

## Continuing Professional Development - Planning Accredited Professionals (Levels 1 to 4 & Surveyor)

### 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 *Planning Development and Infrastructure Act 2016* (the Act).

Planning Accredited Professionals (Level 1 to 4 & Surveyor) must complete the prescribed amount of CPD for each accreditation period.

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

### How many units / hours am I required to do?

Planning Level 1 only or in combination with other Planning levels	Planning Level 2 only	Planning Levels 3, 4, or Surveyor only or in combination with other Planning levels (other than Planning Level 1)
20 CPD units per accreditation period	4 CPD units per accreditation period	20 CPD units per accreditation period
7 units must be in the 4 professional competencies below marked with * (2 units each except ethics in planning (1 unit))	4 units must be in the 4 professional competencies below marked with ^ (1 unit each)	5 units must be in the 3 professional competencies below marked with # (2 units each except ethics in planning (1 unit))

1 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.

Examples:

Professional Competency	Acceptable CPD ✓	Non-acceptable CPD ✗
Performance based Planning *^#	Viewing or listening to material presented as part of a multimedia, web-based or recorded program	Applying codes and standards to an application assessment as part of day-to-day job
Decision making in development assessment *^#	Preparing and presenting at a workshop on development assessment issues	Undertaking development assessment as part of day-to-day job
Ethics in Planning *^#	Educational program on ethical practices in the planning sector	Time spent debating ethical issues at the workplace
Legislative Compliance *#	Web-based seminar or training on legislative requirements	Downloading the PDI Act and reading sections
Governance ^	Attendance at a structured Council Assessment Panel Training Session; or Attendance at Council Assessment Panel meetings as an Independent Member	Attending a Council Assessment Panel meeting in the course of your ordinary work

## 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 [DTI.APSQueries@sa.gov.au](mailto:DTI.APSQueries@sa.gov.au).