

Australian Property Institute Limited

# CONTINUING PROFESSIONAL DEVELOPMENT RULES

SUPERSEDED

<b>Reference</b>	Continuing Professional Development Rules
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<b>Owner</b>	National Manager – Membership Services and Advocacy

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## Continuing Professional Development Rules

These Rules define the Continuing Professional Development (CPD) requirements of the Australian Property Institute.

### 1.0 Introduction and Commencement

- 1.1 These Rules may be cited as the Australian Property Institute's Continuing Professional Development Rules 2016.
- 1.2 These Rules will commence operation on 1 January 2016.

### 2.0 Object of these Rules

- 2.1 The object of these Rules is to assist Members to further their professional competence and capacity to provide high quality property services for the benefit of their clients and the community.

### 3.0 Definitions

- 3.1 In these Rules, unless the context otherwise requires:
  - 3.1.1 "API" means the Australian Property Institute;
  - 3.1.2 "CPD" means continuing professional development;
  - 3.1.3 "CPD activity" means an activity which meets the requirements of Rules 5 and 6;
  - 3.1.4 "CPD unit" means an hour of CPD activity, subject to other provisions of these Rules;
  - 3.1.5 "CPD year" means the year beginning on 1 January and ending on 31 December;
  - 3.1.6 "Structured activity" means activities where an organisation or individual structures an activity for participation by the delegate. The provider determines the learning outcomes and structures the learning process.
  - 3.1.7 "Unstructured Activity" means activities where the member determines the learning outcomes and structures the learning process or the learning outcomes and process are ad-hoc and informal.
  - 3.1.8 "Property Related activity" means activities where the content relates to the property sector.
  - 3.1.9 Approved Providers include professional associations, industry associations, tertiary institutions, registered training organisations and professional development organisations.
  - 3.1.10 "Reflective Practice" means a process by which you stop and think about your practice, consciously analyse your decision making and draw on theory and relate it to what you do in practice. Such reflection may lead you to modify your actions, behaviour, treatments and learning needs. This can be evidence in writing via a diary or journal entry.

- 3.2 For the purposes of these Rules, a CPD activity must:
- 3.2.1 be of significant intellectual or practical content and must deal primarily with matters related to the members property related practice;
  - 3.2.2 be conducted by persons who are qualified by practical or academic experience in the subject covered; and
  - 3.2.3 seek to extend the Member's knowledge and skills in areas that are relevant to the Member's property related practice needs.
  - 3.2.4 The API National Manager – Education which determine which activities meet the definition of CPD

#### **4.0 Membership Classes Required to Undertake**

- 4.1 The following Membership Classes must satisfy the API's CPD requirements;
- 4.1.1 Life Fellow (who are practising in the property profession)
  - 4.1.2 Fellow
  - 4.1.3 Associate
  - 4.1.4 Provisional

#### **5.0 Content and format of CPD Activities**

- 5.1 A CPD activity may consist of:

**Structured Activity**

- 5.1.1 a seminar, workshop, lecture, conference, discussion group event, multimedia, web-based program, audio/video material or online program and any other educational activity howsoever it may be delivered from time to time from an approved provider;
- 5.1.2 employer originated training which meet the requirements of a CPD activity under this policy. A member may not claim in any CPD year more than 10 CPD units in this category;
  - 5.1.2.1 All employer originated training must be approved by the API prior to undertaking in order to be eligible for CPD Points. Employers must provide a full Program of Events, including timings and speakers, to the API at a minimum of two weeks prior to the training commencing in order for the API to review the program and ascertain the appropriate number of CPD units.
  - 5.1.2.2 For the purpose of Rule 5.1.2, training supplied by a third party but arranged by an employer will fall with the scope of "employer originated training".
- 5.1.3 postgraduate studies relevant to a member's needs. See Rule 9 for more information.

