

PROPERTY
INVESTMENT
PROFESSIONALS
OF AUSTRALIA



COMPULSORY PROFESSIONAL DEVELOPMENT HANDBOOK

**A Guide to the Compulsory Professional
Development program for QPIA® Individuals.**

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This Publication has been designed as a guide to the Compulsory Professional Development program that will apply to QPIA® Individuals.

PIPA gratefully acknowledges the assistance provided by industry stakeholders in developing the CPD program and this booklet.

More information about the CPD program can be obtained by contacting PIPA on (03) 9918 9113

1. INTRODUCTION

The Property Investment Professionals of Australia (PIPA) has been formed by industry practitioners with the objective of representing all industries involved with property investment including financiers, financial planners, property investment advisers, accountants, real estate agents, mortgage brokers, valuers, etc, to Government, Treasury, Regulators, the Media and other stakeholders.

This CPD program has been designed to enable QPIA® Individuals to update and keep current their knowledge and skills in the areas of industry developments, legislative change and work practices. The aims of the CPD program are to:

- Increase levels of consumer protection and public confidence;
- Promote professionalism across the property investing industry; and
- Improve the knowledge and skills of Property Investment Advisers

This booklet serves as a guide to the CPD program. It should be read in conjunction with the 'CPD Summary' which formally establishes the policy for the renewal of membership.

1. CPD PROGRAM OUTLINE

PIPA recognises the need for all QPIA® Individuals to obtain and maintain current industry specific knowledge. To that end, all CPD activities must have an educational outcome and be industry specific, with suitable activities including training courses, seminars, workshops and distance education courses.

The CPD program operates on an annual cycle based on the calendar year ("the CPD cycle") and applies to all QPIA® Individuals. In each 12-month CPD cycle, participants must accumulate 25 points of CPD activity (see section Four).

Compliance with the program will predominantly be monitored when participants verify that they have met all CPD requirements, at the time required and once per year. It is the participant's responsibility to verify that 25 CPD points have been obtained for each CPD cycle.

Remote and regional participants will have adequate opportunity to attain their CPD points.

3. CPD ACTIVITIES

To be considered as a valid CPD activity, an activity must be approved by the PIPA Education Committee. Approval of a course will be on the basis that it is relevant to occupations in the industry and that it has an educational outcome (i.e. have a significant intellectual or practical content). Activities that do not meet these criteria **cannot** be claimed as CPD activity, and will not be counted towards the CPD points needed.

TYPES OF CPD ACTIVITY

CPD activity may take a number of forms, such as:

- Training courses or workshops;
- Distance education programs and teleconferencing;
- Multimedia or website-based programs;
- Attendance at an approved conference or professional function; and
- Other unstructured activities as outlined in the hand book

4. CPD POINT ENTITLEMENT

QPIA® Individuals need to accumulate 25 CPD points of CPD activity every year. Different types of CPD activity attract CPD points at different rates. The table below sets out the points that are attached to the various forms of CPD activity.

CPD Activities	Must relate to industry subjects and be approved by PIPA.
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PIPA Approved CPD activities	Examples	Maximum Number of Points
Unstructured activities and programs (having no formal assessment)	<p>Team meetings where learning objectives have been formally stated; 1 point per hour</p> <p>Attendance at seminars, conferences and industry presentations with objectives to impart industry specific knowledge and keep participants up to date with new industry direction; 5 points per day, 2 hour minimum</p> <p>Documented reading time from recognised industry journals and financial press such as the Australian Financial Review, Property Investment Magazines etc. Can include on line reading sources and materials. 0.5 points per 1 reading hour</p> <p>Presentation at seminars or workshops which require research to present – 2 points per presentation (min 30 min presentation)</p>	25 points
PIPA Structured activities and programs	Formal education programs and seminars and workshops having some written assessment which have been approved by PIPA as qualifying for CPD points. 5 points	10 Points p.a (Minimum)
Structured activities and programs delivered by other educational bodies or professional associations	<p>Attendance at professional seminars, lectures or study streams at certificate level on specific topics related to property investment; 10 points</p> <p>Attendance at professional seminars, lectures or study streams at diploma level on specific topics related to property investment; 15 points</p> <p>Attendance at professional seminars, lectures or study streams at Degree level on specific topics related to property investment; e.g. Valuation</p>	Determined upon application

	<p>Degree, Diploma of Financial Planning, Masters. 20 points</p> <p>Delivering of papers to industry on subjects relevant to property investment or being published <i>may</i> also be recognised for CPD points. 5 points</p>	
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Key Points to note:

- All participants must undertake the CPD activities to maintain the currency of their QPIA® qualification.
- All CPD activities need to be relevant to the carrying out of an occupation in the property Investment Advising industry and must have an educational outcome (i.e. have a significant intellectual or practical content).
- Only the hours spent on the actual activity may count towards point entitlement (as opposed to travel, preparation, meetings or fellowship).
- If you participate in more CPD activities than required, **excess points cannot be carried over to the next CPD cycle.**
- Where a CPD activity is completed twice or more in the same CPD cycle, participants are only able to claim CPD points once for that CPD activity.
- CPD Points may be claimed in full or half points only. For example, 125 minutes of a CPD activity that attracts 0.5 CPD point per hour will attract 1 CPD points.
- Members need to retain proof of attendance for attendance at CPD activities (refer to Section Seven).

5. TRAINING PROVIDERS

CPD activities and the numbers of points for each CPD activity must be PIPA approved. Training providers, franchisors, and industry members wishing to gain PIPA approval for courses can submit details of the course against the CPD Evaluation Form. PIPA will assess these courses and make a decision on whether it can be considered a valid CPD activity. To facilitate the commencement, PIPA undertakes to do this within fourteen days during the first three months of the program.

Training providers should issue participants with evidence of attendance on the completion of a CPD activity, and where relevant, with proof that any assessment was undertaken and passed. Evidence may take the form of a *certificate of attendance*, a *statement of attainment*, or a *record of completion*. Participants should ensure that such documents will be provided before registering for training. These documents serve as proof that CPD requirements have been met when a participant's CPD history is audited by PIPA.

Training providers are also encouraged to maintain, and hold for a period of four years, appropriate records of attendance for CPD activities. Ideally, these records should be kept in an electronic format, so participant attendance can be verified if requested by PIPA.

A ***statement of attainment*** is granted by a Registered Training Organisation when an assessable component of a unit of competency in a National Training Package is successfully completed.

A ***certificate of attendance*** is provided by a training provider to participants who attend a CPD activity that may not have an assessable component as verification of attendance.

A ***record of completion*** is issued by a training provider to a student who successfully completes the assessments required for a course that is **not** aligned to a National Training Package.

6. TEMPORARY INABILITY TO PARTICIPATE IN THE CPD PROGRAM

PIPA recognises that from time to time people may not be able to participate in the CPD program. Individuals wishing to be excused from obtaining part or all of their CPD points need to advise PIPA in writing, setting out reasons why they are unable to participate. Requests will be considered on a case-by-case basis.

The following are circumstances that might cause the participant to seek temporary suspension from the program:

- a) Being absent from practice for all or part of the CPD cycle due to serious illness, parental or extended leave, or another reason, or
- b) Experiencing particular hardship or difficulty in completing the required number of CPD points, by reason of geographical location or any physical or mental disability.

7. MONITORING COMPLIANCE

Participants are required to maintain personal CPD records for each CPD cycle. These records must be retained for four calendar years. An example of a Training Log Sheet is given on page 10. Whatever form the log sheet takes, it must include the following details:

- CPD activities undertaken;
- Date each CPD activity was undertaken;
- Details of the training provider providing or conducting the CPD activities; and
- Number of CPD points accrued.

Evidence supporting the completion of an activity must also be retained by participants for four years. It is recommended that full details of the training be retained and listed on the Training Log Sheet. Any documents or certificates presented should also be stored with the log sheet.

All participants are required to certify that they have obtained their 25 CPD points for each year of the CPD cycle at the time of renewing their PIPA QPIA® Accredited Individual membership. This is done by completing and signing the appropriate section on the renewal application form. Individuals who fail to do this risk delaying the renewal of this membership.

8. GLOSSARY

“**Approved training provider**” means a training provider that has been approved by PIPA to deliver CPD activities for the purposes of the CPD program. Approved training providers must meet any standards set down by PIPA.

“**Business day**” means any day that is not a Saturday, Sunday or public holiday.

“**Certificate of attendance**” means a document provided by a training provider to participants who attend a CPD activity (that may not have an assessable component) as verification of attendance.

“**Certificate IV qualification**” means either a *Certificate IV in Assessment and Workplace Training* or a *Certificate IV in Training and Assessment*.

“**CPD**” means compulsory professional development for real estate and business agents and sales representatives in Western Australia.

“**CPD activity**” means any learning activity that is industry-specific with an educational outcome.

“**CPD cycle**” means a period of 12 months from 1 January to 31 December each year.

“**CPD points**” means the value of the weighted units allocated to a CPD Activity.

“**Educational outcome**” means having a significant intellectual or practical content.

“**Elective CPD activity**” means a CPD activity, other than a mandatory CPD activity, chosen by a participant from a list provided by PIPA.

“**Elective professional development subjects**” means the subject areas to be taught as elective CPD activities as listed in the Regulations (Regulation 4AA, Schedule 1A, Division 2).

“**Industry specific**” means relevant to the carrying out of an occupation in the real estate or business broking industry.

“**Record of completion**” means a document issued by a training provider to a student who successfully completes the assessments required for a course that is **not** aligned to a National Training Package.

“**Registered Training Organisation**” has the same meanings as in section 5(1) of the *Vocational Education and Training Act 1996*; i.e. an organisation registered by the Training Accreditation Council to deliver nationally accredited training.

“Statement of attainment” means the document granted by a Registered Training Organisation when an assessable component of a unit of competency in a National Training Package is successfully completed.

9. EXAMPLE CPD TRAINING LOG SHEET

Certificates of Attendance, Statements of Attainment, Records of Completion and other supporting evidence are to be retained for a period of **four** years for verification purposes in the case of being selected for audit.

The following is an example of a CPD training log sheet.

Date activity was completed	Name or description of activity	Learning category	Training provider	Course Approval Number	Nature of supporting evidence	CPD Points
					TOTAL CPD POINTS:	