

## **PIPA CONTINUING PROFESSIONAL DEVELOPMENT**

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### **1. AIMS:**

1.1 To provide the Property Industry Professionals of Australia (PIPA) , with a Continuing Professional Development (CPD) program for all QPIA® Accredited Individuals.

1.2 To enable members of the Association to remain at the forefront of the Industry, thus enhancing their ability to provide an efficient and effective service to the community.

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### **2. OBJECTIVES:**

2.1 To formalise a program for QPIA® Accredited Individuals to undertake continuous professional development (CPD).

2.3 To ensure the Association, on behalf of its members, holds a prominent role in the development of education and training relevant to the Property Investment Industry.

2.4 To ensure that the professional reputation of the Association's members is maintained at the highest level.

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### **3. KEY ISSUES:-**

3.1 CPD is compulsory for all QPIA® Accredited Individuals who wish maintain their accreditation.

3.3 The positive nature of the CPD program will be widely publicised to ensure its :

- acceptance by members;
- recognition by employers; and
- understanding within the community.

3.4 Representatives from the industry will be encouraged to support the CPD program.

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#### **4. RESPONSIBILITY:**

4.1 Implementation will place new and serious responsibilities on PIPA to maintain progressive professional development programs.

4.3 It will be incumbent on the PIPA Education Committee to ensure that CPD programs are relevant to the practice of Property Investment Advising and satisfy standards and criteria set by the PIPA.

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#### **5. PERCEIVED BENEFITS FOR THE PROFESSION and INDUSTRY:**

Continuing Professional Development will benefit the Property Investment industry by:

5.1 Assisting Property Investment Advisers to improve their workplace performance;

5.2 Ensuring the Property Investment Industry and related continuing professional education services meet the needs of members of the industry;

5.3 Providing recognition through PIPA to QPIA® Accredited Individuals who continually make a commitment to maintaining and improving their professional expertise.

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#### **6. OVERVIEW OF THE CPD PROGRAM:**

6.1 To qualify for renewal of QPIA® Accredited Individual membership, members will need to demonstrate that they have made attempts to maintain their level of skill and knowledge in the Property Investment field. This learning can be obtained from a blend of academic and non-academic education and training. A point system to gauge successful achievement will be implemented. A minimum number of points will be set for renewal. The points accredited will vary according to the nature of the CPD undertaken. Refer to section 10 for more details.

6.3 PIPA requires each member to undertake 25 points worth of CPD over a 12 month period.

6.4 If the required level of professional development is not achieved then the member's membership will not be renewed for that year.

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## **7. THE BASIS OF THE CPD STRUCTURE:**

PIPA has identified a number of competencies which contribute to the professional development of a QPIA® Accredited Individual member. These have, in turn, allowed the following components of the CPD to be identified:

- 7.1 Clear objectives for CPD programs that meet the real needs of the profession,
- 7.2 Provision of a means of assessing the standard of the competencies, gained through CPD courses, based on achievement and performance levels attained,
- 7.3 Provision of a way of accrediting genuine self-initiated/self managed learning that is relevant to the profession.
- 7.4 Provision of a basis for allocations of resources to the CPD program.
- 7.5 Provision of a model that will enable the CPD program to adapt quickly to meet changing labour market requirements.

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## **8. SPECIFIC ASPECTS OF CPD:**

### ***8.1 Adoption of the CPD Program***

The structure, as outlined in this document, has been adopted as the framework for the Continuing Professional Development program of PIPA

### ***8.2 Program Manager***

A program manager has been appointed to manage the CPD program. All queries relating to the CPD program should be directed to the program manager through your divisional CPD program coordinator.

### ***8.3 The handbook regarding the CPD sets out the tasks, requirements and procedures.***

This handbook, setting out the aims and the requirements of the CPD, has been published and provided to all members. Comments from members relating to any aspect of the CPD program are welcome and sought.

#### ***8.4 Recording the information and providing feedback to members***

A data base has been produced which allows for a standardised recording of credit points.

#### ***8.5 Appeals procedures***

Appeals by members, against any decision made by the Responsible Officer, must be directed to the National CPD Program Manager. The Program Manager will resolve the issue with the CPD National Panel.

#### ***8.6 Evaluating and refining the CPD program***

The CPD program will be reviewed each year by the Education Committee. Members have the opportunity to provide comment on the CPD program.

The procedures, model of competencies and gaps in the CPD training are to be reviewed annually.

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## 10. CREDIT POINTS

TABLE 1 - CPD COMPONENTS:

The following table sets out the credit point allocation for particular activities. To receive credit for any activity a member must provide proof relating to the nature and content of the activity undertaken.

No.	ACTIVITY	Points	COMMENTS
1	Conference attendance	5 per day	Structured Conference without learning objectives
2	Attendance at seminar	5 per day	Structured Seminar without Learning Objectives - 2 hour minimum
3	Completion of Educational Course	10	Formal course with assessment – Distance, on line or Lecture Based, Certificate Level
3	Completion of Educational Course	15	Formal course with assessment – Distance, on line or Lecture Based, Diploma Level
3	Completion of Educational Course	20	Formal course with assessment – Distance, on line or Lecture Based, Degree Level
5	Other Unstructured Activity	various	As per handbook

**PIPA, requires each QPIA® Accredited Individual to undertake 25 points worth of CPD over a one year period.**

FOR EXAMPLE:

- A Conference Attendance is worth 5 points.
- Certificate Level Training Course is worth 10 points.
- Informal reading over the course of the year to the value of 10 points

Therefore a QPIA® Accredited Individuals would need to attend one conference, one training course and read for 30 minutes per day for 10 months to satisfy the CPD requirements for QPIA® Accredited Individual renewal.

NOTE: Credit points must be accumulated across three or more categories.

## **11. RECOGNITION OF CPD POINTS FROM OTHER PROGRAMS**

PIPA acknowledges that many QPIA® Accredited Individuals are also required to complete other CPD Programs. In the interests of ensuring that our members do not become weighted down with continually satisfying varying requirements, we have ensured that our requirements match many of those also required by other associations. As such we are happy to provide CPD points for any activities which may be undertaken for other CPD Programs subject to ascertaining its relevance to the QPIA® qualification.

In addition many of our accepted CPD Activities mirror those of other associations, and as such completing one of those activities should satisfy the CPD requirements of more than one association.