## Unstructured Activity

- 5.1.4 the research, preparation or editing by a member of an article published in a property publication, excluding articles prepared for publication by an employer (eg online article, newsletter, etc). A Member may claim 1 CPD unit for every 1000 words of such article but may not claim in a CPD year more than 10 CPD units in this category;
- 5.1.5 the research required for the preparation of a presentation by a member which will be used in a CPD activity or in other forms of education provided to members. A Member may claim 1 CPD unit for every 1 hour of such research but a member may not claim in any CPD year more than 10 CPD units in this category. In this category a member who delivers a presentation on a topic where they would be considered to be delivering that presentation due to their position, existing knowledge or expertise will not be considered eligible for any CPD points;
- 5.1.6 contribution to the development of TIP, guideline, information paper or standard as a participant in Committee, Taskforce or equivalent of the Australian Property Institute or of other Committees which is of substantial significance to the property profession and is reasonably likely to assist their professional competence and capacity to provide high quality property services for the benefit of their clients and the community. A Member may claim 1 CPD unit for every 1 hour of such participation but may not claim in any CPD year more than 10 CPD units in this category.
- 5.1.7 private study does not constitute CPD activity for the purpose of these Rules unless it involves the private study of text, audio or video material specifically designed for the purpose of updating a Member's knowledge and/or skills relevant to his/her property practice needs, and can be demonstrated to have influenced their practice through completion of a reflective practice record through a mechanism such as the API reflective practice module. A Member may claim 1 CPD unit for every 1 hour of such reflective practice and may not claim in any CPD year more than 10 CPD units under this sub-rule.
- 5.1.8 learning a new property related skill set under the direct supervision of an experienced practitioner. Members claiming points under this rule must provide with their CPD record a summary of their learning outcomes which must be signed by the supervising practitioner. A Member may claim 1 CPD unit for every 1 hour of such learning and may not claim in any CPD year more than 10 CPD units under this sub-rule.

## 6.0 Non – exhaustive list of examples of non-CPD activities

- 6.1 The following are examples of some topics which do not constitute CPD activity. They are provided by way of illustration only and are not intended to be exhaustive.
  - 6.1.1 Performing your job, including normal stretch activities, does not constitute CPD activity.
  - 6.1.2 Undertaking training or development work on workplace systems, technology, processes or any activity which relates to the member's ability to work for their employer or their employer's client/s does not constitute CPD activity
  - 6.1.3 Attending meetings of a Committee or Board associated with a member's employer or their employer's client/s does not constitute a CPD activity.
  - 6.1.4 Attendance at meetings where the agenda comprises items relating to internal company business (e.g. strategy, performance and review, human resources, internal policies, etc.).

For internal meetings with a broader agenda but which include items of this nature, points for these items will be removed when reviewed by the API.

- 6.1.5 Networking.
- 6.1.6 Ad hoc reading of newsletters, journals, newspapers.
- 6.1.7 Attending auctions.
- 6.1.8 Attending trade shows, home shows or similar

## **7.0 CPD Obligations of Members**

- 7.1 Each CPD year, a member who is required to undertake CPD must, unless exempted in whole or in part, complete at least 20 CPD units.
- 7.2 Members who are required to undertake CPD must complete at least of 50% of their minimum required CPD points per annum from property topics.
- 7.3 Members who are required to undertake CPD must complete at least of 50% of their minimum required CPD points per annum from Structured Activities.

## **8.0 Risk Management Training**

- 8.1 All members who undertake valuations of Australian property must hold a current API approved Risk Management Module Completion Certificate.

## **9.0 Formal Qualifications**

- 9.1 Members undertaking approved courses of formal study in property or plant & machinery topics or a business/management course resulting in 20 hours (or in the case of pro-rata points the number of points required) of lectures, tutorials, assignments, study or other activities will satisfy the total CPD requirement.
- 9.2 Approved courses of formal study can be those offered by tertiary institutions, professional associations or Industry Associations. Approved courses of formal study will generally lead to awards such as Certificates, Diplomas, Associate Diplomas, Advanced Diplomas, Degrees, Graduate Certificates, Graduate Diplomas, Masters' Degrees or Doctorates

## **10.0 CPD Records and Reporting**

- 10.1 A Member must maintain for each CPD year:
  - 10.1.1 A record of his or her engagement in CPD activities, including the date, time, topic/skills or knowledge learnt, speaker/authors, provider/publisher, even if the activity is undertaken with the API.; and
  - 10.1.2 Evidence in support of the CPD activities undertaken.

