

AIS CPD

INFORMATION PACK

A guide to creating meaningful educational content that exceeds industry standards for Formal CPD.

WHAT IS CPD?

CPD is a learning activity that enhances an architect's knowledge and skills within the profession. Continuing Professional Development (CPD) is defined by the Australian Institute of Architects (AIA) as:

“Any activity that systematically enhances an architect's professional knowledge and personal skills for the advancement of architecture, society and the environment.”

CPD activity can be broken down into two categories: Informal CPD and Formal CPD.

Informal CPD activities relate to the practice of architecture, and do not include an assessment component. Informal CPD points may be attained by activities such as:

- Self directed study or practice
- AIS Architectural Product Presentations
- AIS Equinox or Emerge events
- Industry talks and presentations
- Visits to buildings and exhibitions
- Conferences
- Participation in professional committees and advisory groups
- Raising awareness of architecture at schools

Formal CPD activities must be linked to the National Competency Standards in Architecture (NSCA) – refer to www.aaca.org.au. CPD activities in each year should relate to a minimum of two of the four units of competency:

1. Design
2. Documentation
3. Project Delivery
4. Practice Management

Architects are encouraged to develop a CPD plan that addresses the maintenance, development and enhancement of their own professional knowledge and skills. Registered architects should complete 20 hours of CPD each year – 10 Informal hours and 10 Formal hours. Each hour of CPD activity equates to one point with a maximum of two hours being allocated to any one activity at a time.

WHERE IS CPD MANDATORY?

CPD legislation varies from state to state. If an architect is residing in one state but registered in another, they must comply with the legislation for the state in which they are registered (e.g. an architect working in Melbourne who has registered in Sydney must complete CPD requirements for New South Wales registered architects). The state requirements for CPD are:

State	Status
Queensland	Compulsory
New South Wales	Compulsory
Victoria	Not compulsory
Australian Capital Territory	Not compulsory
South Australia	Not compulsory
Western Australia	Compulsory
Tasmania	Compulsory
Northern Territory	Not compulsory

HOW CAN AIS HELP?

With access to major architectural practices throughout Australia, AIS can endorse and invite practices to consider presentations.

AIS works with a CPD Assessment Partner who is a registered architect and is also uniquely positioned to:

- Assist architects to quickly and conveniently access meaningful CPD training tailored specifically to current project and professional development needs
- Assist CPD presenters to consolidate their credentials as industry leaders, field specialists and trusted advisors through the delivery of meaningful CPD training
- Assist presenters with accreditation for their presentations

Once you have completed your presentation the AIS Learning and Development Manager and CPD Assessment Partner will conduct a review against the requirements of relevant state and territory registration boards. AIS will then provide you with presentation feedback and necessary changes within 3 weeks. Following the completion of your assessment, AIS will issue you with a certificate of assessment and a digital badge to attach to your presentation and certificates of completion.

National AIS Members are entitled to 2 complimentary CPD assessments per year and Standard AIS Members are entitled to 1 complimentary CPD assessment per year. Associate and Casual AIS Members and companies without an AIS Membership will be charged a \$900+GST assessment fee.

Once your presentation has been assessed by AIS you are able to present your topic to architects in Australia for one Formal CPD point. You also have the option of being added to the AIS CPD Menu of Offerings - this is a list of presentations distributed to architectural practices to book from. Being a part of our Menu of Offerings is another way to generate CPD bookings and further your relationship with architectural practices. Pricing of this service depends on whether you hold an AIS Membership or not.

AIS also offers suppliers the opportunity to present to larger groups of architects at the AIS CPD Days and Equinox Evolution events. To find out more about these services, please contact your local AIS representative.

WHAT ARE THE REQUIREMENTS?

AIS is committed to assisting suppliers create high-quality educational content, and will not certify presentations that do not meet the guidelines in place for Formal CPD. In order to qualify for Formal CPD, presentations must meet the following key requirements:

1. Relate to the practice of architecture, and at least 1 Unit of Competency (Design, Documentation, Project Delivery or Practice Management)
2. Have stated learning outcomes confirming that the activity has educational value
3. Run for 60 minutes – 40 minutes of educational content and 20 minutes for a quiz or activity that reinforces the learning outcomes of the presentation
4. The representative presenting the CPD should have relevant academic or technical qualifications or practical experience
5. Company logos should only be included on the first two slides or final four slides of the presentation – Formal CPD is not a sales and marketing opportunity!
6. Brochures and samples can only be distributed at the end of the CPD, unless they reinforce the learning outcomes of the presentation.

PRELIMINARY SELF ASSESSMENT

The Preliminary Self Assessment component of this pack will assist you in the preparation of your Formal CPD activity. AIS will not complete an assessment of your presentation unless this has been completed.

1. In which states and or/ territories will this presentation be delivered? (Circle all that apply)

QLD	NSW	VIC	WA
ACT	SA	NT	TAS

2. What is your topic name? Choose your topic name carefully as it will be used to promote your presentation to architects.

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

4. 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.

- Assessment activity (e.g. multiple choice, short answer, scenario based test). You will need to attach a copy of your assessment activity to your presentation for AIS to review.
- Significant interaction between presenter and learner (required if you do not have an assessment activity). Explain how this will be achieved.

PRELIMINARY CHECKLIST

If you answer 'yes' to all of the following questions, your presentation is now ready for assessment.

This presentation relates to at least one Unit of Competency Y / N

The learning outcomes have been clearly defined at the beginning of this presentation Y / N

Does this presentation come from an educational perspective? Y / N

This presentation runs for 60 minutes (40 minutes of educational content, 20 minutes for a quiz or activity) Y / N

Company branding has been kept to a minimum (logos on first two or final four slides) Y / N

Is this presentation easy to understand? Y / N

Does this presentation have an assessment or activity that enhances the learning outcomes? Y / N

AI^S CPD

Once you have completed your presentation and filled out a copy of the Preliminary Self Assessment and Checklist component of this document, please send a copy of each to:

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To find out more about CPD events, contact your local AIS representative.

QLD

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