



ADVANCING BUILT ENVIRONMENT
COST PROFESSIONALS

AIQS CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

JANUARY 2024

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1. DEFINITION

1.1 An activity is recognised as CPD if it increases/improves the member's knowledge/skills or develops personal qualities necessary for the performance of professional, technical, managerial and administrative duties throughout the member's career (subject to Sections 4, 5 and 6).

2. MEMBERSHIP CLASSES REQUIRED TO UNDERTAKE CPD

2.1 The following Membership Classes must satisfy the Institute's CPD requirements:

- Life Fellow
- Fellow
- Member/Associate
- Affiliate (joined pre-1 January 2024) – 15 CPD points
- Affiliate (joined post-1 January 2024) – 5 CPD points
- Graduate

2.2 Members from the following Membership Classes who derive income from quantity surveying services, must satisfy the Institute's CPD requirements:

- Students
- Retired Members
- Honorary Fellows

2.3 Members from the following Membership Classes who are not deriving income from quantity surveying services, are not required to undertake CPD:

- Students
- Retired Members
- Honorary Fellows

3. RELATIONSHIP TO STRATEGIC GOALS

3.1 All CPD activities will need to be linked to achieving one or more AIQS strategic goals. In addition, each CPD event should also link to one or more AIQS competencies.

To assist with this all CPD events must utilize the CPD template appended to this policy.

4. THE NUMBER OF CPD POINTS REQUIRED

4.1 Members in Sections 2.1 and 2.2 are required to achieve 15 CPD points per annum (1 July to 30 June) as per provisions outlined in Section 5.

4.2 From 1 January 2024, members with the Certified Quantity Surveyor (CQS) designation will no longer be required to achieve an additional 5 CPD points per annum and so are required to achieve only 15 CPD points.

In the CPD year a member achieves CQS designation, this requirement will be prorated as follows:

4.3 Members joining the Institute, or transferring from a Membership Class outlined in Section 2.2 (subject to any Reinstatement requirements in accordance with the Institute's Constitution & By-laws) are required to undertake CPD points on a pro-rata basis as follows:

- a) Members joining the Institute or transferring from a Section 2.2 Membership Class from 1 July to 30 September in any year are required to undertake 15 CPD points in that year.
- b) Members joining the Institute or transferring from a Section 2.2 Membership Class from 1 October to 31 December are required to undertake 10 CPD points in that year.
- c) Members joining the Institute or transferring from a Section 2.2 Membership Class from 1 January to 31 March are required to undertake 5 CPD points in that year.

- d) Members joining the Institute or transferring from a Section 2.2 Membership Class from 1 April to 30 June are not required to undertake CPD for that year.

4.4 One CPD point accrues for each hour directly spent on the CPD activity (meal breaks are excluded).

5. TYPE OF CPD POINTS

5.1 Members outlined in Section 2.1 must complete a minimum of 50% of the required number of points from recognised structured activities as outlined in Section 7.3.

5.2 A maximum of 7.5 CPD points per annum will be recognised for on-the-job learning from performing additional or new vocational or professional functions as defined in Section 6.1b and/or private planned study as defined in Sections 6.1a and 6.1c. That is, a member can obtain a maximum of 8 points from a combination of private planned study and learning on-the-job.

5.3 One CPD point per hour can be claimed for the preparation of a relevant presentation, published article or textbook, book, or an Institute Practice Standard or Guidance Note.

6. ASSESSMENT OF TOPIC

6.1 Each member must assess whether or not a topic qualifies as CPD. That is, whether a topic relates to:

- a) some part of the theory of quantity surveying and/or
- b) other technical topics related to current or potential occupations in quantity surveying and/or
- c) personal or business skills designed to increase a member's management or business efficiency.

7. RECOGNISED FORMS OF CPD ACTIVITY

7.1 CPD activities can be structured or unstructured.

7.2 Structured activities are defined as activities where an organisation or individual structures an activity for participation by the delegate. The provider determines the learning outcomes and structures the learning process.

