

Continuing Professional Development Points Allocation Policy

July 2009 (revised September 2009)

Purpose

1. This policy describes the criteria that shall apply to the awarding of points to individual architects for their participation in the NZRAB Continuing Professional Development (CPD) Framework.
2. CPD points are used as evidence for the competence reviews that all architects are required to undertake every five years to confirm that architects still meet the applicable minimum standards for registration. This is as required by the Registered Architects Act 2005, the Registered Architects Rules 2006 and the NZRAB's Continuing Registration Policy.
3. This policy is an adjunct to the NZRAB's Continuing Registration Policy and is to be implemented by the New Zealand Institute of Architects which administers the CPD framework on the NZRAB's behalf.
4. NZRAB's expectation of architects is that they will undertake CPD activities that are relevant to the stage they are at in their career, the roles they fulfil and to the services they provide.
5. The overarching principle guiding CPD points allocation is that the architect is the right person to determine which CPD activities satisfy NZRAB's expectation in point 4 above; the architect knows what matters to him or her. It follows that there can be no pre-determined weighting for specialisation or relevance of CPD activities. A 'general' CPD activity is of the same value to a 'general' practitioner as a 'specialist' CPD activity is to an architect who is an expert in that field. The CPD that matters to the practice principal is different, but of equal value, to that which is relevant to the staff architect.
6. A subsequent principle is that an architect must not be penalised for choosing CPD that is relevant to him or her, nor encouraged by 'bonus' points or weighting to attend less-relevant CPD activities, nor be prevented from undertaking any CPD activity that they believe is of relevance to them.
7. Principle 6 does not prevent the implementation of maximum points policies as noted elsewhere, but it does, for instance, enable architects to

participate in both Practice Support Group and Office Training Group activities if the content is of relevance to them.

8. Where an explanation or supporting information is required to support claims for CPD points, it shall be commensurate to the activity undertaken and the points to be allocated.
9. The implementation principle guiding CPD points allocation shall be as follows.
 - Where an activity is clearly defined in terms of the time it takes, points shall be awarded on the basis of the time taken.
 - Where an activity is not clearly defined in terms of the time it takes, points shall be awarded on the basis of a judgment as to the value of the activity for the architect.
10. In more detail, CPD points shall be allocated based on the following.
 - Point allocation must relate to the National Competency Standards in Architecture.
 - All CPD activities must identify their relevance to one or more of the Units of Competency.
 - Points are allocated in units of five or ten (see below).
 - Ceiling points are allocated to types of activities (the maximum for a single activity is 200 – see attached table).
 - Time-dependent activities receive time-dependant points at the rate of five or ten points per hour (see distinction between 5 & 10 below), for up to one day of 6hours, after which the rate of points allocation reduces.
 - However, this formula cannot transfer to non-time dependant activities.
 - Consequently all non-time-dependent activities are allocated ceiling points per activity per annum or per trimester for teaching and studying activities.
 - In the allocation of points no distinction is drawn between NZIA activities and those organised by other bodies.
 - The allocation of points to an activity will reflect the extent to which it relates to the units of competency, the relevance and quality of the content, the learning outcomes provided and the amount of active learning. For individual activities, the relevance to the individual will also be taken into account.
 - It is the responsibility of the architect to achieve an appropriate balance between scheduled and other activities to ensure that CPD remains relevant to the architect's work.
 - CPD is undertaken in addition to the architect's normal work and is expected to take no less than 20 hours per year.
 - There shall be four categories of CPD, as follows.
 - **1. Scheduled CPD Activity**, for which points are pre-allocated against types of activities (see table) and for which no explanation is required against a unit or across units by the architect.

- Scheduled CPD receives time-related points (typical activities are: organised lectures, conferences, technical visit, presentations etc).
- Scheduled CPD points are typically allocated at the rate of 5 or 10 points per hour . Typically 10 points per hour are allocated to activities that are assessed as having a high degree of relevance to Units of Competency, relevant and quality content, learning outcomes provided and active learning. As other acceptable activities have diminishing degrees of these factors, so they receive diminishing points to a minimum of 5 points per hour.
- A day-long programme is considered to be 6 hours of learning and is allocated between 30 and 60 points depending on the quality assurance assessment. However, on the principle of there being a reduction in the rate of points allocation, a two-day activity receives 80 points and a three day activity receives 100 points. The week-long scheduled Masterclass activity is allocated 200 points and it is considered to be active learning.

