

# Certified Development Practitioner

## Info Pack & FAQs

### About the Certified Development Practitioner

Developed in deep consultation with universities and property industry professionals, the program is perfect for current practicing property professionals looking to upskill, pivot career direction, and broaden qualifications.

The program encapsulates key study areas from accurately assessing the feasibility of sites to convert into higher and better use, source and acquire sites, apply and achieve finance, write development applications, learn the art of negotiation and gain a full understanding of the legal processes and contracts. The program further covers contracting and construction, managing site builds and how to market your project effectively to achieve return on your investment.

### Learning Program Outline

The CDP Certification elevates your knowledge of best practice property development and set yourself apart from the pack with a certification. We offer a flexible self-paced online program, that transitions through 9 learning modules and offers an elective module to become fully certified.

### Learning Approach

Our learning approach is designed to develop the advanced skills and understanding required to adapt to the changing property development environment and teaches you how to identify opportunities, point you to resources and valuable partnerships, to begin or transition your career in property development.

### Program Outcomes

At the conclusion of the program, learners will be able to -

Execute the practical steps in developing a property through;

- Investigating and analysing current property market conditions and related issues in property development, including market analysis and feasibility.
- Compare and contrast property development data sources.
- Apply the findings to draw connections and design a property development plan.
- Apply planning framework and planning instruments required.
- Demonstrate relationship building and negotiation skills.
- Selecting a site, and evaluation of the site.

### Program Overview

To gain the full professional certificate learners are required to complete the full program, consisting of 9 self-paced online modules, completing 4–5 hours of practical learner-led research for each module, and undertaking and successfully completing the elective Certification module. Assessments are conducted at the conclusion of each module to test understanding and ensure standards are met.

The program includes:

- Module 1 – Introduction to Property Development
- Module 2 – Feasibility Analysis & Management
- Module 3 – Ethics & Professional Conduct
- Module 4 – Risk Management
- Module 5 – Contracts & Legal Frameworks
- Module 6 – Construction
- Module 7 – Sustainability
- Module 8 – Project Management
- Module 9 – Property Marketing
- Elective: Module 10 – Assessment Certification

## Program Information

### Who is the program designed for?

- Mid-career property professionals looking to move into the Property Development sector from another role in property.
- Early career professionals e.g., YPPs, who might want to fast track their career to management.
- Those already working in Property Development who wish to gain a formal certification and industry recognition.

### How long does the program take?

We anticipate the full certification will take anywhere between 6 - 10 months part-time.

### How much is the program?

- Certified Development Practitioner – (for existing Members) - \$2,950
- Certified Development Practitioner – (for new Members) - \$3,363 (course + MAPI membership)
- Development Practitioner program – (for non-Members) - \$3,250 (excludes certification)

### Why should I study this certification?

As a Certified Development Practitioner, one will be able to promote their postnominals, highlighting their knowledge, competence and credibility in the property industry, and give confidence to their clients, employers and peers they're dealing with someone with the relevant professional status and experience.

### How do I enroll?

All enrolments are online at [Certified Development Practitioner - Australian Property Institute \(api.org.au\)](https://api.org.au).

### After enrolment, where can I find the program?

The certification will be listed under 'Learning Programs' in the LMS.

### Does the program need to be completed in any particular order?

The program order isn't fixed however it is recommended students commence with the introductory module – Introduction to Property Development.

### Is the Assessment Module available for completion without completing the rest of the program?

No, the Assessment Module is not available until after all 9 modules have been completed. The Assessment will be assigned once the students 'Certificate of Completion' has been forwarded to the API.

### **Is the program available without the Assessment?**

Yes, the program is available for purchase without the Assessment Module. Please note, however, if this program is purchased, the student will not be eligible for certification and post-nominals.

### **Are individual modules available for purchase?**

Yes, they can be located under 'Online Courses' in the LMS.

### **How many CPD points is this program worth?**

Each module is worth 2 CPD points, equating to a total of 18 CPD points for the entire certification.

### **What are the ongoing CPD requirements for a Certified Development Practitioner?**

To retain CDP certification status, Members will be required to complete 10 CPD points each year, which can be a mix of structured and unstructured.

If a Member holds multiple certifications with the API, they will be required to do a maximum of 20 CPD points per year.

### **If an API Member has already completed the mandatory API Ethics and Risk Management modules, are they required to complete the 'Ethics & Professional Conduct' and 'Risk Management' modules in this program or do they get an exemption?**

The content in the above-mentioned module has been tailored more towards Property Development, with very little overlap, so an exemption will not be applied in this instance.

### **How will API provide opportunities to Members to keep their CPD up to date?**

The API are working on a number of initiatives to develop ongoing opportunities for MAPI members and will communicate these as they come to fruition. The initiatives will include partnerships, webinar series, events, opportunities to be involved in API working groups and committees.

## **Pre-Requisites**

To become certified you will need to:

- Be an API Member (MAPI or above);
- Complete an API accredited degree or a minimum of three years' work experience in the property industry, and
- Complete the CDP program and pass the final assessment, after which you will be eligible for CDP post nominals.

Note: commencement of the certification is permitted for people who are not a member of the API or if they are a Student API Member, however they will need to become an API Member (MAPI or above) to complete the assessment and become certified.

## **Membership Information**

### **Can API Members do this certification?**

Absolutely!

### **Are API Student members able to complete this program?**

Yes, API student members can purchase and complete the 'Certified Development Practitioner' program however will not be able to complete the Assessment Certification and promote their post nominals until they are a full member of the API i.e. they have met the membership requirements and have passed the assessment.

### **Do I have to be an API Member to complete this program?**

No, people who are not and do not want to become a member of the API are able to purchase the Non-certification pathway 'Development Practitioner'. If however they would like to become Certified, they will need to join the API.

### **How do I apply for membership?**

Go to <https://www.api.org.au/membership/which-membership-is-right-for-you/> to ascertain which membership option is right.

## **Results and Feedback**

Individual module assessments are a combination of Multiple Choice / True and False quiz questions or short answer submissions. Assessments containing Multiple Choice / True and False quiz questions will provide an instant Pass or Fail result. For an assessment requiring a short answer or report submission, results will be delivered via the students LMS portal within 7 days of submission.

After completing all components of the Certification Assessment, students will receive an email from the API notifying them of their results and feedback regarding their assessment. Students who have not been successful will be advised by the API and provided feedback on the components that did not meet the standard required. These students will be invited to resubmit these components within 3 months of initial feedback.

Following successful completion of the CDP Certification Assessment, the Australian Property Institute will apply for certification on your behalf and notify you when you're able to promote your post nominals.

### **Will a certificate be issued upon completion of the program?**

Yes, a Certificate of Completion will be available to download from the students CPD Diary.

The Certified Development Practitioner certification will be issued upon passing and completion of the final Assessment.

## **Submissions**

It is the responsibility of the student to ensure the correct and complete file/s are uploaded. It is strongly recommended students keep a copy of the final version of their assessment, rather than an early draft. We are unable to take responsibility for lost assessments.

Students will be required to submit the assessment for certification i.e. their Portfolio Report, and accompanying documentation, by uploading all relevant files via the LMS. Students will need to follow the guidelines provided in the Assessment Certification module relating to this process.

For further enquiries please contact the Learning & Development Team via [education@api.org.au](mailto:education@api.org.au).

