

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) FACT SHEET / FAQ

BUILDING ACCREDITED PROFESSIONALS (LEVELS 1 TO 4)

What is Continuing Professional Development (CPD)?

CPD is activity undertaken by a professional to maintain, improve and enhance their professional knowledge, expertise, and qualities throughout their professional careers.

What CPD am I required to do?

CPD is a mandatory requirement for all Accredited Professionals under the PDI Act.

Building Accredited Professionals (Levels 1 to 4) must complete the prescribed amount of Continuing Professional Development (CPD) for each 12 month accreditation period.

Completing CPD requirements is a requirement for the continuation of your accreditation.

How many units / hours am I required to do?

Building Levels 1 to 3	Building Level 4
20 CPD units per year of accreditation	10 CPD units per year of accreditation
10 units must be in the 5 professional competencies below (2 units each)	5 units must be in the 5 professional competencies below (1 unit each)

One CPD unit = 1 hour of CPD activity.

What activities count as CPD?

CPD comprises:



Attendance at, or presenting material for, a lecture, seminar, conference, workshop, educational program or course.



Viewing or listening to material presented as part of a multi-media, web-based or recorded program.



Preparing material for any lecture, seminar, conference, workshop, educational program or course; or for any multi-media, web-based or recorded program.

The Department advises that many of the current training being offered in relation to the PDI Act could be counted as CPD.

Examples:

Professional Competency (minimum 2 units per year per competency [^])	Acceptable CPD ✓	Non Acceptable CPD ✗
Construction practices and principles	Attendance at a seminar on new construction practices for infill development	Building a shed at your home
Application of performance-based building code matters	Training session on the use and documentation of performance solutions under the Building Code	Googling performance base code matters and general reading about buildings
Decision making in development assessment	Preparing and presenting at a workshop on a development assessment issue (e.g. farm buildings)	Undertaking development assessment as part of day to day job
Legislative compliance	Web-based seminar or training on legislative requirements	Downloading the PDI Act and reading sections
Ethics development	Educational program on ethical practices in the construction sector	Time spent debating ethical issues at the workplace

[^]1 unit per year per competency for Level 4

How do I record my activity?

Accredited Professionals must record their CPD activity in line with requirements set by the Act. An Activity Log template is available on the PlanSA Portal. The Accreditation Authority requires independent audits of the CPD activities every five years, and members are expected to be able to produce written records for this purpose.

I need further info / I have a query, where do I go?

For further information please refer to the Guide to the Accredited Professionals Scheme. If you have any further queries please email: DPTI.APSQueries@sa.gov.au

When do I need to become accredited?

The Accredited Professionals Scheme will be implemented in stages. It became operational under the *Planning, Development and Infrastructure Act 2016* on 1 April 2019. Planning professionals, building professionals and land surveyors should apply for accreditation in order to undertake these roles when the new planning system becomes operational in their council area.

Different practitioners will need to become accredited at different times.

Existing council planning officers

- Existing council planning officers may not need to be accredited at all if they are operating under the delegation of an assessment manager, who will be accredited at Accredited Professional Level 1. However, some assessment managers may want their council planning officers to be independently accredited at Planning Level 3 or 4 (this will be at the discretion of the assessment manager).

Assessment managers and assessment panel members

- Assessment managers and assessment panel members must be accredited in order to undertake these roles when the new planning system becomes operational in their council area.

What if I am already accredited with an industry body?

If you are already a member of a professional association that runs an equivalent scheme, as recognised by the Accreditation Authority under the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019, you may be eligible for accreditation in one of the classes outlined in the table below.

The Accreditation Authority may also approve alternative schemes not included in the table below, provided they meet the relevant criteria for professional accreditation.

Classes in the Accredited Professionals Scheme	Recognised equivalent schemes
Accredited Professional - Planning Level 1	Planning Institute of Australia (PIA) Registered Planner
Accredited Professional - Planning Level 1 (conditional)	PIA Full Member - must complete the transition to PIA Registered Planner within 24 months
Accredited Professional - Planning Level 2	PIA Full Member PIA Registered Planner
Accredited Professional - Planning Level 3	PIA Full Member - Member must demonstrate the minimum 3-years' experience requirement before a 'Statement of Membership Equivalency' is provided. PIA Registered Planner

Classes in the Accredited Professionals Scheme	Recognised equivalent schemes
Accredited Professional - Planning Level 4	PIA Full Member PIA Registered Planner Affiliate* Graduate* * Members must demonstrate the following experience requirements before a 'Statement of Membership Equivalency' is provided by PIA: <ul style="list-style-type: none"> • PIA accredited course – 1-year experience • Non-accredited course – 2-years experience • Planning related course – 4-years experience • None/Non-related course – 6-years experience
Note: PIA will provide applicants with a 'Statement of Membership Equivalency' for use in the Accredited Professionals application process.	
Accredited Professional - Surveyor	Licensed Surveyor with the Surveying and Spatial Sciences Institute (SSSI) General Certification

What happens after I am accredited?

Once you become an Accredited Professional, you will be registered with the Accreditation Authority. A database of registrants will be housed on the PlanSA Portal (www.plan.sa.gov.au).

Accredited Professionals will be able to log in to a special area of the PlanSA Portal to update their details and confirm compliance with conditions of accreditation.