- **2. Special CPD Activity**, for which points are pre-allocated against types of special activity (see table) but for which an explanation is required against a unit or across units of competency by the architect.
- Special CPD is not time-related and is considered to be active learning (typical special activities are participation in national visiting panels, awards panels, registration assessment, presentation to the graduate development programme or CPD workshops etc).

- **3. Teaching CPD Activity**, for which points are pre-allocated against types of teaching (see table) and for which an explanation is required against a unit or across units of competency by the architect. Schools will confirm teaching CPD.
- Teaching CPD is not time-related and is considered to be active learning (typical teaching activities are giving regular lectures, one-off guest lectures, participation in tutorial teaching, participating in reviews, examination etc).
- Teaching activity points on the schedule relate to teaching within an accredited professional architecture programme in New Zealand. Any other teaching activity must be submitted as an individual activity and be assessed in terms of its relevance to the individual as assessed against the competencies.
- Teaching CPD cannot be claimed by an architect employed in teaching architecture by a university or institute having a permanent appointment at any level of fraction or having a contract appointment of more than one-year at any level of fraction.

- **3. Individual CPD**, for which points are pre-allocated as a guideline for types of individual activities (see attached table) but for which an explanation is required as to the relevance to the architect of the activity against a unit or across units of competency. Individual activities are individually assessed to confirm points allocation within the guideline.

- Where individual activities are essentially the same as scheduled activities (e.g. talks, visits, seminars, and conferences) except that they have not been scheduled, they shall receive time-related points on the same basis -typically allocated at the rate of between 5 and 10 points per hour assessed on the same basis as for scheduled activities, except that additional points shall be allocated if particular relevance to the architect is demonstrated in their application.
- Individual CPD that is not time-related is considered to be active learning (typical individual activities are: giving a conference talk or lecture, formal study, publishing an article or paper). Individual CPD is allocated after assessment guided by the attached table.

SCHEDULE A (revised September 2009)

TABLE OF POINTS FOR ACTIVITIES

1. SCHEDULED ACTIVITY POINTS (Ceiling per type of activity)

	10	50	100	150
Attendance-talk/tech visit/etc base 5-10/hr	10			
Attendance-conference/w'shop/etc 6hr	30-60 see QA notes			
Attendance-conference/w'shop/etc 2day	40-80 see QA notes			
Attendance-conference/w'shop/etc 3 day (max)	50-100 see QA notes			
Concentrated workshop course, eg Masterclass 1 week=200 max	200			

2. SPECIAL ACTIVITY POINTS (Ceiling per type per annum)

	10	50	100	150
National Visiting Panel (3 days)	200			
Annual Visiting Panel (1 day)	50			
NZRAB Assessors Workshop (1 day)	50			
NZRAB Assessment (40pt ea max 2)	80			
Architectural Awards Panel	50			
Architectural Awards Convenor	80			
Other Awards Panel 30pt/day max 60pt	50			
Graduate Dev Presenter / session	10			
Graduate Dev Presenter / weekend	80			
CPD Presenter (range 20 to 80pt)	80			
Practice Support Group (10ea max120)	120			
Office Training Group (10ea max120pt)	120			
Professional journals (max 20pt)	10			
Reading books (10ea max 50pt)	50			
Movie (5ea max 20pt)	10			
Research visit (10ea max 90pt)	90			
Site-safe certification course	10			

3. TEACHING ACTIVITY POINTS (Ceiling per type per semester)

	10	50	100	150
One-off tutoring/review/w'shop/site visit	15pt			
1/2 semester studio tutor min 4hr/wk	50			
Full semester studio tutor min 4hr/wk	100			
Tutor theory/research 15/student max 60	60			
Examine studio 15 students=15pt max30	30			
Examine written work (max 30)	30			
One-off lecture 1hr to 1.5hr @ 20 pt max 40	40			
Lecture series min 6 @ 1-1.5hr max 60	60			
Lecture series min 12 @ 1-1.5 max 100	100			

