

Australian Property Institute Limited

POLICY

CONTINUING PROFESSIONAL DEVELOPMENT POLICY

Reference	Continuing Professional Development Policy
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Contents

1.	Continuing Professional Development (CPD).....	3
2.	CPD Compliance Obligations	3
3.	Structured CPD	3
4.	Unstructured CPD.....	4
5.	CPD exemptions	4
6.	Non-compliances.....	4

Australian Property Institute CPD Policy

1. Continuing Professional Development (CPD)

CPD comprises learning activities that enhance individual professional knowledge and skills.

The **objective** of CPD is to keep professional knowledge and skills current, develop and adapt careers, and manage public risk. CPD is about behavioural and workplace capabilities, as well as technical competence. The API helps Members to develop their potential, while holding Members accountable to the community through a compliance process.

We **encourage** Members to embrace ongoing learning and career adaptation, regularly reflect on their development gaps and needs, plan their CPD activities, and record outcomes.

We **require** Members other than Affiliates to meet certain CPD thresholds each calendar year, and submit online records.

We **certify** Members for completion of annual CPD Obligations, as evidence for third parties.

We provide guideline materials and advice for further detail and clarification.

2. CPD Compliance Obligations

1 CPD point is accrued per 1 hour of CPD activity or equivalent (or 0.5 point per 30 minutes).

20 CPD points are required of each Member annually (calendar year), of which:

- At least 10 points must be Structured CPD, as defined below
- At least 10 points must be CPD in property; the remainder may be CPD in technical, professional or workplace skills for property practice

Members undertaking valuations of Australian property must hold a current API Risk Management Module Completion Certificate. This is obtained by completing prescribed Structured CPD coursework or online modules every three years.

Members must lodge CPD claims online for API compliance and periodic audit. A brief description of the activity and what was learned should accompany a claim, other than for an API program. We need to see that an activity is legitimate CPD. Claims may also be supported by uploading event information or participation records.

Members receive an annual CPD Certificate on fulfilment of CPD obligations.

3. Structured CPD

This includes participation time in a seminar, workshop, short course, conference, technical site visit, or on-line learning program. This may include higher education coursework, and reasonable claims for associated study.

Structured CPD should update professional knowledge, or address individual development gaps and needs. Activities should ideally be designed around learning objectives and outcomes, which may include assessment. These may become requirements of Structured CPD in future.

Structured workplace learning programs are claimable, but regular external peer interaction is encouraged. Reasonable claims for self-managed learning programs may be accepted if there is evidence of clear learning outcomes linked to individual development needs.

The API may on request provide advice on CPD points claimable for planned activities.

4. Unstructured CPD

This may include attendance at informal knowledge sharing events, informal site visits, private study, on-the-job training, supervised practice, or research for articles, technical resources or presentations. It may also include reasonable claims for relevant learning arising from coaching, mentoring, board and committee participation, professional certification or accreditation panels.

CPD points claimed for unstructured activities should reflect the extent of learning outcomes, and reasonable equivalence to Structured CPD hours. Learning outcomes should be described when making claims for Unstructured CPD.

Whilst learning takes many forms, for CPD compliance purposes we do not generally recognise work tasks, casual reading, social networking, generic IT training or business meetings.

5. CPD exemptions

New and returning members, and members upgrading from Affiliate status, are exempted from current calendar year CPD points requirements, for the period from 1 January to their commencement date.

A Member may on application be exempted from CPD points requirements for career breaks of between three and 12 months, beyond which Affiliate status is required. Career breaks may include parental, compassionate or sick leave, unemployment or other breaks from practice.

Members on career breaks should endeavour to keep up to date, and on return should assess risks of outdated practice, and seek targeted CPD and formal peer support accordingly.

A member returning to practice may be required to submit a Return to Practice Plan, outlining:

- Professional roles and responsibilities
- Recent CPD and practice history
- Initial peer support or supervisory arrangements
- A development needs reflection and CPD plan

6. Non-compliances

CPD non-compliances may have a range of consequences according to significance and past record. Consequences may include:

- Counsel and cautionary notice
- Requirement for a CPD Rectification Plan
- Referral to Complaints Officer as a Professional Misconduct case