



BUILDING DESIGNERS
ASSOCIATION OF AUSTRALIA



BUILDING DESIGNERS
ACCREDITATION & TRAINING

The background of the lower half of the page is a dark grey architectural wireframe of a modern building. The lines are thin and light grey, creating a complex grid of structural elements. A large, bright green arrow points from the right side towards the center, partially overlapping the wireframe. The overall composition is clean and professional, with a strong emphasis on architectural design and professional development.

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

Annual Return Information Booklet

Annual Continuing Professional Development (CPD) reporting is compulsory for the following participants:

1. All Members of the Building Designers Association of Australia at the following Membership Levels:

- a) Full Practice Members
- b) Full and Full Fellow Members
- c) Chartered and Chartered Fellow Members

2. All Accredited Building Designers who hold Accreditation with Building Designers Accreditation and Training (BDA&T).

Affiliate, Practice, Associate and Student Members are encouraged to participate in the Building Designers Association of Australia's CPD Program, but it is not compulsory for these levels of Membership.

It is broadly accepted that all professional bodies must adopt and administer a Continuing Professional Development (CPD) Program which ensures participants take an active role in CPD activities within their industry to ensure they are:

- Working to maintain and improve professional conduct
- Keeping abreast of the latest industry product knowledge
- Maintaining high ethics and work standards

This program acknowledges the many facets of a Building Designer's role in the industry. The very diverse nature of the professional function and different locations of the participants, have all been guiding factors in this policy's formation.

The following pages list the professional activities with applicable points awarded. In general, points are awarded per hour of participation in formal meetings, seminars, training, etc or as directed by the CPD Management Committee. In some cases, activities may need to be referred to the BDA&T Management Committee for determination. These requests must be submitted in writing and sent by email directly to: secretary@bda.training.

If a participant is unable to achieve the required CPD points within the year, a written submission noting the circumstances is to be sent to the BDA&T Management Committee by email to: cpd@bda.training, to be considered on its merits and individual circumstances. The BDA&T CPD Management Committee, acting on behalf of Building Designers Association of Australia's National Council, will consider all submissions made by members and rulings will be made on a fair and even basis.

All members of Building Designers Association of Australia will be issued with details for the BDA CPD App including instructions regarding its installation, usage and reporting. This is for use on smart phones or tablets to enable the participants to record their attendances at BDAA's sanctioned meetings, seminars and conferences etc. via a QR code.

Those participants who do not use the BDA CPD App for logging and reporting their CPD activity, will be required to enter all information into the CPD Record of Participation Statement. This can be accessed via our website at [www.bdaa.com.au/accreditation & cpd](http://www.bdaa.com.au/accreditation&cpd). A CPD Record of Participation Statement is only to be submitted if participant is not submitting CPD return by the Building Designers Association of Australia's CPD App.

The CPD Reporting Period is from 1 July-30 June annually. Either the CPD Record of Participation Statement or CPD App lodgement must be submitted by email to: cpd@bda.training no later than 1 July annually. With this new system, no points will be allowed to be carried over to the next reporting period. New participants that join after commencement of each CPD year will need to submit on a pro rata basis. Information regarding this will be sent to these participants direct.

Annual CPD Statements may be subject to an audit at any time. As such participants should retain their evidence to support points claimed for a period of 5 years. In all instances, contact will be via email. It is not the CPD Management Committee's responsibility if you fail to respond to these emails.

Participants must attain a minimum of 25 points per CPD year

Building Designers Association of Australia sanctioned CPD events

CPD points for the following Activities are calculated on the basis of 1 CPD point per hour, with a maximum of 6 points per day to be allocated. The reporting period is calculated from 1 July to 30 June.

ACTIVITY A PROFESSIONAL CONFERENCES AND MEETINGS	
Building Designers Association of Australia, HIA, MBA, AIA and Similar Professional Associations.	
If any of these conferences or meetings are not officially sanctioned by Building Designers Association of Australia, content, details of the conference/meeting should be forwarded to the CPD Management Committee via email to: secretary@bda.training for ratification and point allocation.	
1. National Conferences:	
<ul style="list-style-type: none"> • Building Designers Association of Australia sanctioned conferences • Building Designers Association of Australia sanctioned seminars 	6 points per day 3 points per ½ day Max 12 points per reporting period
2. Conferences Conducted by Other Professional Organisations:	
<ul style="list-style-type: none"> • Content details of the conference/meeting should be forwarded to the CPD Management Committee for ratification and point allocation • Must contain presentation of technical and/or product knowledge material 	1 point per hour Max 6 points per reporting period
3. Chapter Meetings With Educational Speaker:	
<ul style="list-style-type: none"> • Building Designers Association of Australia Chapter Meetings 	½ point per ½ hour 1 point per hour 2 points for 2 hours Max 2 points per meeting
4. Educational Workshops/Seminars:	
<ul style="list-style-type: none"> • For example, up-dates to Building Codes and Standards, seminars explaining Building Contracts, Contract Administration, Webinars related to the built environment, building legislation and building procedures 	½ point per ½ hour 1 point per hour Max 2 points per workshop/seminar
5. Trade Shows:	
<ul style="list-style-type: none"> • Trade Shows of high standard, where more than 10 Industry Exhibitors present products for display and demonstration, and large Regional Shows 	Maximum 3 points per reporting period
6. Lectures:	
<ul style="list-style-type: none"> • Lectures regarding building design, architectural projects, etc 	1 point per hour Max 6 points per reporting period

ACTIVITY B TERTIARY EDUCATION

University/TAFE/Nationally Accredited Training Delivered by an RTO. Must be allied to building design, project management or business management, the actual course description and details of the course must be added to the participants CPD claim.

