



NSW- Continuing Professional Development

What is Continuing Professional Development (CPD)?

It is a mandatory scheme that requires certain individual license holders to demonstrate that they have completed ongoing training and education that is relevant to the industry as a pre-condition to renewing their licence.

Which license holders are subject to CPD?

CPD currently applies to holders of a builder or swimming pool builder licence or qualified supervisor certificate. There is no change to this under the new CPD system.

What is the new system and how do I get points?

From 1 January 2008 the number of points and what you can claim them for is changing.

Under the new CPD system you will need to earn a minimum of 12 points in the 12 month period immediately prior to the renewal of your licence or certificate. If your licence is renewed under the 3 yr option, the new requirements will commence and the 12 points must be accrued at the date when your licence would have been renewed, if you were renewing annually.

Points will be based on 2 learning categories and other CPD points as detailed below.

Surplus points from one year may be carried over to the next 12 month period but to ensure 'continuing' development, this is capped at 11 points.

CPD Learning Categories and Points

LEARNING CATEGORY 1 : 1 point per hour

An activity with an identifiable learning outcome

Interactive training such as CD-Rom, workshop, web-based tool, forums or conference presentation

(HIA events & training like Information Nights, non-accredited courses, Building & Business Show attract points under this category)



LEARNING CATEGORY 2: 2 points per hour

Structured learning with an assessed learning outcome linked to either a relevant Australian University qualification or a relevant national Training Package outcome delivered by a Registered Training Organisation (RTO)

HIA is an RTO and will be delivering accredited courses

OTHER CPD POINTS

1 point each year for the employment /mentoring of someone under a formal training agreement such as apprenticeship or traineeship

Points for partner or associate of licence/certificate holder who undertakes CPD learning (per learning categories 1 or 2) on behalf of the business

Note: a total of 4 points can be claimed in a **single year** comprising any or all of these "Other CPD Points" options.

Transitional arrangements

The new CPD system will only apply:

- (a) to new licences issued from 1 January 2008;
- (b) at the date of licences renewal from 1 January 2008.

The CPD system prior to 1 January 2008 will apply until the new CPD system takes effect.

Certification by the Office of Fair Trading

You will need to certify whether or not you have obtained the requisite number of points upon your licence or certificate renewal (12 points for annual renewal or 36 points if renewal each 3 year based on accrual of 12 points per year). This declaration is made on your renewal application. You will not need to show proof of points earned but you must keep records.

Record Keeping

You should keep records of all CPD activities, including statements of attainment, proof of attendance, receipts and other records. The Office of Fair Trading conducts random audits and is able to suspend or cancel your licence if you have insufficient CPD points or have made false statements about your CPD accrual.



How will HIA help members to obtain CPD Points?

HIA has a range of activities that attract CPD points.

HIA will continue the use of the CPD online diary that keeps a record of your CPD activities, and keeps records of attendance for all activities undertaken through HIA. The diary can be found at <http://cpd.hia.asn.au>. There is no charge to members for this service.

Practical Examples of CPD under the new system

Scenario: Bob holds a builder licence and he renews that licence on 5 February 2008. He is subject to the current CPD requirements for this renewal (min 25 pt /yr; 100 pt 3 yr cycle) however after that date, the new system will apply. Bob needs at least 12 points by the time he renews in February 2009 (or 36 points by February 2011 if he took the 3yr licence renewal option that now exists). Here is what Bob could do each year:

Activity	CPD Category	Points
HIA Info Night – 2hrs	Learning Cat. 1 (1 pt/ hr)	2
Accredited course – 6 hrs	Learning Cat. 2 (2 pt /hr)	12
	Total	14

(Bob needs 12 points per year – he may be able to carry those 2 points over to the next year)

* If Bob had 2 apprentices, he could claim some points for mentoring them:

Activity	CPD Category	Points
Mentor 2 apprentices	1 pt per apprentice	2
HIA Info Night – 2hrs	Learning Cat. 1 (1 pt/ hr)	2
HIA non-accredited course – 4hrs	Learning Cat. 1 (1 pt/ hr)	4
HIA Building & Business Show – 4hrs	Learning Cat. 1 (1 pt/ hr)	4
	Total	12

* If Bob’s wife helps him run the business and she attends an Info Night with him, some points can be claimed for her learning:

Activity	CPD Category	Points
HIA Info Night – 2hrs	Learning Cat. 1 (1 pt/ hr)	2
HIA Info Night – 2hrs	1 pt/ hr associate learning	2
Mentor 2 apprentices	1 pt per apprentice	2
HIA non-accredited course – 6hr	Learning Cat. 1 (1 pt/ hr)	6
	Total	12

For more information call the HIA member Hotline on 1300 650 620

DISCLAIMER - The above is intended to provide general information in summary form. The contents do not constitute specific advice and should not be relied upon as such. For more specific advice should be sought by members with respect to particular matters before taking action.