

# Continuing Professional Development for builders and swimming pool builders

# CPD

*Keeping you up to date*



Fair  
Trading

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## Why was CPD introduced?

Consumer concerns about the safety and standard of new homes led to the Government establishing the *Joint Select Committee on the Quality of Buildings* [the Campbell Inquiry] into the NSW residential building industry in 2002.

One of the Inquiry recommendations adopted by the Government was the mandating of Continuing Professional Development (CPD). Consequently, compulsory CPD was introduced in 2004.

## Who has to do CPD?

Since March 2004, all personal licence and certificate holders in the categories of building and swimming pool building have been required to do CPD as part of the licence renewal process.

## What are the intended benefits of CPD?

CPD aims to create a learning culture in the home building industry by providing the opportunity to formally and informally learn about almost anything to do with building, including running a building business.

CPD is not just about earning points. CPD has always been about helping you to stay informed, up-to-date, skilled and more knowledgeable.

In late 2006, the Minister for Fair Trading requested that the CPD program be assessed. Following an independent evaluation, which included discussions with training providers, industry associations, licensees as well as Fair Trading, recommendations were made to improve and simplify the program.

From 1 January 2008, 12 points of CPD activity must be undertaken. This replaced the previous model which required CPD participants to undertake 25 points per year and 100 points over 3 years.

Builders and pool builders undertake CPD by doing courses or learning activities that are delivered by training providers and industry experts.





## CPD topics

One of the key CPD changes to take effect from 1 January 2008 was the requirement for builders and pool builders to learn about particular topics. The 8 CPD topics identified by Fair Trading in consultation with industry stakeholders offer a choice of relevant and useful subject areas so you can learn what you need.

Any CPD activity undertaken must be relevant to one of the 8 CPD topic areas listed below. In the right hand column is a list of possible subjects. This is not an exhaustive list, just examples of what you might like to learn about.

<i>Topic area</i>	<i>Possible subjects</i>
Technical issues	Ceramic tiling code Pebble creting Waterproofing
Sustainability	BASIX Green building Water management
Compliance	Applying the building code of Australia The Home Building Act
Communication	Customer service Mediation and negotiation Quality of advice
Dispute resolution	Avoiding misrepresentation True and false representations
Contracts	Contract terms
Safety	Asbestos removal Other hazardous materials Working on roofs
Business management	Computer skills Project management and supervision Running a business

## CPD points system

CPD has a points system so you can record and keep track of your learning. CPD activities earn you either 1 or 2 points per hour or up to 4 points per year. You must undertake activities to make up 12 points per year.

Lunch and travel time do not count as points.

Up to 11 surplus CPD points earned in a year can be carried forward for 12 months.

### 1 point per hour learning

To earn 1 point per hour, the learning must:

- be relevant to one of the 8 topics listed on page 3
- have an identifiable learning outcome, which means you are able to say what it is you have learned
- be interactive, which means you must participate to complete your learning
- be delivered as a course, workshop, trade session, forum or conference, either online, by CD-rom or as a face-to-face activity
- be delivered by an organisation or person with specialist industry expertise.

### 2 points per hour learning

To earn 2 points per hour, the learning must:

- be relevant to one of the 8 topics listed on page 3
- have an assessable learning outcome (this means your learning is linked to a National Training Package or an Australian university qualification)
- be delivered by an Australian university or a Registered Training Organisation (RTO).

### Other CPD point options

You can earn a maximum of 4 points per year by employing apprentices or trainees AND/OR if your partner or associate undertakes CPD activities on behalf of the business.

#### *Employing apprentices or trainees*

You can earn 1 CPD point per year for each person you employ under a formal training arrangement such as an apprenticeship or traineeship. If you don't have a partner or associate to earn CPD points for your business, you can earn a maximum of 4 CPD points per year from employing apprentices or trainees.

#### *Partner or associate's learning*

Your partner or associate can undertake 1 or 2 points per hour learning on behalf of the business. If you don't employ apprentices or trainees, you can earn a maximum of 4 points per year from your partner or associate's learning.

If you employ apprentices or trainees AND you have a partner or associate who wants to undertake learning on behalf of the business, the total number of CPD points you can earn from these activities combined is 4 per year.





