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Introduction.

Technological, legislative, and organisational requirements for designing in the built environment are always undergoing change. This obligates Building Design Industry Professionals (BDIPs) that are providing services in this dynamic environment to ensure they are always undertaking ongoing professional development to ensure their knowledge and skills are maintained and current.

CPD is defined as:

‘The systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the competent execution of professional and technical duties throughout a professional’s working life.’

Building Design Queensland’s (BDQ) Continuing Professional Development (CPD) Program establishes framework for ongoing professional development for BDIPs and is specifically aimed at Building Designers to meet their obligations as practitioners holding a Queensland Building and Construction Commission (QBCC) Building Design licence.

This document outlines the requirements of BDQ’s CPD Program (Program).

1. Definitions

Activity means a task that a participant has undertaken and/or completed.

Assess means the review of a submission to ensure defined Program outcomes are lodged.

Audit means the review and verification process to ensure defined outcomes for each activity is achieved against a specified number of random submissions.

Noncompliance means a failure or refusal to meet the defined outcome of the Program.

Participant means a person who takes part in the Program.

Point means a predefined value given to an activity.

Submission means a defined method for providing lodgement of CPD activities for auditing.

Exceptional circumstance means an out of the ordinary event that impacts on a participant’s ability to undertake any CPD activities.

2. Program Overview

The Program encourages participants to undertake a diverse range of prescribed activities that are aimed at developing and maintaining knowledge and skills relevant to their area of practice. These activities are based across areas such as legislation, ethics, risk management, business, technical, and personal growth.

The Program runs over a rolling three (3) year period with points requiring to be logged every twelve (12) month period. The Program commences on April 1st each year. Participants must complete their CPD submission by May 1st each year.

Participants who become a member of BDQ during a membership year will be required to complete points based on a pro rata basis.

Each Participant is responsible for selecting the activities they participate in, the logging of their points obtained from these activities in the prescribed manner, and ensuring they meet the Programs intended point requirements.

3. CPD Point Requirements

The Program point requirements are:

- A minimum of **90 points** over a three (3) year period.
- A minimum of **20 points** must be achieved annually. It is recommended that Participants achieve 30 points per year.
- A minimum of **6 points** attained over the rolling three (3) year must be Type A.
- A minimum of **2 points** of Type A must be achieved annually.
- A minimum of **30 points** attained over the rolling three (3) year period must be Type B or Type C.
- A minimum of **10 points** of Type B or Type C must be achieved annually.
- Additional points to achieve to required minimum of 90 points over a rolling three (3) year period can be from any Type A, B, C, D, E, or F activity.
- Any shortfall in points **must** be caught up at the end the rolling three (3) year period.

Table 1 Point requirement matrix.

Activity Types	Minimum points per year	Recommended points per year over a 3-year period	Total points for 3 years
Type A	2	2	6
Type B or C	10	10	30
Additional points of any combination of Type A/B/C/D/E/F	8	18	54
Minimum total	20	30	90

4. CPD Submission

A Participant is required to submit annually a tally of their CPD activities for the twelve (12) month period. This submission must include a record of:

- All Activities undertaken.
- The activity Type (A, B, C, D, E, F).

- A description of the activity undertaken.
- The date activity was undertaken.
- How many points have been allocated against the activity.
- Supporting evidence where required.

If exceptional circumstances occur that result in a participants inability to achieve the BDQ CPD Program point requirement, they should contact BDQ Head Office in writing as soon as practicable to discuss alternative arrangements.

5. Cost for CPD Assessment

The BDQ CPD Program Assessment is included as a part of BDQ Membership.

6. Supporting Evidence of CPD Activities

A participants BDQ CPD Program Annual submission for assessment is to include supporting evidence that demonstrates completed study and/or attendance to events. The responsibility for collation of this supporting evidence lies with the participant.

Supporting Evidence is only required for points claimed under Type A, B, and C activities. A description of supporting evidence is provided against each activity type description in Section 9.

7. Record Keeping and Audits

Please be aware that CPD submissions may be subject to audit at any time. Participants in the BDQ CPD Program must retain records of all documentation pertaining to their CPD for a minimum of 5 years.

8. Appeals

If a participant in the BDQ CPD Program is dissatisfied with a decision pertaining to their CPD submission, the participant should submit information detailing their appeal to BDQ Head Office addressed to the BDQ State Secretary in writing.

Any decision made by the BDQ review panel will be final.

