# BDAQ CONTINUING PROFESSIONAL DEVELOPMENT PROGRAM

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| BDAQ Member Name: |  | | | |
| Contact Details - *Address:* |  | | | |
| *Phone:* |  | | | |
| *Email:* |  | | | |
| BDAQ Membership No: |  | | | |
| BDAQ Membership Category: |  | | | |
| QBCC Licence No: | *(if applicable)* | | | |
| PI Renewal Date: |  |  | *(if applicable)* | |
| CPD Log Dates: | From March | *(year)* | to February | *(year)* |

## INTRODUCTION

BDAQ aims to protect and promote the profession of Building Design. One way which this can be achieved is to provide members with a platform by which they can demonstrate their commitment to maintaining relevant and current knowledge of technical, professional and ethical standards. This commitment to continuous learning will set our members apart from non members.

Not only will you have a measurable level of personal and professional advancement of your Building Design knowledge and skills set, you will also contribute to the improvement of the BDAQ membership body. This program will contribute to ensuring that BDAQ continues to be recognised as the industry association leader for Building Designers in Queensland and improves BDAQ’s position with complementary and aligned professionals in the Building and Construction Industry.

Maintaining a CPD program is viewed favourably by insurance underwriters and may result in additional benefits through reduced premiums for your Professional Indemnity Insurance Policy.

This CPD program aims to support BDAQ members in achieving the first two of the seven keys of the BDAQ Code of Ethics:

***BDAQ Code of Ethics***

1. *Members shall truly and diligently carry out their obligations in the awareness that their prime commitment and responsibility is to maintain and promote the highest standard within the built environment community with consumer protection being paramount.*
2. *Members shall continuously improve their knowledge of the profession by keeping informed about changes in the building industry and associated legislation, to provide increasingly effective sustainable design solutions for the community.*

## PROGRAM OUTLINE AND PROCEDURE

Key dates and basic procedure

* The *CPD year* will start on 1 March, coincident with the membership year and conclude on the last day of February the following year.
* At the beginning of the CPD year, BDAQ members should read through the information under “Required level of commitment” (next page) and note the annual requirements for their relevant member category.
* This document can then be completed electronically throughout the CPD year to record all relevant activity.
* At the end of the *CPD year*, members must print, sign, then scan and submit by email to BDAQ administration ([admin@bdaq.com.au](mailto:admin@bdaq.com.au)) by the due date, 1 April.
* BDAQ staff will process and approve members’ CPD records before the annual BDAQ Membership renewal date on 1 May (membership invoices will be sent by the BDAQ at the beginning of April).
* Once the member’s CPD records have been processed and approved, and their annual fees are paid, BDAQ will issue a ***Current BDAQ Membership and CPD Certificate of Compliance***. BDAQ members may then keep this for their records and when required, present to the QBCC at licence renewal and to PI Insurers.

All members are responsible to retain for a period of three years all relevant records such as CPD attendance certificates, memberships and academic certificates issued by BDAQ and other providers to support your CPD program. This information will not be required to be submitted to BDAQ but may be used as formal evidence of your CPD where relevant by authorities and insurers. BDAQ will conduct annual compliance audits of randomly selected members.

Please ensure you sign all attendance forms when provided. Informal activities do not require any certified proof of action.

BDAQ will keep members informed of any updated versions of this document. In the meantime, the year in the document header can be readily updated by double left clicking in the header, and typing the relevant year.

Planning your own CPD Program

When planning the CPD program best suited to you and your improvement needs, refer to the table on page 4. This sets out formal and informal CPD criteria and corresponding earning points. Refer to this information for relevant Activity Codes when completing the CPD log on the following pages. Your CPD may comprise of all Formal Activities or a combination of Formal and Informal Activities.

Formal and Informal activities are defined clearly, so plot the appropriate activity code, date, duration and table the points you have earned. Describe briefly each event name, location and the organisation. Informal activities have their own table and a brief description of what you have read or watched and some key points you learned will be adequate. An example is given in the table which you can delete after initial reading.

## REQUIRED LEVEL OF COMMITMENT

### CPD COMMITMENT for the Member Category

1. I will undertake Continuous Professional Development to the extent that I will achieve a minimum of 20 points in any one year period, in accordance with the attached CPD program; and
2. I will attend an approved workshop or seminar on WHS or Risk/Quality Management for Building Design Practices; and
3. I will attend at least one branch meeting in the CPD year.

