

Continuing Professional Development

Information Sheet

Architects Regulations 2015 | June 2017

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Architects
Registration Board
of Victoria

Continuing Professional
Development for
Architects in Victoria

**Architects Registration
Board of Victoria**

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Guidelines on Professional Conduct and Practice for Victorian Architects

Regulation 7 (1) of the Architects Regulations 2015 empowers the Board to prepare guidelines on professional conduct and practice for architects, approved partnerships and companies.

The Victorian Architects Code of Professional Conduct (Code) addresses an architect's suitability to perform and knowledge of services by stating -

2(1) An architect in charge of a client's project must -

- (a) have suitable skills and experience to be in charge of the project; and
- (b) maintain a thorough knowledge of the architectural services to be provided and of matters relating to the performance of those services.

The Board uses the phrase Continuing Professional Development (CPD) to describe the requirement in the Code for practising architects to maintain the appropriate level of knowledge, skill and competence.

Continuing Professional Development (CPD)

The objective of Continuing Professional Development (CPD) is to maintain and enhance professional knowledge and skills of architects, to maintain technical excellence and to better serve the community and profession.

Continuing Professional Development should :

Relate to the practice as an architect.

Be additional to the activities normally undertaken in the course or practice of architecture or architectural employment.

Relate to the 'National Competency Standards in Architecture' (NCSA). The NCSA are produced by the Architects Accreditation Council of Australia and can be downloaded from their website www.aaca.org.au.

The NCSA prescribes standards in four units:

- **Design**
- **Documentation**
- **Project Management**
- **Practice Management**

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CPD Activities

The CPD model, which has been tailored to the requirements of Victorian Architects, recommends that architects satisfy a minimum of 20 hours of CPD per registration year – with a minimum of 10 formal hours.

Formal CPD

A formal CPD activity must be 'structured' in a learning environment with structured learning outcomes or assessment.

Informal CPD

An informal CPD activity must relate to practice as an architect (with the basis in the context of the NCSA) and is in addition to activities already undertaken in the normal course of practice or employment but is not structured.

CPD Activities

Formal Activity Examples

Seminars at educational facilities, in-house seminars, workshops, courses, conferences, online and distance learning;
Authorship of published articles, books, papers (up to 5 hours);
Preparation and presentation of material to be used in a CPD activity or in other forms of education ie. lecturing (up to 5 hours) –when this is not your full-time employment;
Postgraduate degree or diploma courses (up to 5 hours);
Design workshops, lectures and seminars;
Organised learning groups.

Informal Activity Examples

self-directed study of practice notes, technical magazines;
talks and presentations by peers;
preparation / presentation for peer review;
site visits;
involvement in mentoring programs;
research through practice (collective memory bank);
competitions (research above and beyond normal practice);
participation in professional practice committees and advisory groups - through professional associations, regulatory authorities, task forces, government bodies;
local area networks (LAN) chairs, presenter and attendance;
raising awareness of architecture in primary and secondary schools;
relevant volunteer / pro bono work.



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Recording CPD Activities

Architects are encouraged to record their CPD activity online using the ARBV website (a password protected area for architects). The records provide for entry and identification and annotation of all CPD - the course or task undertaken, and the topics and competency standards addressed if relevant.

An instruction sheet advising how to log CPD activity on the ARBV website can be found under the 'CPD Resources' tab on the ARBV website.

Selecting Appropriate Activities

The CPD recommendations don't specify mandatory topics, however it is acknowledged that each CPD activity should be contained within one or more units and context of the NCSA.

Architects are encouraged to consider and plan their CPD programme. CPD should be seen by architects as an opportunity to review areas of their knowledge that may require development, and ensure that skills are not only maintained, but current. It is noted that generally the profession already participates in forms of CPD..

CPD Providers

CPD activities are provided by a number of organisations and individuals including:

Training providers*;
universities, TAFE; professional and industry associations especially the AIA; organised learning groups or networks; commercial education and training providers employers; product and service suppliers (activities that simply promote product brand names and services would not be deemed to be an appropriate CPD activity)