9. CPD Activity Types

9.1. Type A – Compulsory

Point requirement -

2 points per year

Description –

Formal presentations or short courses that provide knowledge and skills in Legislation, Ethics, Risk Management, or Business Skills both in person or online provided and delivered by

- Australian Building Code Board, or
- SAI Global training, or
- A Registered Training Organisation (RTO), or
- A professional organisation such as an Association or Institute recognised by BDQ.

9.2. Type B – Formal

Point requirement -

10 points per year of Type B and/or Type C

Description –

Formal tertiary study relevant to the area of the participants practice at an AQF Level 4 – 10 level course, or individual course subjects from an AQF Level 4 – 10 level course.

Supporting Evidence –

An academic record showing the successfully completed subject list on the Tertiary Institution letterhead shall be submitted as supporting evidence.

9.3. Type C – Formal

Point requirement -

10 points per year of Type B and/or Type C

Description –

Structured learning including activities such as short courses, workshops, seminars and conferences both in person or online provided and delivered by

- a RTO, or
- a government body (i.e. ABCB, SAI Global), or
- a professional organisation such as an Association or Institute recognised by BDQ, or
- a training provider pre-approved by BDQ.

Supporting Evidence –

A certificate of attendance with your name and CPD points shown, or a certificate with your name; course/seminar/meeting name and details; date of course; duration; organising body or organisers name; presenters name etc. shall be submitted as supporting evidence.

9.4. Type D – Informal

Point requirement -

Recommended 18 points per year of Type D and/or Type E and/or Type F

Description –

The preparation and presentation of materials for courses, conferences, seminars, symposia, publications, written responses to government legislation, etc. related to the building design industry.

Supporting Evidence –

A copy of the course/seminar/meeting flyer or similar that indicates the name of the presenter and the duration of the presentation.

A copy of the publication with publication date and name and authors name should be submitted.

A copy of the written response to government legislation with the date submitted.

Time spent in preparation should be submitted.

9.5. Type E – Informal

Point requirement -

Recommended 18 points per year of Type D and/or Type E and/or Type F

Description –

Private study or research which extends your knowledge and skills.

Supporting Evidence –

A written record of the date, document title, author and time invested in reading the article or watching a documentary.

9.6. Type F – Informal

Point requirement -

Recommended 18 points per year of Type D and/or Type E and/or Type F

Description –

Activities such as

- membership of industry relevant committees.
- attendance at industry or association meetings.
- representing the profession to external bodies.
- in-house training by employers.
- Mentoring of others.

Supporting Evidence –

A copy of the meeting agenda or minutes of the meeting with a start and finish time recorded.

A description of employer inhouse training with dates and times.

Where mentoring a student or peer, the mentoring must be pre-approved by BDQ and include name of mentee, schedule, and description of mentoring.

10. Continuing Professional Development Activities Descriptions

Type	Activity	Value	Comment
Type A – Compulsory	Formal presentations that provide knowledge and skills in Legislation, Ethics, Risk Management, Business Skills.	1 point per hour	Minimum 2 points per year There is no limit to the maximum number of points that you can claim for these activities. Learning can be in person, or online, or by e-learning. Subjects could include: ABCB NCC Seminar Work Health and Safety obligations (Staff, Safety in Design, White card) Human Resources Quality Assurance (ISO9001) Accounting Practice (Taxation, P/L, A/L, Payroll) Risk Management (ISO 31000, Hazard ID and Risk mitigation) Insurance (PI/PL, Company/Business, WorkCover, Cyber, Directors, etc)
Type B – Formal	Formal tertiary study at an AQF Level 4 – 10.	10 points per unit	There is no limit to the maximum number of points that you can claim for these activities. Learning can be in person, or online, or by e-learning. Points are allocated per subject not on the time spent. Points are not allocated for Recognition of Prior Learning (RPL).