## CPD activities

Most CPD activities are offered by organisations and businesses throughout NSW. It is up to you to choose the training that suits you and your business and the cost of learning will depend on the activities you choose. Any money spent on CPD may be tax deductible if it is a work-related expense.

There isn't enough room in this brochure to list all the organisations that offer CPD activities. We've listed a few examples here. See the Fair Trading website for more information.

<i>1 point per hour activities</i>	<i>Delivered by, for example:</i>
Seminars, workshops, conferences, forums, news or trade sessions, short courses, online or CD-rom based courses	<ul style="list-style-type: none"> <li>• Industry associations eg. MBA, HIA or SPASA</li> <li>• Government agencies eg. Fair Trading</li> <li>• Suppliers of materials and/or services</li> <li>• Manufacturers of new products</li> <li>• Private training companies and/or Community Colleges and Adult Education Centres</li> </ul>
<i>2 points per hour activities</i>	<i>Delivered by, for example:</i>
Formal assessed learning from a relevant Australian Training Package or an Australian university qualification	<ul style="list-style-type: none"> <li>• TAFE</li> <li>• MBA</li> <li>• HIA</li> <li>• Other registered training organisations</li> <li>• An Australian university</li> </ul>
<i>Other CPP point options</i>	<i>Detail:</i>
Employing an apprentice or trainee under a formal training arrangement and/or partner or associates learning	<ul style="list-style-type: none"> <li>• Partner/associate undertake 1 and 2 points per hour learning</li> <li>• Employing apprentices/trainees</li> </ul>

### Not included in the CPD program

Following consultation with industry stakeholders it has been determined that CPD points will no longer be earned for:

- mentoring students
- good compliance history
- industry association membership.

## What records must I keep?

You must keep a diary record of how you met your CPD obligations, including documentary proof of your participation wherever possible.

If you participated in any face-to-face CPD activity the person or organisation providing the learning must give you a Record of Attendance containing:

1. Your name, contact details and NSW Fair Trading licence or certificate number
2. Title of the course/event/activity/training and the CPD topic area covered
3. Course code (if any)
4. Date, time and place of the course/event/activity/training
5. Duration of the course/event/activity/training
6. Type of assessment (if applicable)
7. Name of the trainer and organisation
8. CPD points earned.

If you participated in formal learning for 2 points per hour, you will also receive a Qualification, or Statement of Attainment/Achievement/Attendance specifying what has been assessed.

You are not required to send these records to Fair Trading. However, if you are audited by Fair Trading you must be able to prove that you complied with CPD requirements, or face the possibility of losing your licence.

Your licence may be audited by Fair Trading annually, or as part of the licence renewal process. Fair Trading will send warning letters to any licensee who fails to address the CPD question in their licence renewal or advises they have undertaken CPD but not achieved the number of required points. Any licensee who knowingly misrepresents their compliance with CPD will have action taken against their licence.





## What happens on renewal?

### What if I already have a 3-year licence?

Builders and pool builders with a 3-year licence were switched to the new 12 point CPD system on the first anniversary of the date the 3-year licence commenced.

#### *Tom's renewal*

Tom got a 3-year licence when he renewed on 15 October 2007. Tom was switched over to the new 12 point CPD system on 15 October 2008. In the 12 month period between 16 October 2007 and 14 October 2008, Tom needed to comply with the previous system and earn 25 points from CPD.

Commencing 15 October 2008, Tom switched to the 12 point CPD system and needed to comply with its requirements to renew in 2010. By the time of his renewal on 15 October 2010, Tom will need to have earned a total of 49 CPD points in order to renew - 25 for year 1 under the previous system, 24 for years 2 and 3 under the new system.

### What if I got a 3-year licence in 2008?

Builders and pool builders who got a 3-year licence in 2008 switched to the new 12 point CPD system on the date the 3-year licence commenced.

#### *Charlie's renewal*

Charlie wanted to get a 3-year licence when he renewed on 12 July 2008. To renew in 2008, Charlie needed to state that he earned 25 CPD points over the previous year.

From 13 July 2008, Charlie switched to the new 12 point CPD system and needs to comply with its requirements and earn 36 points to renew in 2011.



