



# CONTINUING PROFESSIONAL DEVELOPMENT GUIDE-LINES AND RULES

## BACKGROUND

Society for many years has been increasing its expectations of the performance of professionals. Changes in the law and more readily available remedies have made increasing demands on the expertise of skilled persons in the practice of their calling. With professional indemnity insurance a necessity, insurers also expect a high standard of conduct when issuing or re-issuing policies. Further, because of changes in technology and procedures, government too is exerting pressure on the knowledge and training of all employed persons.

Professional associations are responding to this challenge and some have already made CPD mandatory for registration or continuing membership.

Because professions are now so public in their operation, any CPD requirements are likely to come under a deal of scrutiny and programs adopted should have both substance and structure. It is submitted that programs involving private reading of journals or other forms of self-directed learning are activities all members would normally undertake and should not form part of the formal requirement. Programs adopted should be both of substance and be seen to be so. To ensure that standards are maintained, emphasis should be placed on courses conducted by professional associations or educational bodies.

## AUTHORITY FOR MANDATORY CPD

Recognising the need for CPD, the Council of the Institute resolved in May 1991 to make CPD part of the Code of Professional Conduct, which is enforceable under Articles of Association 73 and 74.

Clause 3.14 of the Code states:

*“Members, ... shall undertake a prescribed minimum level of mandatory Continuing Professional Development, and certify their compliance to the Institute [as required].”*

## RECOGNITION OF CPD

Members who are CPD certified will be recognised in a number of ways, e.g.



- ◆ By the presentation of a CPD certificate endorsed by the International Cost Engineering Council (ICEC). Members who qualify for the CPD certificate may use the postnominals **ICECA** after their AIQS postnominals.
- ◆ By publishing of their names in the Annual Report



## GUIDE-LINES FOR ACCEPTABLE CPD

It is important that CPD should concern matters that are related to the advancement or consolidation of knowledge specifically orientated towards, or directly relevant to, the Quantity Surveying profession, and that activities should have adequate academic content.

Quantity Surveying is defined in the Conditions of Membership as:

- ◆ economics and econometrics
- ◆ financial, resource or contractual administration
- ◆ dispute resolution
- ◆ quantification of material or labour inputs

for all types of building, construction or industrial projects.

For the purposes of CPD, quantity surveying should be considered in its widest context, for example areas like environmental protection, building design and other humanities pursuits.

## RULES

1(a) Institute members are required to complete suitable Professional Development activities which are equivalent to 40 CPD points in each three year period of membership beginning from 1 January 1991. Generally one (1) CPD point will be equal to one (1) hour of recognised Professional Development (CPD) activity, however there may be some variation to this as shown below.

1(b) Any member joining during a triennium shall undertake the unexpired part of the program pro-rata, provided that period is greater than one year.

2. Members may accrue CPD points in each triennium up to the limits allowed. Professional development programs shall consist of any of the following:-

(a) **Formal courses of lectures officially endorsed or promulgated by the Institute or professional associations having current reciprocity agreements with the Institute.**

(maximum allowance 40 points)

One CPD point can be obtained for each hour undertaken.

(b) **Authorship of published works**

(maximum allowance 15 points)

Works shall consist of technical or academic material in published texts or professional journals.

A text book can obtain 15 points credit for the triennium in which it is first published and 5 points credit for each revised edition for the triennium in which it is republished. An article in a professional journal, a conference paper or other similar work can obtain 3 points credit for each article for the triennium in which it is first published.



(c) **Delivery of lectures**  
(maximum allowance 15 points)

Lectures may be delivered at conferences, CPD courses, structured in-house seminars and tertiary institutions (other than institutions where the member is primarily employed), but shall not include tutoring activities.

Two CPD points can be obtained for every one hour of lecture delivered.

(d) **Tertiary qualifications**  
(maximum allowance 40 points)

Degrees or other qualifications by coursework at a registered tertiary institution can obtain 40 points credit for each award received or proportional credit for each year passed. Degrees by thesis can obtain 40 points credit for the year in which the award is received. Credits apply only to awards **following** admission to Affiliate, Associate or Fellow membership. Miscellaneous subjects in an award course are to be considered under 2(e).

(e) **Other formal courses of lectures**  
(maximum allowance 25 points)

This comprises formal course(s) of lectures not covered under Rule 2(a), including computer courses, general education courses, structured in-house seminars, conferences and other development programs. No approval is required.

One CPD point credit can be obtained for each hour undertaken up to a maximum of five hours per course.

(f) **CPD Study Papers and Essay Scheme**  
(maximum allowance 40 points for remote localities, 10 points for others)

Members may order from the Institute sets of specific CPD papers which they then study and write a 1500 word essay answering a question which covers all the papers in the set. These papers are of post graduate standard and members who satisfactorily complete the essay, may receive standing towards a Masters Degree from the University of Technology, Sydney. The essay must be submitted to the Institute for assessment and to receive the 10 CPD points allocated for each set. Details on the topics covered by the papers, costs of each set and ordering arrangements are published regularly in the Institute News Supplement to the Building Economist journal.

Members residing in remote areas or overseas may attain **ALL** 40 CPD points using the Study Papers and Essay scheme.

Members residing in cities and metropolitan areas may **ONLY** accrue 10 CPD points in a triennium using the Study Papers and Essay scheme.

