

Refuel

CPD provider network



Provider Handbook



Australian Institute of Architects



Welcome to the Australian Institute of Architects Refuel CPD Provider Network. The following information has been written to guide you through the process of developing a high quality CPD event.

Have you developed educational programs suited to the architectural profession?

Do architects ask if your educational programs offer CPD points?

Can you demonstrate your ability to deliver high quality and relevant CPD for architects?

If the answer is 'yes' to any of the above you would benefit from joining the Refuel CPD Provider Network.



Become a Refuel Continuing Professional Development Provider

In a profession where technology, best practices and regulations change constantly, architects need to undertake continuing professional development.

To support this need and provide access for members to a sufficient volume and diversity of CPD, the Australian Institute of Architects has created the Refuel CPD Provider Network. Network members may include universities and TAFE colleges, government agencies, training companies, solicitors, advisory organisations, technology companies, international experts, trade associations and, of course, construction and design product manufacturers and suppliers.

As the peak professional body for the architectural profession, and the voice of Australian architecture, we are able to use our experience to assist you to develop your material to best suit an architectural audience.

The Refuel program enables Providers to have contact with architects and educate them on innovative design solutions utilising new products and materials, and any new regulations affecting the design process.

The Provider Network offers a unique avenue to communicate with architects, but is not a marketing program. While it is not realistic to expect manufacturers and products to be invisible, the focus of the CPD activities is to provide education to the profession.

Institute members use the Provider Network programs for in-house CPD, to obtain new specialisation or qualifications and to undertake research for current projects.

Your CPD material will be rigorously assessed to ensure it meets a high educational standard and meets the Institute's CPD Policy.

Benefits of the Provider Network

Having an event or activity recognised by the Australian Institute of Architects gives architects confidence that activities provide suitable CPD within the Institute policy.

A provider has permission to use the Institute's Refuel CPD Provider Network brand mark and associated CPD points badge on marketing materials.

Providers benefit from direct marketing to our members giving more exposure to a broader network of relevant people.

Providers' CPD activities are promoted in regular e-alerts and listed in the CPD section on architecture.com.au

We will assess content and advise on program suitability for Refuel points.

Continuing Professional Development (CPD)

Architects are encouraged to develop a personal CPD plan that addresses the maintenance, development and enhancement of their own professional knowledge and skills. CPD activities selected should relate to practice as an architect and be in addition to activities already undertaken in the normal course of the architect's practice or employment. Activities in each year should relate to a minimum of two units in the National Competency Standards in Architecture.

The Architects Accreditation Council of Australia (AACA) is responsible for maintaining the National Competency Standards in Architecture (NCSA) on behalf of the profession. The NCSA is the document setting out the benchmark standards of competency against which an applicant for registration as an architect in Australia and New Zealand is measured.

In New South Wales, Western Australia, Tasmania, Queensland, and if you are an A+ member of the Institute, it is compulsory to complete CPD annually. The CPD year ends on 31 March for Queensland, Tasmania and A+ members, and 30 June for NSW and Western Australia.

National Competency Standards in Architecture

The NCSA recognises four major areas, or Units of Competency, in the competence of an architect:

- Unit 1 Design
- Unit 2 Documentation
- Unit 3 Project Management
- Unit 4 Practice Management

We recommend that you read the National Competency Standards in Architecture along with this guide. The NCSA can be found under publications at www.aaca.org.au

Acceptable CPD Activities

Activities which meet the requirements of the framework for CPD outlined in the AACA/Institute Joint Policy on Continuing Professional Development provide suitable CPD for architects.

An acceptable CPD activity must be at least one hour in length. One hour of content is worth one CPD point. Points can only be allocated to the educational components of an event: refreshment breaks, registration, drinks/networking sessions etc do not accrue points. If an activity is longer than one hour, additional points can only be allocated in 0.5 CPD point (half hour) increments.

The Australian Institute of Architects recognises and allocates points to activities in alignment with the requirements of its own CPD Policy and policies/guidelines of the registration bodies.

Categories of the Provider Network

GOLD CPD Provider

Provider of unlimited programs, conferences and online courses per annum

\$10,000 + GST
per annum

SILVER CPD Provider

Provider of multiple programs – maximum 8 per annum

\$6,000 + GST
per annum

BRONZE CPD Provider

Provider of a single program – same program can be delivered multiple times

\$2,000 + GST
per annum

Please note: a program or course that incorporates a number of activities or subjects will be considered a multiple program. Furthermore, a single program cannot exceed a day in length, and will be classified as a multiple program.