### CPD COMMITMENT for the Affiliate Member Category

1. I will undertake Continuous Professional Development to the extent that I will achieve 10 points in any one year period, in accordance with the attached CPD Program; and
2. I will attend at least one branch meeting in the CPD year.

*Signature:*

*Name: Date:*

# ACTIVITY CODES FOR EARNING CPD POINTS

## EDUCATION ACTIVITIES

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Activity** | **Points Allocated** | **Min/Year** |
| E1 | Approved Degree or Diploma Course | 12 per unit successfully completed | no minimum |
| E2 | Approved Certificate IV Course | 10 per unit successfully completed | no minimum |
| E3 | Approved Certificate III Course | 8 per unit successfully completed | no minimum |

**TECHNICAL & BUSINESS TRAINING ACTIVITIES**

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| --- | --- | --- | --- |
| **Code** | **Activity** | **Points Allocated** | **Min/Max/Year** |
| T1 | BDAQ Masterclass or Technical Meeting | 1 per hour attended | no minimum |
| T2 | Approved technical or trade presentations | 1 per hour attended | no minimum |
| T3 | Approved Industry seminars, conferences or workshops | 1 per hour attended | no minimum |
| T4 | BDAQ Branch Meeting | 1 per meeting attended | Min 1 point |
| T5 | Registered course by an approved RTO (includes ESBD training) | 6 per course completed | no minimum |
| T6 | Risk, WHS or Quality Management seminar | 1 per hour attended | no minimum |
| T7 | Approved structural site visits and study tours | 1 per hour attended | no minimum |

**PROFESSIONAL ACTIVITIES**

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| --- | --- | --- | --- |
| **Code** | **Activity** | **Points Allocated** | **Min/Max/Year** |
| P1 | Approved Industry committee membership | 2 per meeting attended | no minimum |
| P2 | Other aligned industry association membership with CPD program compliance | 4 per membership | no minimum |
| P3 | Preparation and delivery of approved units, lectures, webinars, workshops or papers | 8 per presentation/unit prepared and delivered to industry | no minimum |
| P4 | Preparing written responses to government legislation, etc. | 5 per document | no minimum |
| P5 | Advisory Groups regarding Building Codes, town planning, education, etc. | 5 per advisory group | no minimum |
| P6 | Active BDAQ roles at branch, state, national, committee levels | 4 per role per year served | no minimum |
| P7 | Mentoring Members and Student Members (provide their name and topic/issue) | 4 per mentee | Max 12 points |

**INFORMAL LEARNING**

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| --- | --- | --- | --- |
| **Code** | **Activity** | **Points Allocated** | **Max/Year** |
| R1 | Reading approved books, journals, manuals, standards, watching industry documentaries etc. | 1 per 2 hours of private study. Details of source and chapters, articles or other relevant  information must be logged. | Max 10 Points |

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| ***CPD LOG FORMAL ACTIVITIES:***  ***EDUCATION, TECHNICAL & BUSINESS TRAINING AND PROFESSIONAL ACTIVITIES*** | | | | | |
| **Date** | **Activity Code** | **Brief Description** | **Duration** | **Points Claimed** | **Points Approved** |
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| **TOTALS** | | | |  |  |

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| ***CPD LOG: INFORMAL LEARNING*** | | | Activity Code: **R1** | | |
| **Date** | **Duration** | **Brief Description, including key points learnt** | | **Points Claimed** | **Points Approved** |
|  |  | ***Example:*** *Read Chapter 3 Design Principles, Living Architecture: Green Roofs and Walls by Hopkins & Goodwin, 2011*   * *Wind issues* * *Orientation* * *Types of green roof layers and design* * *Green wall design principles* * *Watering methods* * *Maintenance* | |  |  |
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| **TOTALS** | | | |  |  |

I hereby declare that I completed the Professional Development as noted, and that the information contained within this CPD record is true and accurate. I have retained relevant proof of formal and informal points earned.

*BDAQ Member’s Signature:*  *Date:*

I hereby declare that I have sighted this BDAQ member’s logbook record, and that the CPD record does appear to be true and accurate to the best of my knowledge.

*BDAQ Executive Officer’s Signature: Date:*