



ADVANCING BUILT ENVIRONMENT
COST PROFESSIONALS

AIQS CONTINUING PROFESSIONAL DEVELOPMENT (CPD) POLICY

JUNE 2024

TABLE OF CONTENTS

- 1. DEFINITION.....3
- 2. MEMBERSHIP CLASSES REQUIRED TO UNDERTAKE CPD3
- 3. THE NUMBER OF CPD POINTS REQUIRED3
- 4. TYPE OF CPD POINTS.....3
- 5. RECOGNISED FORMS OF CPD ACTIVITY4
- 6. RECOGNISED PROVIDERS OF CPD ACTIVITIES.....4
- 7. FORMAL QUALIFICATIONS.....5
- 8. CPD RECORDS AND REPORTING5
- 9. NON-ATTENDANCE AT CPD EVENTS5
- 10. CPD CERTIFICATES OF COMPLIANCE.....5
- 11. COMPLIANCE AUDIT5
- 12. EXEMPTIONS FROM CPD5
- 13. NON-COMPLIANCE WITH CPD REQUIREMENTS6
- 14. EFFECTIVE DATE.....6

1. DEFINITION

An activity is recognised as CPD if it increases 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

2. MEMBERSHIP CLASSES REQUIRED TO UNDERTAKE CPD

2.1 The following Membership Classes must satisfy the AIQS CPD requirements:

- Affiliate (pre-1 Jan 2024) (15 points)
- Affiliate (post-1 Jan 2024) (5 points)
- Fellow (15 points)
- Graduate (10 points)
- Life Fellow (15 points)
- Member/Associate (15 points)
- Member with CQS designation (15 points)
- Retired Members with part-time jobs up to 15 hours a week (5 points).

2.2 Membership Classes exempt from CPD requirements:

- Student
- Subscriber
- Honorary Fellow
- Honorary Member
- Retired Members who are not working part-time jobs.

3. THE NUMBER OF CPD POINTS REQUIRED

3.1 Members in Section 2.1 are required to achieve a certain number of CPD points per annum (1 July to 30 June).

3.2 Members joining the AIQS, or transferring from another Membership Class partway through the financial year, (subject to any reinstatement requirements in accordance with the AIQS Constitution & By-laws), are required to undertake CPD points on a pro-rata basis as follows:

Membership Class	Joined 1 July to 30 September	Joined 1 October to 31 December	Joined 1 January to 31 March	Joined 1 April to 30 June
Life Fellow				
Fellow				
Member (with or without CQS)	15 CPD points	10 CPD points	5 CPD points	0 CPD points
Associate				
Affiliate (pre-1 Jan 2024)				
Graduate	10 CPD points	8 CPD points	4 CPD points	0 CPD points
Retired working part-time				
Affiliate (post-1 Jan 2024)	5 CPD points	3 CPD points	2 CPD point	0 CPD points

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

4. TYPE OF CPD POINTS

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

4.2 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.

5. RECOGNISED FORMS OF CPD ACTIVITY

- 5.1 CPD activities are classed as 'structured' or 'unstructured'.
- 5.2 Members outlined in Section 2.1 must complete a minimum of 50% of the required number of points from recognised 'structured' activities
- 5.3 A maximum of 50% of the required number of points can be 'unstructured' activities as outlined in Section 5.7.
- 5.4 Members could be asked to provide supporting evidence of any structured learning entered into their CPD Diary.
- 5.5 Recognised **structured activities** include but are not limited to:
- a) Attendance at internal or external conferences, seminars, workshops, courses and webinars both in person and online
 - 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 qualifications
 - f) Preparation of, or consultation on presentations, guidance notes, information papers, position papers, technical handbooks
 - g) Membership and attendance at AIQS meetings will attract 1 CPD point per meeting over the relevant CPD year (maximum of 10 points per year)
 - h) Membership and attendance at meetings of other professional association or industry bodies (maximum of 2 points per year)
 - i) APC Assessment participation as an Assessor
 - j) Delivery and preparation of new lectures at a university or recognised learning institute
 - k) Participation on an AIQS University Course Accreditation panel
- 5.6 Unstructured activities are defined as self-managed activities where the member determines the learning outcomes and structures the learning process, or the learning outcomes and process are ad-hoc and informal.
- 5.7 **Unstructured activities** include but are not limited to:
- a) Private planned study where the member nominates a topic and researches relevant information
 - b) Reading of related industry news, journals or magazines (maximum of 2 points per year)
 - c) Learning associated with new vocational or professional functions in the profession including but not limited to:
 - i. Gaining knowledge of a new core competency through undertaking a new project or task,
 - ii. Merging /acquiring/commencing a new Quantity Surveying practice
 - iii. Mentoring staff learning
 - iv. Advocating for the profession
- 5.8 Non-recognised CPD activities include any activity that is not listed above and does not have a clear learning purpose or does not relate to a member's job role. If you are unsure, please contact AIQS for clarification.

