



AUSTRALIAN
INSTITUTE OF
QUANTITY
SURVEYORS

Continuing Professional Development (CPD)

GUIDELINES - APPLICABLE FROM 1 JULY 2018

November 2018

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

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 5, 6, and 7).

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
- 2.2 The following Membership Classes are not required to undertake CPD.
- Students
 - Retired Members
 - Honorary Members
 - Honorary Fellow

3 The Number of CPD Points Required

- 3.1 Members in section 2.1 are required to achieve 15 CPD points per annum (1 July to 30 June) as per provisions outlined in Section 4.
- 3.2 From 1 July 2019, members with the Certified Quantity Surveyor (CQS) designation will be required to achieve an additional 5 CPD points per annum (total 20 CPD points).
- 3.3 Members joining the Institute, or transferring from a Membership Class in Section 2.2 (subject to any Reinstatement requirements in Sections 14 & 15 of the Institute Articles of Association) are required to undertake CPD points on a pro-rata basis as follows;
- Members joining the Institute or transferring from a Membership Class in Section 2.2 from 1 July to 30 September in any year are required to undertake 15 CPD points in that year.
 - Members joining the Institute or transferring from a Membership Class in Section 2.2 from 1 October to 31 December are required to undertake 10 CPD points in that year.
 - Members joining the Institute or transferring from a Membership Class in Section 2.2 from 1 January to 31 March are required to undertake 5 CPD points in that year.
 - Members joining the Institute or transferring from a Membership Class in Section 2.2 from 1 April to 30 June are not required to undertake CPD for that year.
- 3.4 One CPD point accrues for each hour directly spent on the CPD activity (meal breaks are excluded).

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4 Type of CPD Points

- 4.1 Members in section 2.1 must complete a minimum of 50% of the required number of points from recognised structured activities as outlined in Section 6.3.
- 4.2 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 5.1b and/or private planned study as defined in Section 5.1a and c. That is, a member can obtain a maximum of 7.5 points from a combination of private planned study and learning on-the-job.
- 4.3 One CPD point per hour can be claimed for the preparation of a relevant presentation, published article or text book or book or an Institute Practice Standard or Guidance Note.

5 Assessment of Topic

- 5.1 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

6 Recognised Forms of CPD Activity

- 6.1 CPD activities can be structured or unstructured.
- 6.2 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.
- 6.3 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

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- 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, 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 point per meeting over the relevant financial year (maximum of 10 points per year 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
- 6.4 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.
- 6.5 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. 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)
- 6.6 Non-recognised CPD activities include;
- a. 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

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7 CPD Topics

- 7.1 Quantity Surveying topics include topics that are directly relevant to the industry.
- 7.2 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
- 7.3 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
- 7.4 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.

8 Recognised Providers of CPD Activities

- 8.1 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.

9 Formal Qualifications

- 9.1 Members undertaking approved courses of formal study in topics outlined in Section 6.3e, or a business/management course of lectures, tutorials, assignments, study or other activities will satisfy the total CPD requirement for that year.
- 9.2 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.

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10 CPD Records and Reporting

- 10.1 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.
- 10.2 Members in Section 2.1 are required to update their CPD activities on their online AIQS CPD Log if they;
- request a CPD Certificate
 - are selected in the compliance audit

11 CPD Certificates of Compliance and Completion

- 11.1 The AIQS will issue an annual CPD Certificate of Compliance to members who seek a compliance certificate and who have completed the online AIQS CPD Log.
- 11.2 Members joining the Institute or transferring from a Membership Class 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.
- 11.3 Non-financial members are not eligible to receive a CPD Certificate.

12 Compliance Audit

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

13 Exemptions from CPD

- 13.1 The Institute, 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 by 30 June each year. Exemptions will not be granted in arrears.
- 13.2 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;
- illness/accident of a serious nature
 - compassionate grounds such as illness/accident of a close family relative of a serious nature
 - maternity or paternity leave

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- 13.3 Members who hold the CQS designation will not be granted an exemption from CPD for more than 1 year.
- 13.4 Exemptions, unless otherwise specified by the Institute, are granted for only one year. A member must re-apply each year for continued exemptions.
- 13.5 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 give consideration to 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.
- 13.6 Members working part time are not exempt from CPD.
- 13.7 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.

14 Non-Compliance with CPD Requirements

- 14.1 Non-compliance with CPD requirements is a breach of the Institute's By Laws.
- 14.2 A member will be considered as not having complied with CPD requirements if they;
- fail to return a CPD record form when required to do so
 - indicate that they have not completed the required number of CPD points without adequate reason
 - fail to return information requested relevant to a CPD audit
- 14.3 The Institute will refer non-compliance to the Complaints Committee Chair for possible action under the Institute's Complaints Procedures. Each case of non-compliance will be treated on its merits.
- 14.4 Penalties for non-compliance by Members in Section 2.1 without adequate reason are:
- First instance of non-compliance, publicly reprimand the member in accordance with the Institute's Complaints Handling and Disciplinary Procedures. Members will be automatically audited the following year.
 - Publicly reprimand the member, and for the second instance 6 months suspension from membership in accordance with the Institute's Complaints Handling and Disciplinary Procedures. Members will be automatically audited the following year.
 - Publicly reprimand the member, and for the third instance expulsion from membership.