Formal and Informal CPD

A CPD activity may comprise either Formal or Informal CPD.

Formal CPD is a learning activity with stated learning outcomes that is formally assessed or has significant interaction between presenter and learner. A Formal CPD program may be a minimum of 40 minutes in length allowing for a minimum of 20 minutes to complete a formal activity task or Q&A session.

Informal CPD is a learning activity with stated learning outcomes that involves no formal assessment process or significant interaction between presenter and learner.

Amount of CPD

Members of the Australian Institute of Architects are recommended to complete 20 hours of CPD per annum, of which a minimum of 10 hours must be formal CPD.

Architects are required to manage their own CPD records and can create their own management system.



Please note: the above images are an example of the Institute CPD logos. Once your program is approved, you will be sent a Refuel Provider Network kit which will include all relevant assets.

Developing a CPD Activity

A CPD activity must:

- relate to the practice of architecture but is not an activity undertaken in the normal course of practice
- have stated learning outcomes/objectives, demonstrating that the primary purpose of the activity is educational
- relate to at least one of the National Competency Standards for Architecture: Design, Documentation, Project Management, Practice Management.

CPD activities can be delivered in a variety of ways. The following list includes types of CPD in which members of the Institute regularly participate:

- Seminars
- Workshops
- National Conferences
- Online CPD programs
- Short Courses
- Design Reviews
- In-office Training Programs
- University Education
- Vocational Education
- Technical Presentations
- Lecturing and Tutoring
- Study Tours
- Case Study Site Visits

Presenters may briefly introduce their company or their company's products and services prior to a CPD activity (maximum 2 slides) or at the end of a CPD activity (maximum 4 slides). Brochures and samples should only be distributed after the CPD activity is complete. If brochures and samples are distributed during the activity, they must serve to reinforce the learning outcomes.

Learning Outcomes

Learning outcomes are defined results a participant should be able to produce from attending the CPD activity. They are based on measurable goals or outcomes.

Example:

Participants completing this activity will be able to:

- *design details to prevent water entry through roofs and parapets*
- *Identify key risk areas of a building for water penetration*
- *Justify the use of waste products as effective and innovative building materials.*

Writing learning outcomes for a CPD program is where the development of educational content begins. Once the desired learning outcomes are established, you can successfully develop a meaningful and memorable educational experience.

CPD Provider Network Application Form

An online application form (available at refuel.architecture.com.au/) must be completed and submitted to the Institute.

Applications can take between 2-4 weeks to be assessed.

Provider Responsibility

The Institute does not 'endorse' the content of CPD providers' programs and does not take any responsibility for breaches in copyright by CPD providers or their presenters.

CPD Provider Audits

Records must be maintained for a period of five years after delivery of a CPD activity. The Institute may randomly request a copy of or access to CPD activity records for the purposes of auditing an event or CPD provider.

Process of Application

If you need assistance...

If you have any further questions regarding the application form or Memorandum of Understanding please don't hesitate to ask. Telephone CPD at the Institute on 03 8620 3877 or email cpd@architecture.com.au

Submission

Activity submitted to the Institute for assessment.

Assessment by the CPD unit

In assessing the activity the Institute will consider the following:

- Is the *educational value* clearly defined?
- Are the *learning outcomes* clearly defined and described?
- Is the relationship between the activity and the *competency standards* clearly articulated, and is it accurate?
- Has the target audience been identified?
- Has the allocation of learning time been identified?
- Is the chosen presenter qualified to provide the activity?
- Are the presentation materials relevant and do they enhance the information being provided?
- Is the activity, and it's supporting literature, research and evidence based?
- Has the supporting literature been prepared by an expert in the relevant subject area?
- Is the supporting material readable, easily understood, unambiguous and as comprehensible as possible?
- Do we have a signed and current Memorandum of Understanding on file?
- Any other relevant information

Accepted

Invoice sent to applicant and payment received.

Review

Information is missing or needs to be modified.
Advice will be provided on the changes required before the activity can be approved.

Rejected

The activity is not suitable.
If it is possible to develop the activity, advice will be provided by the CPD manager on appropriate changes.

Approval

CPD points will be allocated and the applicant notified.
Scheduled events will be published on the Institute's website.

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