



CPD - THE KEY TO QUALITY



Continuing Professional  
**Development**



**REGISTERED**  
Building Practitioner

# CPD – your commitment to your profession, yourself and your customers

'Learning is a lifelong process of keeping abreast of change.' Peter F. Drucker



Continuing Professional Development (CPD) is the ongoing learning you choose to undertake that helps you keep up-to-date with industry changes like legislation or the latest in industry products. This is achieved by attending industry conferences, seminars, meetings, information sessions or other CPD activities. (See page 4.)

Registered Building Practitioners (RBPs) are encouraged to continue learning throughout the lifetime of your registration.

Though participation in CPD is voluntary, you're risking your business and professionalism if you don't keep up with industry trends, business know-how and regulatory changes.

So, if you're interested in really growing your business, developing your client base and improving the quality of your work, then CPD is something you can't ignore.

Did you know that any money spent on CPD learning is tax deductible?

# CPD benefits and rewards



## Your CPD benefits

Regardless of your category of registration, the benefits of CPD are clear:

- A better product
- Better business practices
- A safer working environment
- Fewer disputes
- And, most importantly, satisfied customers who recommend you to others!

CPD is supported by industry associations and professional institutes such as the Australian Institute of Quantity Surveyors, the Australian Institute of Building Surveyors, the Building Designers Association of Victoria, the Housing Industry Association and the Master Builders Association.

## CPD is a three-step process

- Step 1** Choose a CPD activity
- Step 2** Attend
- Step 3** Record and report

## Your CPD rewards

### CPD status

Your CPD status is displayed against your Registered Building Practitioner (RBP) record, when searched on the Building Commission's

website. The Yes CPD status highlights your CPD achievement. The No status shows the full CPD points are yet to be achieved.

## CPD Rewards Pack

All practitioners who report their full CPD points each year receive a CPD Rewards Pack, which includes a quotation pad and stickers for use on stationery and signage.

## CPD Certificate

Every RBP who earns the required points in any given 12-month period is recognised by the Building Practitioners Board with a Certificate of Completion. This makes it important to keep track of your CPD points on the CPD Passport of Quality or eToolbox.

## CPD Awards

Every year an awards night honours those who excel in CPD. Almost a dozen awards are presented at this special awards event. The evening is highly regarded by industry and is attended by the Minister for Planning, the Building Commissioner and the Chairperson of the Building Practitioners Board along with other industry leaders. All RBPs are encouraged to enter the awards. More information can be obtained by going to: [www.buildingcommission.com.au](http://www.buildingcommission.com.au).

'CPD is essential to my personal and professional development, which benefits my community, municipality, the building surveying profession and the greater building industry.'  
Chris Watson, Winner 15-Point Category

# What CPD activities can I do?

There are many CPD activities available.

## Group 1

Structured or formal activities which generally involve some level of assessment

## Group 2

Hands-on activities such as reading, supervising or belonging to an association

"Just a quick note to express my sincere thanks for the marketing workshop held at Traralgon last Friday ... I am in my 44th year of building and thought I just about knew it all, but I came away with some great new ideas to market my business, ideas that I have begun putting into action already. Oh, and I didn't just come for the CPD points either. Thank you again for a great day."

## Les Peters

Les Peters Builder, Coronet Bay

## Group 1 activities are:

### Industry-based education

- Includes training provided by approved providers, such as your professional association

### Attending seminars/workshops

- Any industry-related seminar or workshop

### Short courses

- Generally includes a course of less than 6 months

### University education

- Includes degrees, post graduate diploma

### Vocational training

- Includes education and short courses delivered by TAFE or registered training organisations

### Information sessions/trade sessions/conferences

- Includes structured events hosted by industry associations, suppliers and manufacturers

### Structured on-the-job training

- An agreed program between an RBP and another party with specific start and finish dates

'CPD is as important to my business as obtaining my initial qualifications.'  
Mike Mettes, Winner 5 Star Sustainability



## Group 2 activities are:

### Meetings

- Attendance at industry-related meetings or industry-related matters

### Committee representation

- Being on the committee of industry-related bodies

### Discussion groups

- Discussion groups run by industry bodies or a professional industry presenter

### Mentoring

- A formal arrangement between a mentor and a less experienced or junior practitioner to share industry knowledge and provide business guidance.

### Lecturing

- Presentation of lectures or keynote papers in a formal setting

### Article preparation

- The preparation of papers or publications for seminars, conferences, journals, books, technical papers and magazines

### Private/individual studies

- Includes time spent reading books, journals, magazines, manuals and other pertinent information on topics aimed at updating and extending knowledge, skills and practice

### Apprentice

- Must involve a formal contractual arrangement between an apprentice and a supervisor

### Service to the Industry

- Service on an industry board

### Subscription to Building Code of Australia (BCA)

- BCA is a set of technical provisions for the design and construction of buildings and other structures throughout Australia

### Membership of industry association/ professional institute

- Recognition of membership of an approved industry association/or institute

'The CPD concept drove me to start training and I kept going because I was getting so much out of it, that is personally and for my business.' Jason Laity, equal Winner 15-Point Category

# Earning CPD points



Now you have seen what you can do, let's look at how you start collecting those points.