(g) **On the Job Experience**  
(maximum allowance 25 points)

A member may apply to their employer for appropriate certification so that specific assignments of a challenging or specialised nature can be identified and endorsed by the Director or Employer, as part of their CPD requirement. Additional points can be earned if the member prepares and submits to the AIQS a paper on such work experience.



3. CPD requirements shall apply to all Fellows, Associates and Affiliates. Probationers can comply but cannot be issued with a Certificate. Life-Fellows, Students and Retired members are exempt.
4. Members residing in remote areas or otherwise having significant difficulty complying with the CPD requirements can apply in writing to the Institute CPD Committee for special consideration. Where successful application is made, maximum allowances for individual categories will be waived.
5. The cost of providing CPD programs is to be borne by the members.
6. Members shall be responsible for the undertaking of CPD activities and for maintaining their own records.

## NOTIFICATION OF COMPLIANCE

At the end of each triennium each member shall self-certify compliance with the Institute CPD requirements and provide particulars of such compliance on the CPD Record Form.

## EARLY COMPLIANCE

You need not wait until the end of a triennium to return your compliance record and receive your Certificate of Recognition. Whenever you accrue 40 CPD points in a triennium you can return your CPD Record Form and obtain your CPD Recognition Certificate.

## CERTIFICATE OF RECOGNITION

Each member who returns an acceptably completed CPD compliance record will receive from the Institute a CPD Recognition Certificate, suitable for public display and endorsed by the International Cost Engineering Council (ICEC).

## INTERPRETATION OF COMPLIANCE RECORD

In practice the Rules are interpreted liberally to recognise CPD activities which fulfil both their letter **and** their spirit. For example:

- ◆ Under Rule 2(a) courses run by a **recognised** professional association which upholds a sufficiently high standard would be acceptable.
- ◆ In Rule 2(b) authoring a **substantial** published text book could gain more than 15 CPD points credit in recognition of the significant effort involved.
- ◆ Although points in excess of 40 do not accumulate, they may “boost” the rating of limited credit programs.



## WHAT QUALIFIES FOR CPD?

The answer is - practically any formal activity which develops **you** professionally, no matter what your work is. A good definition is "structured training with pre-determined, measurable outcomes".

Some members are concerned that they cannot attend Institute-run or "strictly quantity surveying/construction economics" CPD activities. There are many other ways to fulfil CPD requirements. It's aim is to improve the performance of individuals in their own workplaces and increase their knowledge base .

All members including those working outside the construction industry, in remote areas, overseas, as managers and planners can also qualify through:

- ◆ **In-house** training - particularly structured training courses - with pre-determined, measurable objectives.
- ◆ **On the job experience** gained from challenging and specific work assignments – employer's certification of the work is required.
- ◆ Short TAFE, University or Management College **courses**, summer schools etc.
- ◆ Management, computing, planning, public service **workshops and seminars**.
- ◆ A technical or industrial **degree, diploma or certificate**, including completed **single units**.
- ◆ Industrial **conferences**, seminars or workshops run by any recognised professional organisations (Australian Institute of Management, Master Builders' Australia, Valuers, Engineers, trade or professional associations, BSFA, BOMA, etc) and reputable commercial organisations.
- ◆ **Viewing of CPD videos** – a short paper about the video is required unless viewed in an organised group with discussion session.
- ◆ **Extra-curricular** lecturing, preparation and delivery.
- ◆ **Preparing and presenting** CPD seminars in-house or in public - both preparation and delivery times may be counted.
- ◆ Writing **published papers** or textbooks, including articles, research findings, book reviews, statistical works, pamphlets, practice notes, standards.



The topics need not be narrowly confined to what some call "quantity surveying". Other **knowledge development** may include:

- ◆ Tax and Depreciation
- ◆ Software/computer courses
- ◆ Contracts
- ◆ Strategic planning
- ◆ Value Management
- ◆ Cash flow analysis
- ◆ Nett Present Value Analysis
- ◆ Scheduling
- ◆ Asset Management
- ◆ Environmental impact cost studies
- ◆ Risk Management - project, insurance, etc
- ◆ **General Management** - personnel, business regulations and laws, industrial relations, budget, marketing, directors responsibilities, corporation or tax laws, etc
- ◆ **Learning about** law, accountancy, engineering, architecture, nuclear processing, forestry, industrial processes, mining, materials handling, specialist building/project design (paper mill, oil refinery, warehouse, hospital etc), armaments, shipbuilding, natural disaster protection and rehabilitation (earthquake, bushfire, flood, asteroid impact, etc), insurance, valuation, demolition, government policy and financing, toll facilities, etc
- ◆ Opportunity identification
- ◆ Environmental regulations
- ◆ Product familiarity training
- ◆ Procurement Strategies
- ◆ Market Research
- ◆ Project Management
- ◆ Investment strategies
- ◆ Finance options
- ◆ Portfolio Management
- ◆ Building Code/Australian Standards

THIS IS **NOT** AN EXHAUSTIVE LIST OF PROFESSIONAL DEVELOPMENT ACTIVITIES - SIMILAR USEFUL TOPICS ARE ACCEPTABLE.

One thing the Institute won't accept is private reading. The Institute believes you should be doing that anyway.

When returning your CPD Compliance Record remember to include formal activities in the above and other similar areas. All can count towards your credit.

If you have achieved at least 40 CPD points for acceptable activities, even if some exceed the maximum "credit" allowed, list them all and they will be assessed on merit.

If you have any real CPD hardship please contact the General Manager at National Office.