BDQ | BUILDING DESIGN QUEENSLAND

CONTINUING PROFESSIONAL DEVELOPMENT

PROGRAM GUIDE | 2026

A clear framework for maintaining knowledge, strengthening professional capability and supporting better building design across Queensland.

90 POINTS	20 POINTS	3 YEARS
Minimum across the rolling period	**Minimum each year**	**Rolling assessment cycle**

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Professional development is a continuing commitment

Building design operates in an environment of changing technology, legislation, standards and professional expectations. Continuing Professional Development (CPD) helps practitioners maintain and extend the knowledge and skills needed for competent professional practice.

BDQ's CPD Program provides a structured framework for building design industry professionals, with particular emphasis on Building Designers holding a Queensland Building and Construction Commission (QBCC) Building Design licence.

What counts as CPD?

The systematic maintenance, improvement and broadening of professional knowledge and skills, together with the development of personal qualities required to perform professional and technical duties competently throughout a working life.

How the program operates

· The program operates over a rolling three-year period.

· Each annual program period commences on 1 April.

· Annual CPD submissions are due by 1 May.

· Participants joining BDQ part-way through a membership year complete points on a pro rata basis.

· Participants select appropriate activities, record their points and ensure their submissions meet the program requirements.

The six activity types

TYPE	FOCUS
A / Compulsory	Legislation, ethics, risk management and business skills
B / Formal tertiary study	Relevant AQF Level 4-10 study
C / Informal study	Structured courses, workshops, seminars and conferences
D / Presentations	Preparing and delivering industry knowledge
E / Private research	Independent learning and research
F / Other activities	Industry participation, service, mentoring and related learning

The CPD points framework

Participants must achieve at least 90 points over a rolling three-year period, including the annual minimums and specified activity requirements below.

ACTIVITY	ANNUAL MINIMUM	THREE-YEAR MINIMUM
Type A	2 points	6 points
Type B and/or C	10 points	30 points
Any combination of A–F	8 further points	54 further points
TOTAL	20 points	90 points

Recommended annual target

30 points per year is recommended to support steady progress towards the three-year minimum. The annual minimum remains 20 points, with any shortfall to be caught up by the end of the rolling three-year period.

Key dates

1 APRIL	1 MAY
Annual CPD program period begins	Annual CPD submission deadline

Important distinction

The Type A and Type B/C minimums apply each year as well as across the rolling three-year period. Additional points can come from any eligible activity type, subject to the limits specified in this guide.

Activity types A, B and C

A / Compulsory professional learning

1 point per hour · Minimum 2 points annually · No maximum

Formal presentations and short courses addressing legislation, ethics, risk management or business skills. Delivery may be in person, online or through e-learning. Eligible providers include the Australian Building Codes Board, SAI Global training, Registered Training Organisations (RTOs), and professional associations or institutes recognised by BDQ.

Examples include NCC updates, work health and safety, human resources, quality assurance, accounting, insurance and risk management.

B / Formal tertiary study

10 points per completed unit · No maximum

Relevant formal tertiary study or individual subjects within Australian Qualifications Framework (AQF) Levels 4-10. Points are awarded per successfully completed subject, not for time spent. Recognition of Prior Learning (RPL) does not attract points.

Evidence: Academic record on the tertiary institution's letterhead showing successfully completed subjects.

C / Structured informal study

1 point per hour · No maximum

Structured short courses, workshops, seminars and conferences delivered in person or online by an RTO, government body, BDQ-recognised professional organisation or BDQ pre-approved training provider.

Evidence: A certificate showing the participant's name and CPD points, or details identifying the activity, date, duration, organiser and presenter.

Types B and C together must contribute at least 10 points annually and 30 points over three years.

Activity types D and E

D / Delivering presentations and written contributions

1 point per 2 hours · Maximum 20 points annually

Preparation and delivery of courses, conference presentations, seminars, symposia and publications relevant to building design, including written responses to government legislation. A maximum of 5 points per paper written applies. Points may be claimed only for work outside normal employment duties, such as those of an employed lecturer.

Evidence: Presentation flyers or similar identifying the presenter and duration; dated publications identifying the author; copies of government submissions; and a record of preparation time.

E / Private study and research

1 point per 2 hours · Maximum 15 points over three years

Independent learning that extends professional knowledge, including relevant books, journals, technical manuals, industry publications and documentaries. Learning may relate to the participant's practice, risk management, business or management skills. Ordinary employment activities are excluded.