- 10.2 A Member must retain the record referred to at 10.1.1 and the evidence in support referred to at 10.1.2 for at least three years after the end of the CPD year to which the CPD record and evidence in support relate.
- 10.3 Completing an annual CPD record is mandatory and members record this via the API website.
- 10.4 Members who have not complied with CPD requirements will not be issued with a membership renewal.

## **11.0 CPD Certificates of Compliance and Completion**

- 11.1 A CPD Certificate of Compliance is available to members via their Member Portal on the API website to those who have logged their compliance on the API website. Members are encouraged to log their CPD activities as soon as they have been completed.”
- 11.2 Affiliate Members who meet the CPD requirements on a voluntary basis may request and receive a CPD Certificate of Compliance.
- 11.3 Non-financial members are not eligible to receive a CPD Certificate.
- 11.4 Members who complete an API approved Risk Management Module will receive a Certificate of Completion.

## **12.0 Exemptions from CPD**

- 12.1 The API may grant a full or partial exemption from CPD due to extenuating circumstances, which apply to a member. Such a decision is made in accordance with these Rules and based on the merits of each case. Members must make a submission to the National Manager - Education for exemption in writing.
- 12.2 Circumstances in which the API may consider granting a full or partial exemption from CPD include but are not limited to;
  - 12.2.1 illness/accident of a serious nature
  - 12.2.2 compassionate grounds such as illness/accident of a close family relative of a serious nature
  - 12.2.3 a member not practising in the property profession as defined in Section 22.3.5
  - 12.2.4 non-practising can also be defined as being on leave for a minimum period of twelve months. Members granted an exemption for longer than twelve months should be informed that the achievement of 20 CPD points is a minimum requirement before re-commencing practice
  - 12.2.5 maternity or paternity leave
- 12.3 Exemptions, unless otherwise specified by the API, are granted for only one year. A member must re-apply each year for continued exemptions.
- 12.4 In cases where the member is in a remote location either in Australia or overseas and unable to access structured CPD or property topics, the API may give consideration to requiring 20 hours of private planned study per annum. Such recognition is not automatic and the availability of API online education will be taken into consideration. Members must make a submission to National Manager - Education for approval in writing.

- 12.5 Appeals against a decision can be made to the API on the basis of new or additional information or clarification of existing information.
- 12.6 Notwithstanding the provisions of 12.3, the API may grant an exemption from the Risk Management Module for each 3-year Risk Management Module cycle referred to in Rule 8.1.

### 13.0 Non-Compliance with CPD Requirements

- 13.1 Non-compliance with CPD requirements is a breach of the API’s Code of Professional Conduct.
- 13.2 A member will be considered as not having complied with CPD requirements if they;
  - 13.2.1 Fail to log their CPD annually on the API website
  - 13.2.2 Indicate that they have not completed the required number of CPD points without adequate reason
  - 13.2.3 Fail to return information requested relevant to CPD compliance
  - 13.2.4 Fail to complete a Risk Management Module (if required to do so)
- 13.3 The National Manager - Education will refer non-compliant Members through the API's Complaints Policy. Each case of non-compliance will be treated on its merits.
- 13.4 Penalties for non-compliance are in accordance with the API Policy and include potential expulsion from membership:

### 14.0 CPD Pro rata Calculations

- 14.1 A member who joins or re-joins a membership level which requires CPD Completion on or after the start of a CPD year must complete on a pro rata basis during the balance of the CPD year such CPD units as set out below:

Month of joining or re-joining	CPD requirement (points)
January	20
February	20
March	20
April	15
May	15
June	15
July	10
August	10
September	10
October	5
November	5
December	0

## **15.0 Transitional arrangements**

- 15.1 These rules are effective from 1 January 2016. All previous guidance and By-Laws relating to Continuing Professional Development compliance are replaced by these rules as at 1 January 2016.

## **16.0 General guidance**

- 16.1 Unless specifically indicated as being accepted for CPD points, the absence of a statement in this document relating to a particular type of CPD activity does not indicate that such will be accepted by the API. If this document does not indicate that a particular activity will be accepted for CPD, a member should assume that it will not be accepted.

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