



AUSTRALIAN INSTITUTE OF LANDSCAPE ARCHITECTS

Continuing Professional Development

Guidelines

Revised January 2008

Continuing Professional Development (CPD) Program

Information Guidelines

WHAT IS CPD

- The Continuing Professional Development (CPD) Program is now required to be undertaken and reported on by all Registered Landscape Architects.
- CPD should be structured as an ongoing program of self-education to broaden knowledge and skills of issues relating to the Landscape Architecture profession.
- All AILA members are encouraged to implement and maintain their own personal CPD Program.
- The CPD Program is only compulsory for Registered Landscape Architects; however graduates are now required to demonstrate a commitment to CPD as part of their entry assessment so they are also encouraged to participate.
- The CPD Program should be undertaken by non AILA members, if they are preparing to be assessed as an AILA member.
- Your CPD Program should be seen as a continuing education process that promotes personal development of professional knowledge and skills.

PERSONAL CPD PROGRAM IMPLEMENTATION

- Each individual should document his/her own program, according to topics of personal/professional relevance.
- Your personal CPD Program should be designed to ensure balanced attention to all professional topics in the long term.
- Each individual should complete a CPD PLAN annually and record all activities carried out, as evidence of CPD Program participation.

ASSESSMENT AND REVIEW

- Each CPD Plan will rely on self-regulation, to be conducted by individual members.
- The CPD Program may also be used to satisfy requirements for the Quality Assurance Scheme (where applicable).
- The CPD Program will be coordinated to meet the requirements of the on-going reporting required (from 2008) for all Registered Landscape Architects.
- The CPD Program aims to encourage linkages with affiliated professions.
- AILA endorses that your personal CPD Program should make best use of other affiliated professional schemes (eg: RAIA, PIA and other professional association schemes and seminars).

TOPICS OF STUDY

- Normally each Personal CPD Program should include one of the major topics (listed below) as a main focus; as well as one or more supplementary topics.
- A Personal CPD program should operate over a defined time span - 2/3 years, with the aim of selecting a new topic area as a main focus after each period.
- A personal program should be shaped to suit individual needs and be relevant to an individual's areas of practice.
- Supplementary topics should be altered annually, to ensure a balanced CPD Program in the long term.
- The key main topics of study are:
 - Professional Practice:
Practice Law, Contract Law, Environmental Law
Contract Administration and Project Management
 - Information Technology:
Computers/multi-media, Product Information Materials and Technique and Detailing and Documentation
 - Theory:
Planning and Design
 - Environmental Issues:
Natural Sciences/Ecology, Horticulture and
Environmental Management and Process
 - Social Issues:
Cultural/ heritage landscapes
 - Community Participation:
General communication processes and skills
 - Business Management, eg. MBA
 - AILA Institute and Professional Issues:
National Council, State Group Executive
Local AILA and Community Committees
 - AILA Policy development
 - Allied Professional Activities:
Architecture, Town Planning and Civil Engineering, etc.
 - Research:
Individual or Study Teams

CPD Annual Reporting

- Registered Landscape Architects are now required to report on their annual CPD prior to renewing their membership.
- The reporting is done using an online report page.
- Members are required to report on 30 points of activities, but may opt to report on more than the required number of points.
- Once completed, the form is electronically lodged with the national office and a copy is also emailed back to the member.
- The AILA conducts an annual random audit of CPD. If contacted, a member may be requested to produce evidence of the CPD undertaken and/or evidence of the CPD planning.

LEVEL OF ACTIVITIES

- The CPD Program is based on a system of points given to weighted hours of CPD activity undertaken.
- The Institute's policy requires that registered members undertake a minimum of 30 points per annum. Note: CPD points are only valid for the year in which they are gained.
- Two levels of activity (educational/training involvement) are recognised. (Refer to Table 1 for detail).
- Each level of activity indicates a varying degree of difficulty and involvement.
- Each activity will be rewarded with appropriate value of CPD points per weighted contact hour.
- A weighted contact hour is an objective assessment of the effective time spent in the activity. It excludes time spent in routine procedural, or production activities associated with the CPD activity or parts of such activity that cannot be demonstrated as having broadened or deepened existing knowledge or professional skills.
- Implementation of the program should aim to utilise a variety of educational and/or training involvements.
- Not sure? If an activity not listed in Table 1 but you would deem it to be considered eligible for CPD points, please seek advice via email from the National Office. Details of the activity, its scope and CPD benefits, as well as the level and weighted points claimed should be included.

CDP ACTIVITIES AND POINTS

Level One:

Practice & CPD - One point per one hour:

CPD Attendance

Description: Participate in/attend related and relevant professional training program, CPD, Talks program

Conference Attendance

Description: Attend a relevant professional conference/seminar relevant to or extending existing areas of practice.

Adult Education Program

Description: Study through an adult education type course, relevant to or extending existing areas of practice.

AILA Committee or other professional committee

Description: Active participation on AILA committee or a committee with other related professional organisation.

AILA Policy Development:

Description: Active participation on the creation or rewriting of AILA policies and related professional papers.

Mentoring

Description: Mentoring AILA applicant for registration

Professional Representation

Description: AILA endorsed representation to allied professional committees or government agencies

Study Tour

Description: Focused study tour resulting in presentation or articles published. (Points relate to portion of tour resulting in measurable outcomes)

Tertiary Tutor

Description: (when such teaching is not main practice): Includes minimum preparation, assistance in design studio, critiques, and student mentoring

Professional Presentation (Conference, seminar, CPD event)

Description: Special research and subsequent presentation at a conference, seminar, training session or CPD event – paper not published.

Professional Individual Research

Description: Individual targeted research of professional journals and publications relevant to or extending existing areas of practice and results in changes to practice theory or application of technology. (Not casual reading of magazines for news etc).

Public Lectures and Seminars

Description: Individual attendance at public lecture or exhibition with high relevance to professional practice or results in extending existing areas of practice.

Other

Description: use this category for activities outside other descriptors – if in doubt, email the query to the national office.

Level Two – over page >>>>>

Level Two:

Externally Assessed Activities: Two points per hour:

Special Consultancy (Research)

Description: Extending the knowledge skills base; eg work with other cultures, breaking new ground in practice opportunity, etc.

Focussed Individual Research

Description: With/without mentor assistance and relevant to the theory/ practice of Landscape Architecture (involves posing a question/problem and publishing findings/results/outcomes).

Publication of Professional Paper/Research

Description: Special research, presentation and subsequent publishing a conference or research paper

Tertiary Study

Description: Supervised course work or research leading to another university qualification

Supervised Tertiary Research

Description: through a tertiary institution, which contributes to relevant professional knowledge/skills or leads to a masters or doctoral degree.

Tertiary Teaching

Description: (when such teaching is not main practice): Includes preparation, delivery, and evaluation

Individual Research

Description: Develop private practice into new area of work (and publish findings/results in AILA or other publication)

Other:

Description: use this category for activities outside other descriptors – if in doubt, email the query to the national office