Continuing Professional Development Points Allocation Policy

Purpose

1.   This policy describes the criteria that shall apply to the awarding of points to individual architects for their participation in the NZRAB Continuing Professional Development (CPD) Framework.

2.   The Registered Architects Act 2005 (the Act) and the Registered Architects Rules 2006 (the Rules) require that every five years all architects must be assessed to confirm that they still meet the applicable minimum standards for registration.

3.   CPD points are quantitative evidence that an architect has met the requirements of Rule 21(1)(b) that "he or she has taken reasonable steps to maintain the currency of his or her architectural knowledge and skills."

4.   This policy is an adjunct to the NZRAB's Continuing Registration Policy.

5.   NZRAB's expectation of architects is that they will undertake CPD activities that are relevant to the stage they are at in their career, the roles they fulfil and to the services they provide.

6.   The overarching principle guiding CPD points allocation is that the architect is the right person to determine which CPD activities satisfy the NZRAB's expectation in point 5 above; the architect knows what matters to him or her. It follows that there can be no pre-determined weighting for specialisation or relevance of CPD activities. A 'general' CPD activity is of the same value to a 'general' practitioner as a 'specialist' CPD activity is to an architect, who is an expert in that field. The CPD that matters to the practice principal is different, but of equal value, to that which is relevant to the staff architect.

7.   A subsequent principle is that an architect must not be penalised for choosing CPD that is relevant to him or her, nor encouraged by 'bonus' points or weighting to attend less-relevant CPD activities, nor be prevented from undertaking any CPD activity that they believe is of relevance to them.

8. CPD points will not be awarded for activities that are part of an architect's day-to-day work, except in exceptional circumstances where a submission will be required. An example may be where an architect can demonstrate that new work required a new level of research. Conversely, points are unlikely to be awarded for attending board meetings or similar business workshops. The allocation of these discretionary CPD points will be entirely at the discretion of the CPD Administrator. An architect in practice, who is principally employed in teaching will not be awarded CPD Points for teaching activities. For attendance at workshops and conferences, the CPD Administrator shall have discretion to vary the allocation of points on a case-by-case basis, where appropriate.

9. Principle 6 does not prevent the implementation of maximum points policies as noted elsewhere, but it does, for instance, enable architects to participate in both Practice Support Group and In-Office Training Group activities if the content is of relevance to them.

10. Where an explanation or supporting information is required to support claims for CPD points, it shall be commensurate to the activity undertaken and the points to be allocated.

11. The implementation principles guiding CPD points allocation shall be as follows:

    - Where an activity is clearly defined in terms of the time it takes, points shall be awarded on the basis of the time taken.
    - Where an activity is not clearly defined in terms of the time it takes, in general points shall be awarded on the basis of a judgment as to the value of the activity for the architect.
    - Judgement as to the value of a CPD activity will not be required, however, for specific individual CPD activities where the points being allocated are modest (see Schedule A).

12. In more detail, CPD points shall be allocated based on the following:

    - Point allocation must relate to the National Standard of Competency for Architects (NSCA).
    - All CPD activities must identify their relevance to one or more of the Units of Competency; these being: Design, Documentation, Practice Management, and Project Management, or to the additional Core Professional Development category.
    - Points are allocated in units of five or ten (see below).
    - Ceiling points are allocated to types of activities (the maximum for a single activity is 200 — see Schedule A).
    - Time-dependent activities receive time-dependant points at the rate of five or ten points per hour (see distinction below), for up to one day of 6 hours, after which the rate of points allocation reduces.
    - However, this formula cannot transfer to non-time dependant activities.
    - Consequently, all non-time-dependent activities are allocated ceiling points per activity per annum or per semester for teaching and studying activities.
    - In the allocation of points, no distinction is drawn between Te Kāhui Whaihanga NZIA activities and those organised by other bodies.

- The allocation of points to an activity will reflect the extent to which it relates to the Units of Competency, the relevance and quality of the content, the learning outcomes provided and the amount of active learning. For individual activities, the relevance to the individual will also be taken into account.

- However, for certain individual CPD activities specified in Schedule A, the number of points allocated shall be fixed and awarded automatically for every claim.

- Core Professional Development points will not be awarded against activities for which points are awarded automatically unless a submission is made justifying such an allocation.

- It is the responsibility of the architect to achieve an appropriate balance between scheduled and other activities to ensure that CPD remains relevant to the architect's work.

- There shall be four categories of CPD, as follows:

- **1. Scheduled CPD Activity,** for which points are pre-allocated against types of activities (see Schedule A) and for which no explanation is required against a Unit or across Units of Competency by the architect.
- Scheduled CPD receives time-related points (typical activities are organised lectures, conferences, technical visit, presentations, etc).
- Scheduled CPD points are typically allocated at the rate of 5 or 10 points per hour. Typically, 10 points per hour are allocated to activities that are assessed as having a high degree of relevance to Units of Competency, relevant and quality content, learning outcomes provided and active learning. As other acceptable activities have diminishing degrees of these factors, so they receive diminishing points to a minimum of 5 points per hour.
- A day-long programme is considered to be 6 hours of learning and is allocated between 30 and 60 points depending on the quality assurance assessment. However, on the principle of there being a reduction in the rate of points allocation, a two-day activity receives 80 points, and a three-day activity receives 100 points. The week-long scheduled master class activity is allocated 200 points and is considered to be active learning.

- **2. Special CPD Activity,** for which points are pre-allocated against types of special activity (see Schedule A) and for which an explanation either is or is not required against a Unit or across Units of Competency by the architect.
- Special CPD is not time-related and is considered to be active learning (typical special activities are participation in Accreditation Review Panel site visits, awards panels, registration assessments, presentation to the graduate development programme or CPD workshops, etc).

- **3. Teaching CPD Activity,** for which points are pre-allocated against types of teaching (see Schedule A) and for which an explanation either is or is not required against a Unit or across Units of Competency by the architect. Schools will confirm teaching CPD.
- Teaching CPD is not time-related and is considered to be active learning (typical teaching activities are giving regular lectures, one-off guest lectures, participation in tutorial teaching, participating in crit reviews, examinations, etc).
- Teaching activity points on the schedule relate to teaching within an accredited professional architecture programme in New Zealand. Any other teaching activity must be submitted as an individual activity and be assessed in terms of its relevance to the individual as assessed against the competencies.

- Teaching CPD cannot be claimed by an architect employed in teaching architecture by a university or institute having a permanent appointment irrespective of whether they are employed part-time or full-time; or have a contract appointment of more than one-year's duration, either part-time or full-time.
- Architects claiming points against teaching activities 3.2, 3.3, 3.8 or 3.9 may only make up to two claims in total per year, irrespective of how many courses or programmes in which they teach.

- **4. Individual CPD,** for which points are pre-allocated as a guideline for types of individual activities (see Schedule A) and for which an explanation either is or is not required as to the relevance to the architect of the activity against a Unit or across Units of Competency. Individual activities are individually assessed to confirm points allocation within the guideline.
- Where individual activities are essentially the same as scheduled activities (e.g., talks, visits, seminars and conferences) except that they have not been scheduled, they shall receive time-related points on the same basis typically allocated at the rate of between 5 and 10 points per hour assessed on the same basis as for scheduled activities, except that additional points shall be allocated if particular relevance to the architect is demonstrated in their application.
- Individual CPD that is not time-related is considered to be active learning (typical individual activities are giving a conference talk or lecture, formal study, publishing an article or paper). Individual CPD is allocated after assessment guided by Schedule A.
- For architects who are both a NZRAB Assessor and a member serving on the Architectural Services Advisory Panel (ASAP), a points allocation maxima shall apply to the number of CPD points that can be accrued across both delegated roles. The points maxima shall not exceed a combined total score of 150 points per CPD calendar year.

SCHEDULE A — TABLE OF POINTS FOR ACTIVITIES

1. SCHEDULED ACTIVITY

POINTS (Ceiling per type of activity)

Scale: 10 — 50 — 100 — 150 — 200

#	Activity	Points
1.1	Attendance-talk/tech visit/etc base 5-10pts/hr	(up to ~10)
1.2	Attendance-conference/w'shop/etc 6hrs	30-60 see QA notes
1.3	Attendance-conference/w'shop/etc 2 day	40-80 see QA notes
1.4	Attendance-conference/w'shop/etc 3 day (max)	50-100 see QA notes
1.5	Workshop course, e.g., Masterclass 1 week = 200pts (max)	(up to 200)

2. SPECIAL ACTIVITY

POINTS (Ceiling per type per annum)

