



AILA National Continuing Professional Development (CPD) Committee – *Education & Knowledge*

Terms of Reference

Aim

To ensure that landscape architects are provided with appropriate Continuing Professional Development (CPD) to enable them to maintain the competencies required for ongoing registration and to practice landscape architecture at all stages of their professional career.

Objectives

- To develop a National CPD Plan for the content and delivery of CPD of members that embraces many different ways of delivery to ensure access to all members
- Increase opportunities for learning through State Chapters
- Investigate CPD requirements for an expanded AILA Registration Scheme and define CPD for Urban Design Registration
- Periodically review policy in consideration of any regulatory and industry change
- Encourage flexibility and reciprocity with other education providers to meet the widest possible range of CPD needs of members
- Foster links with government and other education providers in the area of CPD nationally and internationally
- Monitor changes and needs in professional standards to ensure alignment of CPD programs and content
- Act as an advisory committee to the staff responsible for the management, development and delivery of Institute CPD activities and programs, including the Festival of Landscape Architecture (conference)

Membership

- National Councillor
- State representatives + CEO (non-voting)
- Committee may co-opt members with particular expertise
- Chair elected by the Committee and ratified by National Council
- Term of appointment two years

- Secretariat AILA Staff member

Quorum A minimum of 3 members

Accountability – Report to National Council twice a year (4 times over a committee member’s term)

Review of Terms of Reference Annual review of TOR with committee members responsible for a 2 year period.

Meetings One face to face annually and 3 or 4 teleconferences annually

Agenda setting – staff member (secretariat together with Chair).

- Papers circulated by email and put on the web-site for down-load.
- Formal minutes not required, actions listed