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**BOARD OF ARCHITECTS OF TASMANIA** PHONE (03) 6234 8188  
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## Continuing Professional Development Requirements

All architects, including Non-practising architects, unless they have applied and received approval from the Board for an exemption/reduction, 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.**

CPD hours must relate to a minimum of 2 units (with a maximum of 5 formal hours and 5 informal hours in any one unit), of the [2021 National Standard of Competency for Architects](#):

- Practice Management and professional conduct
- Project initiation and conceptual design
- Detailed design and construction documentation
- Design delivery and construction phase services.

The Board may from time to time require architects to undertake CPD in a specific area.

**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 and 5 hours Informal 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.

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

## Exemptions/Reductions

Architects may be exempt or have reduced CPD requirement in any one reporting period if approved by the Board.

Architects seeking exemption/reduction should apply to the Board at the earliest possible time and it should not be left to renewal time.

Exemptions/reduction may be granted under the following circumstances:

- Architects who can demonstrate special circumstances e.g. illness, extended professional or parental leave.
- Architects who are living and only providing architectural services overseas during the reporting period
- Architects registered in the Non–practicing Architect Class who have permanently retired and not providing any architectural services either paid or unpaid.

Architects registered in the Non–practicing Class need to apply to the Board for exemption/reduction.

## Guidance for providers of CPD for architects

The Board does not accredit CPD activities. Providers of CPD for architects should be familiar with the requirements as outlined in the Board’s CPD Guidelines.

To facilitate architects making an informed choice about relevant CPD and meeting their reporting obligations to the Board, providers are advised to:

- Clearly state the learning objectives and assessment (or opportunities for significant interaction by participants) for formal CPD activities
- Specify which performance criteria/units of competency from the *National Standard of Competency for Architects* are addressed in the activity
- Provide a statement of completion for each participant including the following information:
  - Date
  - Name of Activity
  - Provider
  - Hours claimed
  - How the activity relates to performance criteria/units of competency from the *National Standard of Competency for Architects*.

**Some Examples of CPD activities** - must relate to one of the Units in the 2021 National Standard of Competency for Architects.

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 needs 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
Third Party Quality Assurance	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
<b>Activities undertaken in the normal course of your work</b>	No	No
<ul style="list-style-type: none"> <li>• Arranging update of BIM, IT, office management systems or similar</li> <li>• Undertaking a formal course is acceptable</li> </ul>	No	No
<ul style="list-style-type: none"> <li>• NZ Registered architect competency review</li> </ul>	No	No
<ul style="list-style-type: none"> <li>• Mentoring of staff</li> </ul>	No	No
<ul style="list-style-type: none"> <li>• Office staff meetings</li> </ul>	No	No
<ul style="list-style-type: none"> <li>• Office Directors meetings</li> </ul>	No	No

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