Will there be fees for accreditation?

Fees attributed to the Scheme are set out in the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019. These came into operation on 1 April 2019.

The fee charged by The Department for the evaluation and registration of an Accredited Building Professional will be \$560.

Where an applicant is a member of a professional association that operates a recognised equivalent scheme, the evaluation and registration fee will be \$270.

A fee of \$180 will be payable annually thereafter to The Department for the continuation of professional accreditation.

Will there be conditions attached to my accreditation?

Fees attributed to the Scheme are set out in the Planning, Development and Infrastructure (Fees, Charges and Contributions) Regulations 2019. These came into operation on 1 April 2019.

The fee charged by The Department for the evaluation and registration of an Accredited Planning Professional at levels 2, 3 and 4 will be will be \$560. For evaluation and registration of an Accredited Planning Professional at level 1, the fee will be \$760.

Where an applicant is a member of a professional association that operates a recognised equivalent scheme, the evaluation and registration fee will be \$270.

A fee of \$180 will be payable annually thereafter to The Department for the continuation of professional accreditation.

Will there be conditions attached to my accreditation?

All Accredited Professionals will have conditions attached to their accreditation. Specifically, they will be required to:

- hold all necessary Professional Indemnity Insurance
- undertake mandatory Continuing Professional Development (CPD) units
- comply with the Accredited Professionals Scheme Code of Conduct
- notify the Accreditation Authority of any change in their professional circumstances.

Other conditions may be set down by the Accreditation Authority. It will be an offence to fail to comply with any of the conditions of accreditation.

Do I need to apply for continuance every year?

You will only need to attain accreditation once under the Accredited Professionals Scheme, unless you wish to change or modify your class of accreditation.

However, all Accredited Professionals will need to prove that they comply with the conditions of their accreditation by providing evidence of compliance annually.

Accredited Professionals who fail to comply with the conditions of their accreditation may be de-registered and any decisions they make during a period of de-registration may be deemed to be invalid.

The Accreditation Authority may temporarily dispense with the requirement for an annual compliance check in cases where a registrant has taken extended leave from work, or under other mitigating circumstances determined by the Accreditation Authority.

Are there any ongoing education requirements?

To ensure the maintenance of professional standards of Accredited Professionals, there will be a requirement to undertake prescribed Continuing Professional Development (CPD) on an ongoing basis. One CPD unit equates to one hour of professional development.

PLANNING

Planning level 1, Planning level 3, Planning level 4 and Surveyor

20 CPD units in each 12 month period of which 8 units of CPD must be included from the following professional competencies as a part of the total 20 units:

- 2 units in performance based planning
- 2 units in decision making in development assessment
- 2 units in legislative compliance
- 2 units in ethics in planning.

Planning level 2

10 CPD units in each 12 month period of which 4 CPD units must be completed from the following professional competencies:

- 1 unit in performance based planning
- 1 unit in decision making in development assessment
- 1 unit in governance
- 1 unit in ethics in planning.

What if I am already required by my industry body to undertake Continuing Professional Development (CPD)?

If you are already required to undertake CPD as part of your professional membership with an industry body, then this can count towards your accreditation under the Accredited Professionals Scheme, as long as it aligns with the requirements of the Scheme (as outlined in the table above).

Will I be audited as an Accredited Professional?

Periodic audits will be a condition of accreditation for all Accredited Professionals.

All Accredited Professionals will undergo an initial audit within the first five years of their accreditation and will then be audited at least once every five years thereafter.

Audits will be conducted by a qualified auditor, primarily for the purpose of checking whether the processes and procedures associated with the assessment of development, and the granting of any relevant consents, have been undertaken in accordance with the requirements of the *Planning, Development and Infrastructure Act 2016*.

What kind of insurance do I need?

All Accredited Professionals not covered by a council's Mutual Liability Scheme, such as professionals making decisions outside of their employment by a council, are required to obtain and maintain Professional Indemnity Insurance.

As an Accredited Professional, you will need to provide evidence that your insurance has been maintained and is current at every periodic audit or when applying for continuance. You may also be required to produce proof of insurance in between compliance checks, at the request of the Accreditation Authority.

If your insurance lapses while registered under the Accredited Professionals Scheme, your registration as an Accredited Professional may be void.

Will there be a code of conduct?

All Accredited Professionals will be expected to comply with an Accredited Professionals Scheme Code of Conduct. Breach of the code of conduct may result in fines and other penalties.

A complaints policy will be developed to deal with complaints against Accredited Professionals.

An investigations and sanctions policy will also be developed that details the procedures undertaken in an investigation and the sanctions that may result from an investigation. These sanctions may include suspension or cancellation of accreditation.

What will ePlanning mean for me?

Accredited Professionals will be able to access the ePlanning platform via the PlanSA Portal to assess development applications (see www.plan.sa.gov.au).

The ePlanning platform will support a more efficient and centralised workflow whereby building plans can be uploaded; applications can be tracked; fees can be paid; council notifications can be lodged; historical records can be archived and communication with development applicants can occur more readily.

Where can I find more information?

For more information, applicants can visit the Accredited Professionals Scheme page on the PlanSA Portal at www.plan.sa.gov.au.