

Continuing Professional Development for builders and swimming pool builders

CPD

Keeping you up to date



Changes apply from 1 January 2008



www.fairtrading.nsw.gov.au



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Why was CPD introduced?

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

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.

Why is CPD changing?

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. These will come into effect on 1 January 2008.

How will CPD operate from 1 January 2008?

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

From 1 January 2008, you will need to undertake 12 points of CPD activity. This replaces the need to undertake 25 points per year and 100 points over 3 years.

The evaluation of CPD found that the 25/100 points system was unnecessarily complex and a simpler approach was recommended.





CPD topics

One of the key CPD changes to take effect from 1 January 2008 is the requirement for builders and pool builders to learn about particular topics. The 8 CPD topics identified for 2008 by Fair Trading in consultation with industry stakeholders will 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 still 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 CITAB and Fair Trading websites for more information.

A comprehensive list of organisations that deliver courses that meet CPD requirements can be found on the CITAB website.

<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"> • Industry associations eg. MBA, HIA or SPASA • Government agencies eg. Fair Trading • Suppliers of materials and/or services • Manufacturers of new products • Private training companies and/or Community Colleges and Adult Education Centres
<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"> • TAFE • MBA • HIA • Other registered training organisations • An Australian university
<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"> • Partner/associate undertake 1 and 2 points per hour learning • Employing apprentices/trainees

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.

Free CPD seminars

The Office of Fair Trading will conduct 24 free CPD seminars throughout 2008. See the Fair Trading website for date and location details.

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 Office of 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.

Note:

During 2007, 6 people had their licences cancelled for not complying with CPD requirements.





What happens on renewal?

Until 1 January 2008, the current CPD program is still in place. Builders and pool builders have to earn a minimum of 25 CPD points a year and 100 points over the previous 3 years as a requirement of your licence renewal.

Renewing a 1 year licence after 1 January 2008

Builders and pool builders with a 1 year licence will switch to the new 12 point CPD system on the date the licence is renewed.

Rob's renewal

Rob's renewal date is 6 May 2008. He currently has 18 CPD points under the old system. He needs to earn another 7 points to renew in 2008. Once he renews in May, Rob switches to the 12 point CPD system and needs to comply with its requirements to renew in 2009.

Keith's renewal

Keith also has a 1 year licence, and his renewal date is 22 August 2008. He currently has zero CPD points so he needs to undertake CPD activities under the old system to the value of 25 points in order to renew. Once he renews in August, Keith switches to the 12 point CPD system and needs to comply with its requirements to renew in 2009.

What if I already have a 3 year licence?

Builders and pool builders with a 3 year licence will switch 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 will switch 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 needs to comply with the current system and earn 25 points from CPD.

Commencing 15 October 2008, Tom switches to the 12 point CPD system and needs to comply with its requirements to renew in 2010. Fair Trading will remind Tom about this by letter in October 2008.

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 current system, 24 for years 2 and 3 under the new system.

What if I intend to get a 3 year licence in 2008?

Builders and pool builders planning to get a 3 year licence in 2008 will switch to the new 12 point CPD system on the date the 3 year licence commences.

Charlie's renewal

Charlie wants to get a 3 year licence when he renews on 12 July 2008. To renew in 2008, Charlie needs to state that he earned 25 CPD points over the previous year.

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

Note:

If you took out a 3 year licence in 2007, Fair Trading will remind you about switching to the 12 point CPD system by letter in 2008.

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 after 1 January 2008.



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
Compliance / 12828SA Building Code of Australia Application unit – 6 hours	12
Total	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
Technical / Sustainability/ Online course coping tiles to limit – 3.5 hours	3.5
Compliance / Online course – 2 hours (by partner)	2
Sustainability / Trade show – 2.5 hours	2.5
Safety / Test and tag course – 4 hours	4
Total	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
Sustainability / BASIX course – 4 hours	4
Sustainability / Dispute resolution/ Contracts/ Compliance / Online course – total 6 hours over year	6
Sustainability / Trade seminar – 2 hours	2
Total	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
Communication / Assessed learning – 5 hours	10
Business management / 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
Total	14

Year 2

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

CPD contacts

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

Construction Industry Training Advisory Board (CITAB)

Tel: 9987 4027
Fax: 9987 4072
douglasg@citab.com.au
www.citab.com.au

CITAB offers 'CPD Assist' – a free referral and information service for builders and pool builders. It is available across NSW via the web, telephone, email or fax. See contact details above.

In offering to assist you, CITAB does not actually provide CPD activities itself but acts as a one-stop-shop for advice.

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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General enquiries 13 32 20

Language assistance 13 14 50 (*ask for an interpreter in your language*)

TTY 1300 723 404 for hearing impaired

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