity	Description	Point Allocation per Annum
4.	Delivering Presentations / Tutorials	Preparation and delivery of presentations or tutorials to either internal or external architects or students.  (Note that repeat delivery of the same presentation or tutorial does not entitle the presenter to additional CPD points)	1 point for every hour of involvement up to a maximum of 3 points per presentation/tutorial.  Maximum claim of 5 points for the year.
5.	Talks, Lectures, Conferences	These include: <ul style="list-style-type: none"> <li>attendance at talks and presentations by peers (whether in person or online);</li> <li>design workshops, lectures and seminars;</li> <li>structured visits to specific / relevant buildings and exhibitions;</li> <li>conferences; and</li> <li>raising awareness of architecture in public forms, or in primary and secondary schools.</li> </ul>	1 point for every hour of involvement up to a maximum of 2 points per session.  (Note that a Conference can include a number of 'Sessions')
6.	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 do not qualify as CPD activities.	1 point for every hour of involvement up to a maximum of 2 points per session.  Maximum claim of 5 points for the year.
7.	Study Tours	Specific study tours undertaken to extend a person's knowledge relevant to the practice of architecture.  (Note that appropriate documentation of a Study Tour will require preparation of a report which states 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 competence)	1 point for every hour of involvement.  Maximum claim of 5 points in a year.

Item	Activity	Description	Point Allocation per Annum
8.	Mentoring	Architects involved in formal mentoring program involving an architect, or architectural graduate, as a mentee.	1 point for every hour of involvement up to a maximum of 5 points per year
9.	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).	1 point for every hour of involvement up to a maximum of 2 points per day. Maximum claim of 5 points per year.
10.	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.	1 point for every hour of involvement up to a maximum of 2 points per session. Maximum claim of 5 points per year.
11.	Authorship of Published Articles or Research	Authorship of published books, papers or articles in journals and magazines. 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.	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.
12.	Architectural Practice Examiners	Participating as an examiner for the Architects Board of WA (or equivalent).	1 point for every hour of involvement. Maximum claim of 5 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.	1 point for every hour of involvement up to a maximum of 5 points for the year.  (Note that significant post graduate courses (i.e. minimum diploma level or equivalent) may be eligible for recognition of meeting all CPD point requirements for the year, subject to written application to, and approval from, the Board)