Type C – Formal	<p>Structured learning including activities such as short courses, workshops, seminars and conferences both in person or online provided and delivered by a Registered Training Organisation (RTO), or a government body (i.e. ABCB, SAI Global), or a Professional Organisation such as an Association or Institute recognised by BDQ, or an approved BDQ Training Provider</p>	<p>1 point per hour</p>	<p>There is no limit to the maximum number of hours that you can claim over the triennium for these activities. Learning can be face to face, online, or by e-learning.</p>
Type D – Informal	<p>The preparation and presentation of materials for courses, conferences, seminars, symposia and publications related to the building design industry.</p>	<p>1 point per 2 hours Max 5 per paper written</p>	<p>There is a maximum of 20 points that you can claim per year. Points may be claimed for papers and presentations not part of your normal employment function (i.e. as an employed lecturer)</p>
	<p>Preparing written responses to government legislation, etc.</p>	<p>1 point per 2 hours Max 5 per paper written</p>	

Type E – Informal	Private study which extends your knowledge and skills	1 point per 2 hours	Maximum of 15 points over 3 years. Study may be in your area of practice and/or in the core areas of risk management, business and management skills. Private study includes reading of books, journals, transactions, manuals, industry relevant documentaries, and the like. Activities are not to be counted as part of your usual employment.
Type F – Informal	BDQ Association Meetings	1 point per meeting	Maximum of 10 points per year
	BDQ Association Presentations such as Masterclasses	1 point per meeting	Maximum of 10 points per year
	Membership of BDQ Association committees	1 point per committee	Maximum of 4 points per year
	Enter a project into the BDQ Awards	1 point per entry	Maximum of 4 points per year
	Attendance at industry meetings	1 point per meeting	Maximum of 4 points per year
	Representing the profession to external bodies	1 point per external body	Maximum of 4 points per year
	Membership of other industry relevant Associations with CPD	2 point per external body	No Maximum Bodies are listed in Schedule 6 of Queensland Building Regulation
	Membership of industry relevant committees	1 point per committee	Maximum of 4 points per year
	Manufacturer or supplier presentations	1 point per hour	Maximum of 10 points per year

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

	In-house training by employers	1 point per 2 hours	Maximum of 4 points per year
	Mentoring	1 point per 2 hours	Maximum of 4 points per year
	Approved structural site visits and study tours	1 point per 2 hours	Maximum of 4 points per year

11. Recommended Knowledge and Skill Competencies

This list of recommended knowledge and skill competencies is an example of areas that can be pursued for further professional development. This list is not compulsory nor exhaustive.

11.1. Law and Statutes

- Demonstrate basic understanding of the law, including:
 - o the operation of common law
 - o the operation of statutory law
 - o the role of the Parliament, the Executive and the Courts
- Understand the relationship between Federal, State and local governments in creation and implementation of building and building related law.
- Show proficiency in interpretation and application of building and building related law.
- Demonstrate detailed understanding of common law and how it is applied to building issues, including:
 - o the difference between statutory and common law (tort) liability.
 - o the management of risk as it applies to how a building certifier may incur liability.
 - o the operation of insurance.
 - o the law of contract.
- Demonstrate a basic knowledge of how law is formed and changed, including:
 - o the operation of Courts and Tribunals.
 - o the Parliamentary process.
 - o how to keep in touch with changes in law.
 - o identifying the effects of changes in the law on the building industry.

11.2. Codes and Standards

- Demonstrate an understanding of the provisions of legislation associated with building, including:
 - o disability discrimination.
 - o building law and related codes and standards.
 - o planning.
 - o fair trading or consumer protection.
 - o workplace health and safety.
 - o environmental management.
 - o public health.
- Show proficiency in interpretation and application of building and building related law, including:
 - o the role of delegated legislation (regulation, codes, standards, and other statutory instruments)
 - o an in depth understanding of the National Construction Code and the relevant Australian Standards

- an in-depth ability to apply the National Construction Code and Standards to all building types.
- an in-depth ability to apply the Queensland Development Code to all building types.

11.3. Performance-Based Building Regulatory Systems

- A knowledge of principles used in performance-based designs.

11.4. Engineering

- Show a good understanding of structural design principles and characteristics for various construction forms and materials.
- Demonstrate a capability to analyse site investigation reports.

11.5. Building Services

- Demonstrate good understanding of principles of mechanical, electrical, fire, lift and hydraulic services installations in residential, commercial, and industrial building varying from simple structures through to large and complex structures.
- Proficiently analyse and assess design documentation and details for mechanical, electrical, fire, lift and hydraulic services in residential, commercial, and industrial building varying from simple structures through to large and complex structures for compliance with the various statutes, codes, and standards.
- Demonstrate a good understanding of energy efficiency design principles.

11.6. Fire Safety Engineering Principles

- Demonstrate a good understanding of principles of fire engineering, including:
 - identification of potential fire hazards and causes of fire.
 - determination of fire loads and fire growth.
 - fire detection, suppression and extinguishment.
 - the effects of the toxicity of smoke.
 - fire brigade activities and intervention.