6. RECOGNISED PROVIDERS OF CPD ACTIVITIES

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

- a) AIQS
- b) Universities, colleges and tertiary education providers
- c) Professional associations
- d) Industry bodies
- e) Employer/own organisation
- f) Commercial course providers

7. FORMAL QUALIFICATIONS

- 7.1 Members undertaking approved courses of formal study, will satisfy the total CPD requirement for that year.
- 7.2 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.

8. CPD RECORDS AND REPORTING

- 8.1 It is the member's responsibility to keep a record of CPD activities, including the date, time, topic, skill or knowledge learnt, speaker/authors, provider/publisher, in all instances. An online CPD Diary is available on the AIQS website for this purpose.
- 8.2 All members outlined in Section 2.1 are required to update their CPD activities on their online AIQS CPD Diary. CPD activities must be completed by 30 June for the financial year ending and recorded online.

9. NON-ATTENDANCE AT CPD EVENTS

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

10. CPD CERTIFICATES OF COMPLIANCE

- 10.1 AIQS will issue an annual CPD Certificate of Compliance to financial members who seek a compliance certificate, and who have completed the online CPD Diary.
- 10.2 To request a CPD Certificate of Compliance, members should email membership@aiqs.com.au.

11. COMPLIANCE AUDIT

- 11.1 The AIQS monitors CPD compliance by conducting a random audit of a minimum of 10% of members that are required to undertake CPD.
- 11.2 In addition, all members holding the Certified Quantity Surveyors' (CQS) designation will be audited for compliance.

12. EXEMPTIONS FROM CPD

- 12.1 AIQS, 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. Members must make a submission in writing to the AIQS Education & Events Manager for exemption.
- 12.2 Circumstances in which the AIQS, 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 consecutive months.
 - d) parental leave.
- This only applies to the current CPD year upon receipt of a recent acceptable written evidence provided in (letter from employer, doctor, etc.). Where the leave is spread over two financial years, the amount of CPD required for each year will be apportioned across each year (see table below).

- 12.3 Members working part time are not exempt from CPD.

- 12.4 Upon return to work, there will be the requirement to undertake the number of pro-rata CPD points within the financial year to June.

Months Leave	CPD Hours Required		
	Life Fellow & Fellow Member (with/without CQS) Affiliate (pre-1 Jan 2024)Associate	Graduate	Retired working part-time Affiliate (post-1 Jan 2024)
0 Months	15	10	5
1 Month	14	9	5
2 Months	13	8	5
3 Months	11	7	4
4 Months	10	6	4
5 Months	9	6	4
6 Months	8	5	3
7 Months	6	4	3
8 Months	5	4	3
9 Months	4	3	2
10 Months	3	2	2
11 Months	1	1	1
12 Months	0	0	0

- 12.5 Exemptions, unless otherwise specified by the AIQS, are granted for only one financial year. A member must re-apply each year for continued exemptions.
- 12.6 Appeals, in writing, against a decision can be made to the AIQS Education & Events Manager on the basis of new or additional information, or clarification of existing information.

13. NON-COMPLIANCE WITH CPD REQUIREMENTS

- 13.1 Non-compliance with CPD requirements is a breach of the AIQS By-laws.

- 13.2 A member will be considered as not having complied with CPD requirements if they:

- Fail to update the CPD Diary 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.

- 13.3 Penalties for non-compliance by Members in Section 2.1 without adequate reason are:

- In the first instance of non-compliance, the member will be automatically audited the following year and will receive a written warning
- In addition, non-complaint members holding the CQS designation will have this designation suspended until compliance is achieved.
- For the second consecutive instance of non-compliance, the member will receive a letter notifying of a six-month suspension of their membership. Members will be automatically audited the following year.
- In addition, for the second consecutive instance of non-compliance, members holding the CQS designation, will have this designation revoked.
Should members wish to reapply for this designation, the application will be subject to the policy in place at time of reapplication.
- For the third instance of non-compliance, the member will have their membership terminated.

14. EFFECTIVE DATE

This Policy is effective from 1 June 2024.