Record: Date, document title, author and time invested in reading or viewing.

Additional points

Types D, E and F can contribute towards the additional points required to reach the overall three-year minimum. The original program recommends 18 additional points per year from Types D, E and/or F; however, eligible additional points may be earned through any Type A–F activity.

Type F / Other eligible activities

Type F recognises participation in the profession, association activities and approved learning outside formal study. Individual limits apply.

ACTIVITY	POINTS	LIMIT
BDQ association meetings	1 per hour of presentations; 1 for attendance	2 per meeting; 10 per year
BDQ masterclasses and online CPD presentations	1 per meeting	10 per year
BDQ committee membership	1 per committee	4 per year
Entry into BDQ or approved industry awards	1 per program	1 per year
Vetting and judging BDQ or approved industry awards	1 per program	2 per year
Industry meeting attendance	1 per meeting	4 per year
Representing the profession to external bodies	1 per external body	4 per year
Membership of other relevant associations with CPD	2 per external body	No maximum*
Other industry-relevant committee membership	1 per committee	4 per year
Manufacturer or supplier presentations	1 per hour	10 per year
Employer in-house training	1 per 2 hours	4 per year
Mentoring	1 per 2 hours	4 per year
Approved structural site visits and study tours	1 per 2 hours	4 per year

*The source program refers to bodies listed in Schedule 6 of the Queensland Building Regulation.

Recording and submitting CPD

Participants must submit an annual record of activities undertaken during the preceding 12-month period.

Your submission must include

- Each activity undertaken and its Type A, B, C, D, E or F classification.
- A description of the activity and the date completed.
- The CPD points claimed for the activity.
- Supporting evidence where required.

Evidence and record keeping

Supporting evidence must accompany claims for Types A, B and C, as required by the program. Participants are responsible for collating their records. The activity descriptions also identify recommended records for Types D, E and F.

CPD submissions may be audited at any time. All CPD-related records must be retained for at least five years.

Exceptional circumstances

Where exceptional circumstances prevent a participant from meeting the points requirements, they should contact BDQ Head Office in writing as soon as practicable to discuss alternative arrangements.

Assessment and appeals

CPD assessment is included in BDQ membership. Participants dissatisfied with a CPD submission decision may appeal in writing to BDQ Head Office, addressed to the BDQ State Secretary. Decisions of the BDQ review panel are final.

Recommended knowledge and skills

The following areas are examples of relevant professional development. They are neither compulsory nor exhaustive.

Building management / Constructability, scheduling, asset maintenance, procurement, life-cycle costs and environmental impacts.
Building services / Mechanical, electrical, fire, lift and hydraulic services; design documentation and energy efficiency.
Building-related science / Universal design, ergonomics, thermal comfort, soils, material behaviour and building defects.
Codes and standards / Building and planning legislation; the NCC, Australian Standards, Queensland Development Code; safety, access and environmental requirements.
Communication practices / Technical writing, stakeholder communication, digital information management and documentation software.
Construction economics / Construction cost drivers, feasibility, urban economics and life-cycle costing.
Construction / Methods, materials, component interfaces, compliance documentation, inspections, acoustics and defects.
Development concepts / Feasibility, cost planning, budgets and statutory development considerations.
Engineering / Structural principles, materials and site investigation reports.
Experiential learning / Supervised project-based learning, reflection, professional awareness and practical experience.
Fire safety engineering / Fire hazards, fire loads and growth, detection and suppression, smoke toxicity and emergency intervention.
Independent research / Research design, literature review, data collection, analysis and reporting.
Law and statutes / Common and statutory law; government and court processes; contracts, liability, insurance and legislative change.
Management practice / People management, WHS, financial administration, strategic planning, reporting and time management.
Performance-based systems / Principles and application of performance-based building design.
Professional ethics / Ethical responsibilities, professional conduct and meeting protocols.
Risk assessment and management / Risk identification, evaluation and management principles.

Program administration

Key terms

TERM	DEFINITION
Activity	A task undertaken or completed by a participant.
Assessment	Review of a submission against program requirements.
Audit	Review and verification of selected submissions and claimed outcomes.
Non-compliance	Failure or refusal to meet the program requirements.
Participant	A person taking part in the program.
Point	The predefined value assigned to an activity.
Submission	The prescribed lodgement of CPD activities for review or audit.
Exceptional circumstance	An unusual event affecting a participant’s ability to undertake CPD.

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