1. Degree Course:

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| <ul style="list-style-type: none"> Course Name RTO delivering the Course | Max 12 points per reporting period |
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2. Associate Degree/Advanced Diploma Courses:

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| <ul style="list-style-type: none"> Course Name RTO delivering the Course | Max 10 points per reporting period |
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3. Diploma Course:

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| <ul style="list-style-type: none"> Course Name RTO delivering the Course | Max 8 points per reporting period |
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4. Certificate Course:

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| <ul style="list-style-type: none"> Course Name RTO delivering the Course | Max 6 points per reporting period |
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5. Adult Education and Other Academic Certificate Courses:

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| <ul style="list-style-type: none"> Course Name RTO delivering the course | Max 6 points per reporting period |
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6. Completion of an Approved Contract Administration Course:

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| <ul style="list-style-type: none"> Course Name RTO delivering the Course | Max 6 points per reporting period |
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Note: Approved on-line or face to face courses are those nationally accredited by an RTO: 1 point per day. Maximum points per reporting period as listed beside each category. For courses exceeding one year in duration must complete a year training. For shorter courses of less than one (1) year duration completion of the course. Submission of attainment certificate mandatory.

ACTIVITY C PROFESSIONAL AND TECHNICAL ACTIVITIES

1. Government Boards and Committees:

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| <ul style="list-style-type: none"> Standards Association, TAFE and Curriculum Boards where meeting relates to the built environment | 1 point per hour
Max 2 points per meeting |
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2. State and Local Government Information Seminars:

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| <ul style="list-style-type: none"> Instruction and information on Codes, changes to and development of policies, general seminars on local issues, DCPs, LEPs | 1 point per hour
Max 2 points per meeting |
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3. Conducting Formal Training Sessions:

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| <ul style="list-style-type: none"> Lecturing at University, TAFE, recognized professional seminars on matters concerning Building Design, Sustainable Design, Project Management or subjects aligned with Building or Business Management Technical presentations at Building Designers Association of Australia Chapter meetings | 1 point per hour
Max 2 points per session
Max 10 points per reporting period |
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ACTIVITY D BUSINESS AND PERSONAL DEVELOPMENT

Must be allied to a building design business

1. Business Planning:

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| <ul style="list-style-type: none"> Business Management Course, Management, Financial Planning, Strategic Planning, Taxation Laws | 1 point per hour
Max 6 points per reporting period |
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2. Membership of a Professional Industry Based Organisation:

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| <ul style="list-style-type: none"> Membership of building industry organisations | 1 point per organisation
Max 2 points per reporting period |
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3. Personal Development:

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| <ul style="list-style-type: none"> Leadership courses Health and Safety courses Communication courses Employer training courses | 1 point per hour
Max 6 points per reporting period |
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4. Research:

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| <ul style="list-style-type: none"> Technical research pertaining to building design, work related subjects Viewing videos pertaining to building design work, or related subjects | ½ point per ½ hour
1 point per hour
Max 3 points per reporting period |
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5. Submission to BDAA Design Awards:

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| <ul style="list-style-type: none"> Submission to BDAA Chapter Design Awards Submission to BDAA National Design Awards | ½ point per submission
Max 2 points per reporting period
1 point per submission
Max 4 points per reporting period |
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ACTIVITY E MENTORING

Refer to the Building Designers Association Australia Mentoring Scheme

1. Mentoring - Under Building Designers Association of Australia Mentoring Scheme:

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| <ul style="list-style-type: none"> Mentoring involving the continuous education of a trainee or apprentice who is enrolled in an approved Drafting or Building Design course The mentor may only claim for one trainee irrespective of the number employed | 10 points on the successful completion of the mentoring period |
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ACTIVITY F SUBSCRIPTIONS

Subscriptions received on a regular basis either paid for or received free in the mail

1. Registration for BCA (NCC) and Australian Standards:

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| <ul style="list-style-type: none">• Registration must include all relevant BCA referenced Australian Standards | 6 points |
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2. Specification writing editions:

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| <ul style="list-style-type: none">• e.g. BDASpec, Natspec, Southspec, etc | 2 points per publication
Max 2 points per reporting period |
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3. Purchase Relevant Australian Standards:

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| <ul style="list-style-type: none">• Australian Standards must be relevant to the building industry | 1 point each
Max 4 points per reporting period |
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4. Trade Journals:

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| <ul style="list-style-type: none">• On line and hard copy journals and/or books | 1 point per journal
Max 3 points per reporting period |
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ACTIVITY G INDUSTRY SPECIFIC TRAINING

For example: CAD specific training, BASIX and ABSA (e.g. Accurate) training. No points will be given for user groups.

1. Work related CAD/BIM Training:

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| <ul style="list-style-type: none">• Training – where certificate of attainment is issued | 1 point per hour
Max 6 points per reporting period |
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2. Training in Sustainable Energy Design:

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| <ul style="list-style-type: none">• ABSA, NATHers, Sustainable Design where certificate of attainment is issued | 1 point per hour |
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3. Training Courses Allied to Building Design by Recognized Building Industry Organisations:

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| <ul style="list-style-type: none">• HIA, MBA, AIA etc. – where certificate of attainment is issued | 1 point per hour, depending on the course content
Max 3 points per course |
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Thinking outside the lines...

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