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|  **Continuing Professional Development Record** |  **December 2018** |

As part of the renewal process for architects’ registration in December each year, architects will be required to submit to the Board a signed record of their

CPD activities undertaken in the past twelve months **no later than 31 January 2019.**

In accordance with the [AACA/RAIA Joint Policy on Continuing Professional Development (CPD)](http://www.aaca.org.au/wp-content/uploads/2010/09/JPCPD2006.pdf) the expectation is that architects will complete at least twenty (20) hours per year – where one hour in training equates to one CPD point. Activities in each year should relate to a **minimum of two units** in the National Architecture Competency Standards – Design, Documentation, Practice Management and Project Management and whether it is formal or informal CPD. At least 10 hours of CPD is required to be Formal CPD.

Informal and formal CPD activity:

* Formal CPD is a learning activity with stated learning outcomes that is formally assessed or has significant interaction between presenter and learner.
* Informal CPD is a learning activity with stated learning outcomes that involves no formal assessment process or significant interaction between presenter and learner.

The [Architects’ model statutory Code of Professional Standards and Conduct](http://www.aaca.org.au/wp-content/uploads/2010/09/JCOC2003.pdf) which was prepared jointly by the Architects Accreditation Council of Australia

and the Royal Australian Institute of Architects states at item 7.1:

*“An architect must maintain and improve skills and knowledge necessary for the provision of the services*

 *through structured programmes of professional education”*

Consumers can expect an architect to adhere to this Code and the Board will use the Code when considering a complaint against an architect.

Architects complying with the CPD requirements will be recorded in the register, listed on the Board’s website and any other Board public listings as being

CPD compliant. Where an architect is a licensed building services provider and does not complied with the CPD requirements, the Board will notify the

Director of Building Control.

A record submitted to another Architects Board in Australia for renewal of registration in the last 7 months will be acceptable.

**Random audits of the CPD will be undertaken** Your CPD record should be kept for a period of 5 years**.**

Name: Registration Number:\_\_\_\_\_\_\_\_\_ Period: \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Date** | **Description of CPD Activity** | **CPD Provider** | **Design** | **Document- ation** | **Project Delivery** | **Practice Management**  | **No. of Points Claimed** **Formal Informal** |
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| Total Number of CPD Points: |  |  |

I **have not** fulfilled my 20 hours CPD requirements in the last 12 months

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: