



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**



# Registered building engineering practitioner approved CPD requirements



**July 2024**

## 1. Purpose

This policy sets out how building engineering practitioners can demonstrate compliance with the continuing professional development (CPD) requirements in the Regulations.<sup>1</sup>

## 2. Definition

CPD is defined as the undertaking of development activities that lead to the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout a person's engineering career. CPD must enable the practitioner to:

- Maintain and enhance his or her technical competence; or
- Maintain and enhance his or her management skills; or
- Help, influence and lead others.

## 3. Complying

Registered building engineering practitioners can demonstrate compliance with the CPD requirements in the Regulations by either:

- Demonstrating compliance with the requirements of this policy, or
- Continuing membership of an industry organisation that operates an approved CPD scheme.

Industry organisations operating approved CPD schemes are listed on the Department of Mines, Industry Regulation and Safety - Building and Energy (Building and Energy) website.

A building engineering practitioner must demonstrate compliance with the CPD requirements in the Regulations in order to renew their registration.

## 4. Amount of CPD

A registered building engineering practitioner – excluding a building engineering practitioner, fire systems technologist or associate – must undertake and document a minimum of 150 hours of CPD over a three-year period.

Of the 150 hours, at least:

- 50 hours must relate to the class of practitioner registration, i.e. civil, structural, mechanical or fire safety;
- 12 hours must cover building standards, being the National Construction Code (NCC) and referenced Australian Standards;
- 10 hours must cover risk management; and
- 15 hours must address business and management skills.

The remaining hours must cover a range of activities relevant to the practitioner's career.

A building engineering practitioner with more than one class of practitioner registration still needs to undertake a total of 150 hours of CPD, but must record at least 50 hours of CPD related to each class. For example, a practitioner registered in civil and structural will need to record at least 50 hours related to civil and at least 50 hours related to structural.

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<sup>1</sup> Building Services (Registration) Regulations 2011 r.28R

Some technical CPD activities may overlap multiple classes or learning areas, in this case the activities can be recorded as meeting both. For example, CPD may be both civil-related and structural-related CPD. Or it may be both structural-related and building standards-related CPD.

While CPD types may overlap, the total number of CPD hours undertaken must always be at least 150 hours in each 3-year period, except as provided for career breaks.

## **5. Amount of CPD – building engineering practitioners, fire systems**

A building engineering practitioner, fire systems – technologist must undertake and document a minimum of 60 hours of structured CPD over a three-year period. Of the 60 hours, at least:

- 40 hours must relate to the class of practitioner registration, i.e. fire systems;
- 5 hours must cover building standards, being the NCC and referenced Australian Standards;
- 5 hours must cover risk management; and
- 5 hours must address business and management skills.

The remaining hours must cover a range of activities relevant to the practitioner's career.

A building engineering practitioner, fire systems – associate must undertake and document a minimum of 50 hours of structured CPD over a three-year period. Of the 50 hours, at least:

- 30 hours must relate to the class of practitioner registration, i.e. fire systems;
- 5 hours must cover building standards, being the NCC and referenced Australian Standards;
- 5 hours must cover risk management; and
- 5 hours must address business and management skills.

The remaining hours must cover a range of activities relevant to the practitioner's career.

## **6. Type of CPD**

The types of activity that may be claimed as CPD, and the maximum hours of CPD that may be claimed for each activity type in year 3-year period, are listed in Appendix A.

The maximum hours that may be claimed for each type of CPD apply to building engineering practitioners who are required to undertake 150 hours of CPD in a three year period. These maximum hours apply pro-rata to building engineering practitioners, fire systems, undertaking either 60 or 50 hours of CPD in a three year period.

## **7. Career break provision**

Building engineering practitioners who have been on a career break of at least three consecutive months during the previous three-year period may reduce their total CPD hours completed in that 3-year period as follows:

- Building engineering practitioners, fire systems – technologists may reduce their CPD hours by 40 minutes for each consecutive week of leave, to a minimum of 40 hours in each 3-year period.

- Building engineering practitioners fire systems – associates may reduce their CPD hours by 20 minutes for each consecutive week of leave, to a minimum of 30 hours in each 3-year period.
- All other building engineering practitioners may reduce their CPD hours by 1 hour for each consecutive week of leave, to a minimum of 90 hours in each 3-year period.

A career break means a period of leave from the workforce of at least three consecutive months for any proper cause. Proper causes include, but are not limited to:

- A serious illness;
- Parental leave;
- Extended travel;
- Caring for family members;
- Involuntary unemployment; or
- Elite sporting or cultural pursuits.

## **8. Auditing and monitoring**

Building and Energy may conduct audits of a building engineering practitioner's compliance with the CPD requirements.

A registered building engineering practitioner must keep accurate and comprehensive records of CPD activities that they undertake, sufficient to allow them to be properly audited by Building and Energy staff.

An applicant for renewal of registration as a building engineering practitioner must provide records of compliance with the CPD requirements upon request.

## Appendix A - Types of CPD and conditions

Type	Maximum hours allowable	Notes
1. Tertiary course taken as an individual course or for a formal post-graduate award	Unlimited	Time claimed is the hours of lectures / tutorials / laboratory work, noting that there will almost always be further time spent both in preparation and follow-up. All such activities will involve some form of assessment. Study may be either on campus or by distance education. For distance education, estimate the equivalent number of hours of formal face-to-face education that would have been involved.
2. Short courses, workshops, seminars, conferences, and technical meetings	Unlimited	These activities will normally be delivered or facilitated by recognised practitioners in the field, and may be in-house for employees of large engineering concerns.
3. Workplace learning activities that extend competence in your class of registration	75 hrs	For learning activity undertaken in the workplace, a registered practitioner must be able to demonstrate how it has extended their knowledge. Normal work activities, applying current knowledge, cannot be claimed as learning activities in the workplace.
4. Private study that extends your knowledge and skill	100 hrs	Study may be in the practitioner's class of registration, or in building standards, risk management, business and management skills. Private study includes the reading of books, journals, manuals etc. Records must be kept for audit purposes, of date, title, author, time invested and knowledge gained.
5. Service to the engineering profession	50 hrs	Service to the engineering profession includes: <ul style="list-style-type: none"> <li>• Assisting in tertiary course accreditation;</li> <li>• Assisting an assessment entity to administer an assessment scheme, e.g.: <ul style="list-style-type: none"> <li>○ assessing engineers seeking registration;</li> <li>○ auditing assessments;</li> <li>○ monitoring or reviewing an assessment scheme;</li> </ul> </li> <li>• Undertaking CPD audits of members of an approved CPD scheme;</li> <li>• Peer-review of technical publications prior to publication;</li> <li>• Mentoring a colleague for registration purposes; and</li> <li>• Preparing submissions to, and participation in technical standards related meetings of organisations, such as Standards Australia, on areas relevant to your professional work.</li> </ul>
6. Preparation and presentation of materials for courses, conferences or publication.	Up to 45 hrs per paper. Up to 75 hrs per paper for peer-reviewed papers.	This represents work outside of the practitioner's normal employment and can be claimed for CPD purposes if the material is prepared and presented by the practitioner and the activities contribute to the advancement of the profession.