CPD Provider template Checklist - Formal

To assist architects verify the provider of Formal CPD

Category of provider

Professional Provider
eg legal practitioner, insurance provider etc

Employer

University / Tertiary Institution

Architects' Learning Group

Professional Association

Commercial education
or training provider

Industry Association

Govt Agency / Non Govt Agency / Not for Profit

Architect Group or Network

Industry Provider

Learning objectives are
clearly stated

Activity is formally assessed OR has significant
interaction with presenter
eg Workshop setting, group tasks

Course is mapped to one of the
3 Core Activities:
— Design
— Project Delivery
— Practice Management

Provider has signed a statement of
completion, including:
— Date
— Name of participant
— Name of activity
— Name of provider
— Category of activity (formal / informal)
— Category of core activity (Design / Project
   Delivery / Practice Management)
— Hours of duration that can be claimed -
   points accrued

Activity is mapped to units of the
NSCA, NCC, legislation,
Building Confidence Report
(February 2018), other

Presenter is appropriate
Peer / Academic / Technical
expertise / Practice experience

Note:
1 major and all minor boxes
ticked = FORMAL