**Generally one hour of CPD work will earn you one CPD point.** Different categories of registration earn a specific number of points in a 12-month period.

- Builders, demolishers and erectors of temporary structures should aim to report a minimum of 12 points (minimum of 9 points earned from Group 1)
- Engineers, building surveyors, building inspectors, draftspersons and quantity surveyors should aim to report a minimum of 15 points (minimum of 10 points earned from Group 1)

You can begin your CPD once you become registered or once you renew your registration.

Points are accumulated for time of actual attendance/involvement with the different activities over the 12-month period from your date of renewal or registration.

Which activities you choose to make up your CPD points is up to you. The idea is to choose activities that suit your professional development and business needs. If you earn more than the required number of CPD points in one year, you can carry-over a portion of your extra points to the following year.

If you're in the 12-point category, you can transfer a maximum of 6 points to your next CPD year. If you're in the 15-point category, you can transfer a maximum of 8 points.

## Find a CPD activity

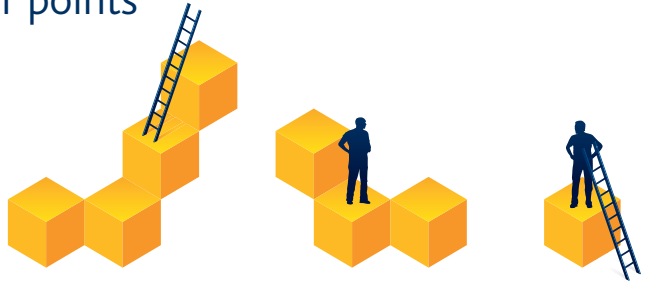
To find the latest on training activities visit your industry association, professional body, the CPD training calendar or CPD Provider list at [www.buildingcommission.com.au](http://www.buildingcommission.com.au)

## CPD Providers

CPD Providers are approved by the Building Commission to deliver industry relevant training.

'I attend seminars and workshops so I can get up to speed and accurately guide my clients.'  
Rod Dawson, Winner 12-Point Category

# Keeping track of your points



## There are several ways to manage your CPD records

1. You can choose to record and manage your own CPD activities. This is where your CPD Passport comes in handy. Simply write your activity in the passport, along with the date, the provider and the points.
2. This is where eToolbox comes in handy. Go to [www.buildingcommission.com.au](http://www.buildingcommission.com.au) and log on to eToolbox. It allows you to record your CPD points online throughout the year.
3. Your industry association can provide this information to you or the Building Commission on your behalf.

## How To Report

You only need to report your CPD point once a year. The best time to do this is when you renew your registration. Simply complete the CPD section on your registration renewal form along with your other details and return to the Building Commission or update your records on eToolbox. Use your 'CPD Passport to Quality' to remind you of the activities you have completed for your renewal period.

If you have completed CPD and not reported it at the time of your annual registration renewal, you can report your CPD via eToolbox, go to: [www.buildingcommission.com.au](http://www.buildingcommission.com.au).

'Since completing many workshops on Occupational Health and Safety, I now have a greater understanding and appreciation for safety on site.'  
Adriano D'Aspromonte, Highly Commended 12-Point Category.

## A message from the Building Practitioners Board

The Building Practitioners Board is responsible for 24,000 registrations of Victorian builders and building professionals, supervising and monitoring their conduct and ability to practise. The Board and the Building Commission introduced Continuing Professional Development (CPD) to ensure the high standards of the building industry are maintained.

In an industry that is as fast-paced as building, you can never rest on your laurels, and you can never stop learning. Which is why, in a voluntary CPD program, it is important there is appropriate recognition given to those enhancing and applying their skills.

The annual CPD Awards are a chance to do just that and celebrate some of the outstanding achievements in Victoria's building industry. The Awards recognise the value Registered Building Practitioners who undertake CPD bring

to the industry through their further study or training. Look out for the CPD Awards nomination information.

Continuing Professional Development is an important component of the building industry as shown by the testimonials in this brochure. There may even be hidden benefits that you didn't expect, such as this CPD Award recipient found: *'CPD training has provided us with contacts that have really benefited the business. After a course has finished we've been able to go back and talk to the training provider or make contact with others in the course. I never thought I would get this benefit from taking on CPD.'* Jason Laity, Equal Winner 15-Point Category.

The Board encourages all Registered Building Practitioners to participate in CPD and we look forward to celebrating your successes as you discover the benefits.

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### Need more information?

Go to the Building Commission website:  
[www.buildingcommission.com.au](http://www.buildingcommission.com.au)  
or contact Practitioner Services on 1300 815 127

You can also contact your industry association or professional body or visit their websites.

### Contact

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