

## About the CPD Programme

Continuing Professional Development (CPD) for our industry is “the systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the undertaking of professional and technical duties related to working as a Building Officer, Accredited Building Surveyor etc...”.

The reasons for introducing CPD are:

- To allow individuals to demonstrate levels of proficiency and professionalism
- To enhance the skills of individuals
- To encourage a better trained workforce with ongoing professional development
- Recognition of experience and qualifications
- To lift the status of Building Officials by maintaining knowledge and skills within the profession
- To lift the status of Institute membership
- To encourage building consent processing and inspection bodies to develop continual training for their personnel in accordance with Clause 8, AS/NZS ISO/IEC 17020:2000 - General criteria for the operation of various types of bodies performing inspection.

Who must participate:

Participation in the CPD programme is not compulsory to retain membership of the Institute. However we encourage all members to participate in the CPD Programme.

- All licensed members of the Institute who are actively engaged in the building industry (except those listed below) are required to comply with the CPD scheme in order to retain their status as being licensed or accredited
- Retired and Honorary members do not have to partake in the CPD scheme. However, retired members who wish to make themselves available for temporary assignments should consider maintaining their professional development.
- Student, associate and corporate members can participate in the CPD scheme, if they wish.

Acceptable CPD includes:

- Attendance at Institute endorsed conferences and training seminars
- Academic courses and individual studies
- Published material and lectures
- Professional reading.

Participants are required to complete at least 30 CPD points per annum.

Members who attend training courses through the Training Academy do not need to submit their CPD points as this is collated on the Institute’s database. However, if members participate in other training they should enter their CPD details into a log, which is to be lodged with the Institute’s National Office by 31 December each year.

Participants should collect supporting evidence of attendance at courses and seminars.

<b>Activity</b>	<b>Allocation of Points</b>
<b>Conferences, seminars, training, and meetings.</b>	<b>Maximum 30 per annum</b>
Institute / AIBS Conference	0.5 points per hour
Institute endorsed Short courses, seminars, workshops – non assessed	0.5 points per hour
Institute Branch meetings where guest speaker is invited / training day	0.5 points per hour
Training Academy events	0.5 points per hour
SIG Forums	
Institute Executive meeting	1 point per hour
Government, LGNZ or Standards NZ committee	1 point per meeting
Active participation in an Institute project team	1 point per hour
<b>Academic Courses and Individual Studies</b>	<b>Maximum 20 per annum</b>
Undergraduate studies	5 points per subject
Post graduate studies	10 points per subject
Institute Endorsed Assessed courses and certificates	1.5 points per hour
<b>Published Material &amp; Lectures</b>	<b>Maximum 10 per annum</b>
Professional research, the results of which culminate in published form (> 4,000 words)	5 points per paper
Preparation and presentation of lecture/paper (> 4,000 words)	5 points per paper
Preparation of article published in official BOINZ magazine (> 1000 words)	3 points per article
<b>Professional Reading</b>	<b>Maximum 5 per annum</b>
Professional and Technical reading.	1 point per 3 hours reading.

## CPD Points Log

Date	CPD Activity	Training Provider	Location	CPD Points
<b>Conferences, Seminars, Training, and Meetings</b>				
<b>Academic Courses and Individual Studies</b>				
<b>Published Material &amp; Lectures</b>				
<b>Professional Reading</b>				
			<b>Total</b>	

I hereby certify that I have undertaken continuing professional development for the period.

1<sup>st</sup> January: \_\_\_\_\_ to 31<sup>st</sup> December \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

Organisation: \_\_\_\_\_

**Please ensure you attach copies of your certificates for non-Training Academy courses.**