



**Australian Institute of Architects**

11 July 2017

Anita Nikolaou  
L3, 87 Wickham Terrace  
Spring Hill QLD 4001  
GPO Box 316,  
Brisbane QLD 4001

**Subject: Accrual of Continuing Professional Development Hours**

Dear Anita

We are writing to you on this occasion to consider recommendations from the Australian Institute of Architects regarding Continuing Professional Development for Queensland Architects.

We would like the Board to consider a change to the methodology in which CPD Points are reported. The current system requires an Architect to accrue a minimum of 20 points per year, with no acknowledgement of additional hours reported. We would request consideration be given to a more flexible system in which excess points accrued above the minimum 20 points in a 12-month period can be carried over to the subsequent year. We recommend the number of additional points that can be accrued in a 12-month reporting period should be capped at 5 points and can include either formal or informal activities. These additional points would need to be claimed in the immediate following year to which they were accrued.

Based on feedback from our membership base and taking into consideration the cyclical nature of the profession we believe this change would,

- Allow architects to accrue points during periods where his/her professional work load is reduced
- Enable architects to transport these points to the following year to alleviate the pressure of reaching the CPD requirements if his/her professional work load is increased
- Allow some flexibility for the accumulation of points if two major events fall in one year.

Attached is a suggested Record of CPD activity document that illustrates how this change could be incorporated.

The second point we would consider to be given, is aligning the key dates for annual renewal of registration and the date architects are required to report on their CPD activities. Currently the annual renewal of registration and the reporting for architects CPD activities are required by the board on two different dates. We believe this is unnecessarily confusing and recommend aligning both dates so that one only submission is required which would include the renewal of registration and the architects CPD activity register. We feel having one key date for registration renewal and reporting of CPD activities would make the process more streamlined and easier to manage from an administrative standpoint.

The Australian Institute of Architects unreservedly supports the principle of Continuing Professional Development and the distribution of knowledge within the profession. We thank you for the opportunity to put forward these changes for consideration and look forward to your feedback on suggestions presented.

Kind regards,

**Bruce Wolfe** FRAIA  
President,  
Queensland Chapter  
Australian Institute of Architects