## Examples of how to earn CPD points

You are required to earn 12 CPD points a year from the time you renew your licence or certificate.



### Jim's CPD

Jim is a builder with his own small business. He is busy and needs to be efficient in using his time for CPD. He monitors the training programs run by his industry association which enables him to plan his CPD activities well in advance.

CPD topic area / activity	Points
<b>Compliance</b> / 12828SA Building Code of Australia Application unit – 6 hours	12
<b>Total</b>	12

### Bill's CPD

Bill is a pool builder in a rural area. He is alert to his safety needs and schedules his time so that he can attend a trade show focussing on energy conservation techniques run by the local building supplies store, as well as undertake a range of other relevant learning. Bill's business partner is his wife Joy who undertakes an on-line course about the Building Code of Australia as this is a need which they have identified would support the business.

CPD topic area / activity	Points
<b>Technical</b> / Sustainability/ Online course coping tiles to limit – 3.5 hours	3.5
<b>Compliance</b> / Online course – 2 hours (by partner)	2
<b>Sustainability</b> / Trade show – 2.5 hours	2.5
<b>Safety</b> / Test and tag course – 4 hours	4
<b>Total</b>	12

### Renata's CPD

Renata is also in her own business as a sole trader. She lives in a small country town and is very concerned about water shortages and the environment generally.

CPD topic area / activity	Points
<b>Sustainability</b> / BASIX course – 4 hours	4
<b>Sustainability</b> / Dispute resolution/ Contracts/ Compliance / Online course – total 6 hours over year	6
<b>Sustainability</b> / Trade seminar – 2 hours	2
<b>Total</b>	12



## Yuri's CPD

Yuri lives in a small country town which has one registered training organisation, a TAFE college. He's not sure what courses are offered. He visits the TAFE at the beginning of the year and finds out about business courses. With help from TAFE, Yuri identifies a selection of units which comply with the CPD requirements and he schedules his work to fit this learning in (it would be business, customer or environmentally related.) Yuri's associate looks after the business administration and with planning, Yuri arranges for his associate to undertake CPD as well. Together they fulfil Yuri's annual CPD requirements.

### Year 1

CPD topic area / activity	Points
<b>Communication</b> / Assessed learning – 5 hours	10
<b>Business management</b> / Project management and training on new software to support contract administration (Associate's learning, 8 hours, points to be counted is the maximum of 4 per year)	4
<b>Total</b>	14

### Year 2

Points carried forward from year 1	2
<b>Technical issues</b> / Aspects of building in a dry climate On-line course and trade show – total 7 hours over year	7
<b>Business management</b> / Prepare a quotation (Associate's learning, 6 hours, points to be counted is the maximum of 4 per year)	4
<b>Total</b>	13

You can use this CPD diary to keep track of your activities. Make a copy before entering any details in case you need more space to record your activities.

Any CPD activity undertaken must be relevant to one of the 8 topic areas listed on page 3 of this document.

## CPD diary

Your name:						Your licence or certificate number:		
Topic area	Title of the activity and course code, if applicable	Date / time /place of CPD activity	Duration of CPD activity	Type of assessment, if applicable	Name of CPD activity provider	Type of supporting document eg. record of attendance	Points earned	
<b>Total points earned 20__</b>								
							complete the year eg. 2009	
<b>Points carried forward to 20__</b>								
							complete the year eg. 2010	

## CPD contacts

For more information about where and when CPD activities are being offered in your area, contact:

### Housing Industry Association

Tel: 9978 3333  
Fax: 9888 7555  
nsw\_enquiry@hia.com.au  
www.hia.com.au

### Master Builders Association

Tel: 8586 3555  
Fax: 9660 3700  
Toll free: 1800 451 393  
enquiries@mbansw.asn.au  
www.mbansw.asn.au

### Swimming Pool and Spa Association of NSW Ltd

Tel: 9747 6644  
Fax: 9744 7916  
Toll free: 1800 802 482  
info@spasa.org.au  
www.spasa.org.au

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Language assistance 13 14 50 (ask for an interpreter in your language)  
TTY 1300 723 404 for hearing impaired

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