



AIB Policy on Continuing Professional Development

Objective

1.2.1 The Australian Institute of Building's (AIB) clear message under its main livery is "Advance through Learning". In fulfilling this, the AIB has a responsibility to encourage and support its members to undertake continuing professional development (CPD) activities aimed at extending or updating their knowledge, skills or judgment as a Chartered Builder™ in their area or areas of practice. This in effect enables them to:

- maintain technical competence;
- retain and enhance their effectiveness
- help, influence, communicate with and lead others by example;
- successfully deal with changes in their career; and
- better serve the profession and the community.

1.2.2 The AIB through its Chapters and via a nationally coordinated on-line course program provides a variety of CPD activities including short-courses, seminars, forums and practically focussed site visits. The AIB also partners with other training providers to offer additional opportunities for undertaking CPD.

CPD Requirements

1.2.3 The AIB recognises that Building Practitioners can extend their knowledge, skills and judgement and stay up to date with both relevant and current material through a number of activities such as:

- Learning activities in the workplace** that materially extend competence in the area of practice and compliment the acquisition of new knowledge
- Formal Study** (postgraduate), other studies and courses with assessment
- Short courses**, workshops, seminars and discussion groups, conferences, technical inspections and Practice/Discipline meetings with learned colleagues, experts, or leading authorities
- Research and Publication**, including preparation and presentation of material for conferences, seminars and symposia as well as lecturing courses
- Personal reading and private study** that extends knowledge and skills
- Service to the Profession**, and
- Other types permitted, and recognised**

1.2.4 CPD requirements apply to the following AIB Member grades:

- Associates
- Members
- Fellows

Students and Honorary members including Life Fellows are exempt from CPD requirements.

CPD Points

1.2.6 By undertaking CPD activities, members are credited points at the rate of one point per hour of CPD up to set limits (shown in the table below). Members will be required to undertake a minimum of 70 hours CPD over a three-year period, with a minimum annual requirement of 20 hours. This requirement will be phased in, with the initial triennial period commencing on 1 April 2018 and concluding 31 March 2021. A maximum of 10 hours per year or 30 hours per triennium can be claimed for unstructured/private study

1.2.7 CPD points are awarded as per the table below. Note: The allotment of points can be considered by the AIB and varied on a case by case basis.

Theme	CPD Activity	Credits per activity	Max credits per year
Formal Study and Qualification Upgrade	Undertakes formal relevant learning (where not a student member) e.g post grad degree, degree, diploma or certificate.	10 points	10
		(on any formal qualification)	
	Short courses through AIB Online	2 points	10
		(per course)	
	Attendance at technical presentations, site visits or AIB Chapter events	3 points	9
		(per event)	
	AIB Accredited Training Courses	6 points	6
Short Courses and Workshops	Industry training seminars or workshops of technical relevance.	5 points	5
	Also as a facilitator – which includes preparation and delivery (2 hrs minimum attendance required)		
	Industry training seminars or workshops of technical relevance.	3 points	9
	As an active attendee – (2 hrs minimum attendance required)	(per event)	
Personal Study	Private Study and Research that extends professional skills	1 point	5
Research and Publications	Industry publications (other than manufacturers promos) e.g writing articles for Industry related publications	5 points	10
		(min 1500 words)	
	Research and publishing of industry related topic publication based on established international research and publishing rating system (published in an AIB industry related publication or similar)	10 points	10
Lecturing / Guest Presenter	Lecturing/teaching at a recognised tertiary institute as a guest speaker.	5 points	10
		(per session)	
Licensing / Registration	Participation in Registration / Licensing programs	Licencing Board rates to apply	10
Service to the Institute	Industry service e.g AIB Council or Chapter.	3 points	5
	Attend working sessions and active participation at a national or State AIB conference	5 points	5

1.2.8 A reduction of hours for CPD requirements is available for members who are not working, or working part time hours. Where such a situation occurs, the member can apply to the CEO to have a total or partial reduction of their CPD requirements.

CPD Records

1.2.9 Members will be responsible for recording of their CPD activities using the AIB Diary on the AIB Website. Members should record the details of the CPD including the type of CPD, the date of training, the training provider and number of points in accordance with the table listed in this document.

Review of CPD Records

1.2.10 The AIB National office will review on an annual basis a random selection of 10% of members to verify they are meeting their CPD obligations.

1.2.11 Members who do not provide sufficient evidence of continuing professional development may have their membership status downgraded or potentially suspended.

Guiding Foundation Principle for CPD

1.2.12 The guiding foundation principle for all CPD assessment will be based around the following historical extract from the Institute and any questions, interpretation, meaning or certainty needed will be taken from the sentiments made and values expressed below: -

“In the long run, standards are kept, whether by individuals or groups of men, by pressure from within ... You are such an association, formed to provide a joint conscience, to set up and insist on standards of competence, skill and integrity in your profession ... You aim to make membership of this Institute not only a guarantee of quality and of competence, but also a badge of commercial integrity.”¹

¹ A description of the role of the Australian Institute of Building by Field Marshall Sir William Slim , Governor General of the Commonwealth of Australia, when opening the First Annual Conference of the Institute at Albert Hall, Canberra 15 May 1957