

Formal CPD Classification Checklist

To assist architects and CPD providers determine whether an activity qualifies as formal CPD

Category of provider

Professional provider
(eg legal practitioner, insurance provider)

Employer

University or tertiary institution

Architects' learning group

Professional association

Commercial education or training provider

Industry association

**Government agency / non government agency /
not for profit organisation**

Architect group or network

Industry provider

Criteria

Learning objectives are clearly stated

Course is mapped to one of the four competencies

1. Practice Management and Professional Conduct
2. Project Initiation and Conceptual Design
3. Detailed Design and Construction Documentation
4. Design Delivery and Construction Phase Services

Activity is mapped to units of the NSCA, NCC or relevant legislation

Presenter is appropriate Peer / Academic / Technical expertise / Practice experience

Activity is formally assessed or includes significant interaction with the presenter e.g. workshop setting, group tasks

The provider issues or signs a statement of completion including:

- Date
- Name of participant
- Name of activity
- Name of provider
- Confirmation that the activity qualifies as formal CPD
- Category of core activity
- Hours of duration that can be claimed - points accrued

Note: 1 provider category and all criteria must be met for an activity to qualify as formal CPD