Scale: 10 — 50 — 100 — 150 — 200

#	Activity	Points
2.1	Accreditation Review Panel (3 days)	(up to ~100)
2.2	Investigation Panel (100pts per IP; max 200pts)	see QA notes
2.3	NZRAB Assessors Workshop (1 day)	(up to ~60)
2.4	NZRAB Assessment (20pts ea for INT and CR; max 80pts)	see QA notes
2.5	QEAP members (20pts)	(up to ~20)
2.6	Architectural Awards Panel	(up to ~60)
2.7	Architectural Awards Convenor	(up to ~60)
2.8	Other Awards Panel (30pts/day; max 60pts)	(up to ~60)
2.9	Graduate Dev Presenter / session	(up to ~20)
2.10	Graduate Dev Presenter / weekend	(up to ~80)
2.11	CPD Presenter (range 20pts to 80pts)	(up to ~80)
2.12	Practice Support Group and/or In-Office Training Group (10pts ea; max 120pts)	(up to 120)
2.13	Professional journals (max 20pts)	(up to 20)
2.14	Reading books (10pts ea; max 50pts)	(up to 50)
2.15	Movie (5ea; max 20pts)	(up to 20)
2.16	Research visit (10pts ea; max 90pts)	(up to 90)
2.17	Site-safe certification course	(up to ~20)

2.18 Architectural Services Concern (20pts per concern; max 80pts)

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3. TEACHING ACTIVITY — POINTS (Ceiling per type per semester)

Scale: 10 · 50 · 100 · 150 · 200

#	Activity
3.1	One-off tutoring/review/ w'shop/site visit
3.2	I/2 semester studio tutor min 4hr/wk — refer 12(3) above
3.3	Full semester studio tutor min 4hr/wk — refer 12(3) above
3.4	Tutor theory/research 15/student max 60pts
3.5	Examine studio 15 students = 15pts; max 30pts
3.6	Examine written work (max 30pts)
3.7	One-off lecture 1hr to 1.5hr @ 20pts; max 40pts
3.8	Lecture series min 6 @ 1-1.5hr max 60 — refer 12(3) above
3.9	Lecture series min 12 @ 1-1.5 max 100pts — refer 12(3) above

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4. INDIVIDUAL ACTIVITY — POINTS (Ceiling per activity)

Scale: 10 · 50 · 100 · 150 · 200

#	Activity
4.1	Formal study 1-2weeks @ 6hr/day contact
4.2	Formal study 3-4weeks @ 6hr/day contact
4.3	Formal study 5-8 weeks @ 6hr/day contact
4.4	Formal study 8+ weeks @ 6hr/day contact
4.5	Post-graduate study FT one semester
4.6	Post graduate study FT two semesters
4.7	Self-directed study or practice learning — 10 to 90 with explanation
4.8	Advising Government (10pts/hr; max 30pts)
4.9A	Te Kāhui Whaihanga NZIA/OtherWorking party/Cmtee 30pts/day; max 90pts
4.9B	NZRAB Working party/Cmtee 30pts/day; max 90pts
4.10	Guest lecture/talk x-teaching 1-1.5hrs
4.11	Conference keynote speaker-no paper
4.12	Conference session speaker-no paper
4.13	Keynote speaker & proceedings paper
4.14	Session speaker & proceedings paper
4.13	Seminar/workshop leader 20-30pts

4.15	Published book review 200/300 words		
4.16	Non-refereed article 500-1000 words		
4.17	Non-refereed article 1000-2000 words	20 to 30	
4.18	Non-refereed article 2000-3000 words	30 to 40	
4.19	Refereed article 1000-2000 words		
4.20	Refereed article 2000-3000 words	50 to 80	
4.21	Authoring or Editing book	up to 200 with explanation	
4.22	Authoring chapter in book	up to 100 with explanation	
4.23	Book editorial committee	up to 80 with explanation	
4.24	Published article referee @10pts ea; max 50pts		
4.25	Attendance-talk/tech visit/etc base 5pts/hr		
4.26	Attendance-conference/workshop/etc 6hrs	30-60 see QA notes	
4.27	Attendance-conference/workshop 2 day	40-80 see QA notes	
4.28	Attendance-conference/workshop/etc 3 day (max)	50-100 see QA notes	
4.29	Other Activities relevant to competencies and to practice	assessed by application	
4.30	Online forum and podcast (10pts ea; max 100pts)		
4.31	Webinar (10-20pts ea)		

Legend	
Points **not** awarded automatically	
Points awarded automatically	