7.3 Recognised structured activities include but are not limited to:

- a) Attendance at conferences, seminars, workshops, courses, and webinars
- b) Attendance at functions with a keynote speaker such as breakfasts, luncheons, dinners, and open forums
- c) Attendance at discussion groups or study groups
- d) Attendance at structured/educational site visits
- e) Formal qualification including a certificate, associate diploma, diploma, degree, masters' degree, graduate certificate, graduate diploma, doctorate course (including external studies)
- f) Participation in a distance education courses or programmed learning units, including the Academy
- g) preparation of a paper for presentation
- h) Authorship of a paper or book for publication
- i) Preparation of handbooks or manuals
- j) Preparation or consulting on the preparation of guidance note, information papers, position papers, technical handbooks, professional responses to government
- k) Membership and attendance at AIQS meetings (Board meetings, Chapter Council meetings, official AIQS Committee and sub-committee meetings, YQS and CPD Committee meetings), and APC Assessors, will attract 1 CPD points per meeting over the relevant financial year (maximum of 10 points per yer for one or more committees)
- l) Membership and attendance at meetings of professional association or industry body administrative committees (maximum of 2 points per year for one or more committees)
- m) Computer based Quantity Surveying learning packages
- n) Delivery and preparation of new lectures at a university or recognised learning institute will attract 1 CPD point per hour for the preparation and delivery of the new lecture.

7.4 Unstructured activities are defined as activities where the member determines the learning outcomes and structures the learning process, or the learning outcomes and process are ad-hoc and informal.

7.5 Unstructured activities include but are not limited to:

- a) Private planned study where the Member nominates a topic and researches relevant information such as seminar papers, text books, journals, legislation, etc.
- b) Reading of related industry news, journals, or magazines (maximum of 2 points per year)
- c) Performing additional or new vocational or professional functions in the profession including but not limited to:
 - (i) Commencing in a new organisation or being seconded or promoted to a new position/department
 - (ii) Changes to existing position to include new duties/responsibilities/tasks
 - (iii) Undertaking a new project or task not previously experienced
 - (iv) Managing the introduction of change (e.g. developing and installing a new computer system, developing, and introducing quality assurance procedures)
 - (v) Merging with/acquiring a new/commencing a new practice
 - (vi) Adapting to organisational change (e.g. learning a new computer system or quality assurance procedures)

7.6 Non-recognised CPD activities include:

- a) other private reading
- b) attendance at Annual General Meetings (AGM) where there is no guest speaker
- c) non-learning activities (e.g. networking drinks, social events)
- d) time spent at meal breaks

8. CPD TOPICS

8.1 Quantity Surveying topics include topics that are directly relevant to the industry.

8.2 Quantity Surveying is defined in the AIQS Conditions of Membership as:

- a) economics and econometrics
- b) financial, resource or contractual administration
- c) dispute resolution
- d) quantification of material or labour inputs

8.3 Other technical topics may include (but are not limited to):

- a) tax and depreciation, cash flow analysis, finance options, investment strategies
- b) software/computer courses
- c) strategic planning, market research
- d) Building Code/Australian Standards, Environmental Impact
- e) Contracts, procurement

8.4 Business/professional topics are topics that are not directly relevant to the Quantity Surveying industry but do contribute to a member's knowledge/skills allowing the member to better perform management, administration, or professional tasks. For example, topics such as time management, quality assurance, team management, practice management, risk management etc., would be considered business/professional topics.

9. RECOGNISED PROVIDERS OF CPD ACTIVITIES

9.1 Members may undertake CPD with any, but not limited to, the following providers:

- a) The AIQS
- b) Universities, colleges, and tertiary education providers
- c) Professional associations

- d) Industry bodies
- e) Employer/own organisation
- f) Commercial course providers
- g) professional risk management courses.

10. FORMAL QUALIFICATIONS

- 10.1 Members undertaking approved courses of formal study outlined in Section 7.3e, or a business/management course of lectures, tutorials, assignments, study, or other activities will satisfy the total CPD requirement for that year.
- 10.2 Approved courses of formal study can be those offered by tertiary institutions, professional associations, or Industry Associations. Approved courses of formal study will generally lead to awards such as Certificates, Diplomas, Associate Diplomas, Advanced Diplomas, Degrees, Graduate Certificates, Graduate Diplomas, Masters' Degrees, or Doctorates.

11. CPD RECORDS AND REPORTING

- 11.1 It is the member's responsibility to keep a record of CPD activities, including the date, time, topic/skills, or knowledge learnt, speaker/authors, provider/publisher, even if the activity is undertaken with the AIQS. An online CPD Log is available on the Institute's website for this purpose.
- 11.2 Members outlined in Section 2.1 and 2.2 are required to update their CPD activities on their online AIQS CPD Log if they:
- a) request a CPD Certificate
 - b) are selected in the compliance audit

12. NON-ATTENDANCE AT CPD EVENTS

- 12.1 Where a member has paid for a CPD event but fails to attend the CPD session in full, no points can be claimed or entered into the CPD diary for that particular session.

