



GAIN CPD POINTS with SELF-DIRECTED LEARNING

WHAT IS A SELF DIRECTED LEARNING FOR CPD?

When it comes to CPD a self directed learning activity is an activity initiated and undertaken autonomously by an individual in order to gain CPD points. It can be a cost effective way of gaining CPD points.

WHAT ARE SOME EXAMPLES OF SELF-DIRECTED LEARNING THAT MAY BE USED TOWARDS INFORMAL CPD POINTS?

- Study of practice notes
- Study of technical magazines and papers
- Preparation and presentation for peer review

WHAT EVIDENCE IS SUGGESTED FOR INFORMAL SELF-DIRECTED LEARNING?

Evidence of studied material can be a copy of the publication or for extensive publications the title page or first page, author/s, publication details and a description of the material. If material for a presentation was prepared for peer review a copy of documentation may be kept as evidence.*

WHAT ARE SOME EXAMPLES OF SELF-DIRECTED LEARNING THAT MAY BE USED TOWARDS FORMAL CPD POINTS?

- Research and study of new learning i.e new materials, new practices, new methods
- Presentation and preparation peer review

WHAT EVIDENCE IS SUGGESTED FOR FORMAL SELF-DIRECTED LEARNING?

- Summary
- Analysis

A summary of the information you have gathered along with an analysis of what you have learnt is the clearest form of evidence. You may include all sources you referred to, any activities undertaken, individuals you may have consulted with, and any site visits you may have attended in the course of your studies/research and finally explain how you have reached your learning outcome. Once complete keep a copy of your evidence for your own records, you may choose to attach a copy to the online entry if you are using the ARBV online logging system to record your CPD activity.*

HOW TO ENSURE YOUR SELF-DIRECTED LEARNING CAN BE LOGGED AS A FORMAL ACTIVITY?

A formal CPD activity must be 'structured' with learning outcomes or assessment. A learning outcome is a general term that is used to state specifically what architects should know and be able to do in measurable terms as a result of an activity. To ensure you're your self-directed learning can be logged as formal CPD create a learning outcome before you commence the activity.

Structure the activity with:

- Planning and preparation
- Research
- Write a summary
- Reflect on learning with your analysis of the information
- Give evidence: Was your learning outcome achieved.

HOW DO I RECORD MY SELF-DIRECTED LEARNING ACTIVITY AS CPD POINTS?

Record your self-directed learning CPD activity in the same way you would any other CPD activity. The ARBV online logging system can be accessed using your username and password and heading to the 'Professional Development' section under 'Manage Profile'. The journal entry sheet on the CPD website will provide for entry, identification and annotation of all CPD - the course or task undertaken, the knowledge acquired and how many points/hours are claimed. It is not a requirement to log CPD activity with the ARBV, but it is strongly encouraged. You have the option to attach documents to an entry and may wish to attach your formal summary and analysis here.

**Completion of CPD activity is not mandatory in Victoria. Architects are not required to provide evidence of their CPD activity at the time of renewal of registration but the documentation should be kept on file for future reference if required. The ARBV does not audit architects' CPD activity. It may from time to time review the records in the database in relation to identified architects.*