11.7. Building Management

- Evaluate projects in terms of constructability, construction methodology, planning, scheduling techniques, and site organisation.
- Understanding of the principles of asset management and the importance of building maintenance.
- Demonstrate basic appreciation of principles of property investment.
- Show basic understanding of principles of life cycle costing as it relates to energy efficiency in buildings.
- Demonstrate an awareness of the various aspects of construction procurement and be able to evaluate these effectively.
- Show a good understanding of environmental impacts of urban development and building construction.

- Demonstrate a good understanding of statutory requirements for building maintenance and development and construction concepts applicable to essential safety features.

11.8. Development Concepts

- Demonstrate ability to evaluate projections, feasibility studies, cost plans and budgets for construction projects.
- Show a good understanding of environmental impacts of urban development and building construction.
- Demonstrate a good understanding of statutory requirements for building maintenance and development and construction concepts applicable to essential safety features.

11.9. Construction Economics

- Demonstrate an appreciation of construction costs and how they are determined.
- Demonstrate ability to evaluate projections, feasibility studies, cost plans and budgets for construction projects.
- Explain role played by economic forces in the growth and structure of urban areas.
- Show basic understanding of principles of life cycle costing as it relates to energy efficiency in buildings.

11.10. Construction

- Knowledge of construction procedures and practices for residential, commercial, and industrial building varying from simple structures through to large and complex structures.
- An in-depth knowledge of how building components, system and services interact with each other.
- Proficiency in assessment of construction documentation and details for compliance with codes, standards, acceptable construction practices, etc.
- Proficiency in carrying out of on-site inspections on residential, commercial, and industrial buildings varying from simple structures through to large and complex structures at various stages of construction.
- Good understanding of requirements for acoustic insulation and construction techniques available.
- Ability to select most appropriate forms of construction for various building sizes and types.

11.11. Building Related Science

- Demonstrate good understanding of human movement, ergonomics and issues associated with disability access and principles of universal design.
- Basic understanding of thermal performance of building in terms of energy efficiency and human comfort.
- Identify types of soil and rock and their behaviour and have a basic understanding of testing procedures.
- Identify characteristics of timber such as strength, durability, pests, fungi, etc.

- Demonstrate a good understanding of the behaviour of materials and ability to analyse their suitability.
- Show a good understanding of the properties of building materials (timber, steel, concrete, masonry, etc.).
- Be proficient in identifying the causes of building defects and making recommendations for potential remedies.

11.12. Risk Assessment and Risk Management Principles

- Basic understanding of risk assessment and risk management concepts

11.13. Professional Ethics

- Demonstrate good understanding of meeting protocols, including ability to conduct and chair meetings.
- Demonstrate thorough understanding of professional and ethical responsibilities, and practices.

11.14. Management Practice

- Demonstrate basic understanding of management practices and principles, including:
 - o human resources practices.
 - o industrial relations including Workplace Health and Safety and Equal Employment Opportunity principles.
 - o establishment of recording procedures and management.
 - o corporate strategic planning.
 - o basic understanding of financial practices associated with staff and project budgets and accounting.
 - o ability to adopt time management principles and to establish work and project programs.
 - o Write detailed and technical reports.
- Possess effective and relevant interpersonal skills, including ability to communicate effectively within workplace and with general public.
- Demonstrate good understanding of meeting protocols, including ability to conduct and chair meetings and reporting to a Board/Council.

11.15. Communication Practices

- Write detailed and technical reports.
- Possess effective and relevant interpersonal skills, including ability to communicate effectively within workplace and with general public.
- Demonstrate good understanding of meeting protocols, including ability to conduct and chair meetings and reporting to a Board/Council.
- Use IT in communication and information management and demonstrate overall computer literacy.
- Use of software for the development of project documentation.

11.16. Ability to Conduct Independent Research

- Develop and implement a research proposal.
- Undertake a literature search.
- Identify and discuss the related literature.
- Utilise appropriate research methods to collect required data.
- Analyse results, discuss findings and draw conclusions.
- Present a record of the Research Project in a concise technical report.

11.17. Experiential Learning

- Record project-based experiences and relate theoretical principles previously taught to the professional practices observed.
- Recognise, analyse, and undertake appropriate routing tasks, under supervision, in various construction and building industry linked organisations.
- Have gained self-awareness and maturity in terms of their own capabilities.
- Recognise the value of experiential learning and reflection strategies to the individual's learning environment.