

Continuing Professional Development 2020

Reference Continuing Professional
Development Policy

Effective 16 January 2020

Review 16 January 2021

Owner General Manager
Education and Membership

1. Purpose

- 1.1 To provide a clear framework for Continuing Professional Development (CPD) of all Australian Property Institute (API) members excluding Student, Retired and Connect members.
- 1.2 Continuing Professional Development (CPD) comprises learning activities that enhance individual member professional knowledge and skills to better deliver quality professional services to clients and to establish confidence in the community.
- 1.3 We encourage members to embrace ongoing learning and career development, regularly reflect on their development gaps and needs, plan their CPD activities and record outcomes.

2. CPD Year

- 2.1 The CPD year runs from 1 January to 31 December each year.

3. CPD Requirements

- 3.1 Every CPD year Associate, Provisional and Fellow Members must complete 20 CPD points inclusive of mandatory CPD. Members in the MAPI category must complete 10 CPD Points 1 CPD point is accrued per 1 hour of CPD activity or equivalent (or 0.5 point per 30 minutes).
- 3.2 A minimum of 10 CPD points must be collected in property related topics which are related to your professional services.
- 3.3 Effective 1 January 2020, a minimum of 1 CPD point must be collected in Ethics.

4. Additional Mandatory CPD requirements for RPV and CPV certifications

- 4.1 Each year, holders of CPV and RPV certification must complete all the following additional areas as set out in Table 1. The exception to this is the RVSI module is only required to be completed by those CPV & RPV who undertake residential mortgage valuations using the PropertyPRO report format.

Table 1

Area of professional development	Hours	Activity	Frequency
Risk Management Module	3 hours	Completion of refresher course (on-line or workshop). New members complete full course.	Every three years
Residential Valuation Standing Instruction (RVSI)	2 hours	Completion of on-line course (with assessment)	Annually or as otherwise updated by the RVI Group.
IVS	1-2 hours	Completion of on-line course (with assessment)	Yearly or as otherwise updated by the IVSC
Standards Update (From 2021)	1 hour	Completion of on-line course (with assessment)	Annually

5. CPD Activity

5.1 A CPD activity can be a structured or unstructured CPD activity. All CPD should update professional knowledge or address individual development gaps and needs. The limits on unstructured CPD (with a transition in 2021) is outlined in Table 2 below.

Table 2

CPD Year	Structured CPD	Unstructured CPD
2020	Minimum of 10 points	Maximum of 10 points
2021	Minimum of 15 points	Maximum of 5 points

5.2 Structured CPD should ideally be designed around learning objectives and outcomes, which may include assessment. Structured CPD can include attendance and participation at a:

- Seminar
- Workshop
- Short course
- Conference
- Technical site visit
- On-line learning program
- Higher education coursework

5.3 Preparation and presentation of materials for teaching or instruction may be claimed as structured CPD with a maximum of 5 CPD points able to be claimed each year.

5.4 Reasonable claims for self-managed learning programs may be accepted if there is evidence of clear learning outcomes linked to individual development needs.

5.5 Unstructured CPD includes attendance at informal knowledge sharing events, attending API committee meetings or approved API working groups or self-managed learning, such as reading, for example Technical Information Paper (TIP).

6. CPD exemptions

6.1 A Member may make a written application for an exemption on the required [form](#). If an exemption is granted, it may be granted in whole or pro-rata and may be subject to conditions.

6.2 Exemptions from CPD may be granted for a period between three and 12 months. Exemptions may be granted in circumstances such as parental, compassionate or sick leave, unemployment or other breaks from practice.

6.3 Members on exemptions should endeavour to keep up to date. Before their return to practice, members should review their knowledge, seeking targeted CPD in their practice area and peer support to address any knowledge or skills gaps that have developed during the exemption period.

6.4 Table 3 below sets out CPD points on a pro-rata basis for members granted an exemption or new members who join the API during the CPD year.

Please [CLICK HERE](#) to access the Application for CPD Exemption form

Table 3

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

7. Certificate of CPD Compliance

7.1 Members can access an annual CPD Certificate on fulfilment of CPD obligations.

8. Record keeping

8.1 You are required to maintain a record of your CPD compliance using the API CPD diary. Members should ensure that for each CPD Activity, they keep the following information:

- Date of activity, provider, format, description, enrolment details
- Number of CPD points claimed and whether the activity relates to a compulsory area

8.2 Members must lodge non-API CPD events in the [CPD diary](#).

9. CPD audit

9.1 CPD compliance is an individual member obligation. The API does conduct periodical audits of compliance and members must be able to produce evidence of attendance (for non-API events), and event outcomes (for structured CPD). Evidence for unstructured CPD includes a diary note of the activity and summary of content.

10. Non-compliance

10.1 Non-compliance with the CPD Policy will be managed under the API Discipline Policy.