13. CPD CERTIFICATES OF COMPLIANCE AND COMPLETION

- 13.1 The AIQS will issue an annual CPD Certificate of Compliance to members who seek a compliance certificate and who have completed the online CPD Log.
- 13.2 Members joining the Institute or transferring from a Membership Class outlined in Section 2.2 from 1 April to 30 June who request a CPD Compliance Certificate are required to have achieved 5 CPD points for that year.
- 13.3 Non-financial members are not eligible to receive a CPD Certificate.

14. COMPLIANCE AUDIT

- 14.1 The AIQS monitors CPD compliance by conducting a minimum 10% random audit of members.
- 14.2 In addition, all Certified Quantity Surveyors' (CQS) will be audited for compliance.
- 14.3 Members selected in the compliance audit will have 30 days to update their online CPD Log for auditing purposes.

15. EXEMPTIONS FROM CPD

- 15.1 The Institute, if necessary, in consultation with the relevant Chapter Council, may grant a full or partial exemption from CPD due to extenuating circumstances, which apply to a member. Such a decision is to be

made in accordance with these By-Laws based on the merits of each case. Members must make a submission in writing to the Institute’s Education & Events Manager for exemption.

- 15.2 Circumstances in which the Institute, in consultation with the relevant Chapter Council, may consider granting a full or partial exemption from CPD include but are not limited to:
- a) illness/accident of a serious nature
 - b) compassionate grounds such as illness/accident of a close family relative of a serious nature
 - c) non-practicing or being on leave for a minimum period of three months
 - d) parental leave. While on parental leave for a minimum of six (6) months or greater, the required number of CPD points will be calculated on a pro-rata basis (e.g. where 9 months of parental leave is taken in one membership year, there will be a requirement to complete 3.75 hours of CPD in that year. Where the 12 months parental leave is spread over two years, the amount of CPD required for each year will be apportioned across each year (see table below).

This only applies to the current CPD year upon receipt of a recent acceptable written evidence provided in (letter from employer, doctor, etc.).

- 15.3 Upon return from maternity or paternity leave, there will be the requirement to undertake study for the number of pro-rata CPD points within the financial year to June.

Months Parental Leave	CPD Hours Required	CPD Hours Required for CQS
0 Months	15	20
1 Month	14	18
2 Months	13	16
3 Months	11	15
4 Months	10	13
5 Months	9	12
6 Months	8	10
7 Months	6	8
8 Months	5	7
9 Months	4	5
10 Months	3	3
11 Months	1	2
12 Months	0	0

- 15.4 Exemptions, unless otherwise specified by the Institute, are granted for only one year. A member must re-apply each year for continued exemptions.
- 15.5 In cases where the member is in a remote location either in Australia or overseas and unable to access structured CPD topics, the Institute, in consultation with the relevant Chapter Council, may consider requiring 15 hours of private planned study per annum. Such recognition is not automatic. Members must make a submission in writing to the Institute’s Education & Events Manager for approval.
- 15.6 Members working part time are not exempt from CPD.
- 15.7 Appeals, in writing, against a decision can be made to the Institute’s Education & Events Manager on the basis of new or additional information or clarification of existing information.

16. NON-COMPLIANCE WITH CPD REQUIREMENTS

- 16.1 Non-compliance with CPD requirements is a breach of the Institute's By Laws.
- 16.2 A member will be considered as not having complied with CPD requirements if they:
- a) fail to return a CPD record form when required to do so
 - b) indicate that they have not completed the required number of CPD points without adequate reason
 - c) fail to return information requested relevant to a CPD audit
- 16.3 Penalties for non-compliance by Members in Section 2.1 without adequate reason are:
- a) First instance of non-compliance, publicly reprimand the member. Members will be automatically audited the following year.
 - b) In addition, non-complaint members holding CQS designation will have this designation stripped. Should members wish to reapply for this designation, the application will be subject to the policy in place at time of reapplication.
 - c) For the second instance, publicly reprimand the member and 6 months suspension from membership. Members will be automatically audited the following year.
 - d) For the third instance, publicly reprimand the member and termination of membership.