

AIS FORMAL CPD PRESENTATIONS

Preliminary Self Assessment and Review Method

The Preliminary Self Assessment Form will assist you in the preparation of a Presentation Plan for “Formal” CPD activities for registered architects in Australia.

The AIS Learning and Development team will conduct a preliminary review of your Formal CPD Presentation against the requirements of relevant state and territory architectural registration boards. Approved presentations will be eligible for delivery of formal CPD activities via the AIS CPD Presentation Platform.

Activities should be technically accurate, educational, and well-balanced. Marketing activities that simply promote brand names and services are not considered for CPD and will not be approved.

Formal CPD learning must be linked to the Units of Competency in the National Competency Standards in Architecture (NCSA). Please ensure you consider which unit of competency your presentation is relevant to (Design, Documentation, Project Delivery, and Practice Management). Refer to www.aaca.org.au.

Complete the questions below and return this form, an overview of your presentation, a finalised draft of your proposed PowerPoint Presentation, and your learning activity or quiz (if relevant) via email to sophie@aisaustralia.com.

1. In which states and/or territories will the presentation be delivered? (Tick box to select)

- | | | | |
|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> ACT | <input type="checkbox"/> NT | <input type="checkbox"/> NSW | <input type="checkbox"/> QLD |
| <input type="checkbox"/> SA | <input type="checkbox"/> TAS | <input type="checkbox"/> VIC | <input type="checkbox"/> WA |

2. List the new knowledge or skills being acquired or shared. What will architects learn from your presentation?

3. What is your topic? Choose your topic description carefully as it will be used to list, describe, and promote your presentation to architects and specifiers on the AIS CPD Menu of Offerings.

4. What are your stated Learning Outcomes? You should have a minimum of three Learning Outcomes.

5. Assessment or Significant Interaction. A minimum of one of the following is required for formal CPD. Determine a method most appropriate to your presentation content and stated learning outcomes, and choose one or both of the following, with details of method used.

A. Assessment activity (e.g. Multiple choice, short answer, scenario based test, or report submitted after the activity):

B. Nominate significant interaction between presenter and learner (required if no assessment activity). Explain how this will be achieved:

6. How long, including question time, will your presentation go for? Presentations should contain 45 minutes of educational content, and 15 minutes for significant activity or an assessment.

7. A formal CPD must be authored by someone with relevant academic or technical qualifications, or who has many years of practical experience. Please provide details for the author of your presentation.

8. The person/s giving the presentation are also required to have relevant academic, technical qualifications, or relevant practical experience. Please list the details of your nominated presenters.

Name	Academic or Technical Qualifications, or Practical Experience

For more information, contact:

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