

## PURPOSE

To clearly explain to Registered Landscape Architects the annual requirements in undertaking Continuing Professional Development (CPD) in order to maintain their registration with AILA as a Landscape Architect.

## OVERVIEW & BACKGROUND

AILA recognises that the strength of the profession of Landscape Architecture is founded on the ability of Landscape Architects to provide high-quality services for the long-term benefit of both the broader community and the environment in which we live. The ongoing ability to uphold high standards of service requires Landscape Architects to maintain and enhance their skills and knowledge, while keeping abreast with changes in technologies, legislation and sustainable practices, as well as new products and materials. A commitment to continuously developing professional competence through participation in professional development activities is therefore a requirement of registration as a Landscape Architect.

The breadth of practice within Landscape Architecture is diverse, with individuals operating across a wide range of interests and disciplines. AILA recognises that because of this diversity, members should be proactive in seeking CPD opportunities through a range of activities and providers. AILA provides CPD opportunities, including events, talks, salons, workshops, festivals and online learning. Other professional bodies – such as ASLA, NZLIA, AIA, PIA – may also provide relevant sources of opportunities for continuing professional development.

## SCOPE

This CPD Policy applies to all practising Registered Landscape Architects.

## POLICY

### 1. ANNUAL AMOUNT OF CPD

1.1. Each Registered Landscape Architect is required to achieve an average of 30 CPD points per year over a three-year period to maintain registration (90 points in total by the end of the three-year period).

### 2. APPROVED CPD

2.1. The core requirements of approved Continuing Professional Development should:

- relate to practice as a Landscape Architect;
- be additional to activities already undertaken in the course of a Landscape Architect's practice or employment;
- broaden a Landscape Architect's experience in practice: and
- maintain an understanding of all competencies applicable to Landscape Architects.

2.2. Approved CPD activities may be either formal or informal as defined below:

- FORMAL CPD – a learning activity with stated outcomes that is formally assessed or has significant interaction between presenter and learner, or a specific online study module delivered by AILA or other endorsed CPD providers.
- INFORMAL CPD - a learning activity that may have stated outcomes and that involves no formal assessment process or significant interaction between presenter and learner.

### 3. CPD POINTS ALLOCATION

3.1. The points allocation system is as follows:

- FORMAL CPD is worth two points per hour, and must include a written summary or engagement with the facilitator.
- INFORMAL CPD is worth one point per hour.

3.2. The allocation of points for all AILA events and online seminars will be published with the advance program material. The National CPD Committee will oversee the allocation of points across the various AILA CPD activities and will also provide an indication of the points for major external events such as the AIA National Conference, Green Cities, Planning Institute Congress etc.

#### **4. REPORTING ON CPD ACTIVITY**

- 4.1. All AILA Registered Landscape Architects are required to report on their CPD activity as part of their annual renewals.  
It is recommended that this be completed before (or as part of) the annual renewals.
- 4.2. Members will use the AILA module for CPD reporting which is available on the AILA membership portal.  
The portal allows members to provide activity reports at any time.

Instructions on how to report on CPD activities are provided in the online guide.

#### **AUDITING OF REQUIREMENTS**

- 5.1 In any three - four year period members will be audited to ensure they have achieved an average of 30 CPD points per year (total 90 points over three years).
- 5.2 Where a member is found not to have achieved the required amount of CPD, AILA will work with the member to address the matter.

#### **CPD PLANNING**

6. All practising Registered Landscape Architects are encouraged to develop an annual plan for their own CPD outlining their CPD objectives, proposed activities and outcomes.