Guidelines on Continuing Professional Development

Practicing architects, to renew their registration, are required to comply with the Board's CPD requirements by undertaking at least twenty (20) hours of acceptable CPD per year with **at least 10 hours of CPD required to be Formal CPD. Formal CPD hours must relate to a minimum of 2 units (with a maximum of 5 hours in any one unit),** of the National Architecture Competency Standards – Design, Documentation, Practice Management and Project Management.

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.

*To be Formal CPD an event needs to be focused, delivered by an authority on the subject matter, and there needs to be documented learning outcomes and assessment from the activity.

In summary Formal CPD:
- New knowledge and skills are acquired from, or shared with, peers; **and**
- **learning outcomes** for the CPD activity must be stated; **and**
- **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".

**No more than 5 hours Formal CPD** can be claimed for most types of activities unless the architect applies to the Board and is granted permission to claim in excess of the 5 hours. For example, being a member of a committee of professional bodies, undertaking a research project not part of normal work duties, undertaking a course of study, acting as an AP Examiner, tutoring, mentoring, in-house presentations or discussion groups. Attending or participating in appropriate individual industry events or conferences are not limited provided they are across a range of the Competencies.

Online webinars and conferences can be formal CPD however each architect needs to consider the learning outcomes and/or the interact which occurs on a case by case basis.

Assessment documentation should be **kept for 5 years** and be available for audit of CPD purposes.

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Some Examples of CPD events - must relate to one of the Units in the National Standard of Competency for Architects – Design, Documentation, Project Management or Practice Management.

Activity	Formal* #	Informal
Formal university or similar education provider courses Note 5 hour limit without prior approval	Yes	Yes
AIA & other professional body organised events with stated outcomes	Yes	Yes
Architectural Practice Examiner	Yes	Yes
AIA Chapter Council meetings and similar professional bodies committees	Yes	Yes
Presentation at an Industry Event	Yes	Yes
Researching to update or enhance skills	Yes	Yes
Preparing responses to government policy or legislation on building industry issues	Yes	Yes
Reading professional journals, a list of relevant articles need to be available for audit	Yes, if assessment included	Yes
Architectural Course Accreditation	Yes	Yes
Investigation of Complaint/Acting as a Senior Councillor	Yes	Yes
Tutoring for architectural course	Yes, if not primary job	Yes
Internal Company Forums, workshops, presentations	Yes, if presented by external expert	Yes
Mentoring of students as part of formal program	Yes	Yes
Submission for AIA Awards	Yes	Yes
Open House volunteer	No	Yes
Attending AIA Open House	No	Yes
Mentoring of graduate for AP Exam or similar	No	Yes
Membership of professional body	No	No
Subscription to journal, magazine or similar	No	No
Real estate open house	No	No
Media interviews	No	No
Study & sit exam - Property Representative	No	No
Activities undertaken in the normal course of your work	No	No
• 3rd Party Quality Assurance Audit - Treasury & Finance pre-qualification	No	No
• Arranging update of BIM, IT, office management systems or similar Undertaking a formal course is acceptable	No	No
• NZ Registered architect competency review	No	No
• Mentoring of staff	No	No
• Office staff meetings	No	No
• Office Directors meetings	No	No