



Policy

# Continuing Professional Development Program

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**AIBS**  
AUSTRALIAN INSTITUTE  
OF BUILDING SURVEYORS



## Continuing Professional Development Program

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## Continuing Professional Development Program

Continuous technological and organisational change in the built environment obliges Building Surveyors to pursue ongoing professional development. This has been recognised by the Federal Government, which encourages structured training to be provided by employers and industry-based organisations. The accreditation of Building Surveying Professionals is underpinned by the National Accreditation Framework (NAF), and under its policies and guidelines, competency-based training and upskilling is required.

AIBS encourages all Building Surveyors to maintain a proper level of competence and professionalism, and this is mandatory for AIBS accreditation. This goes beyond initial qualification and accreditation and requires accredited persons to participate in a system of Continuing Professional Development (CPD).

CPD is defined as:

“The systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the competent execution of professional and technical duties throughout a professional’s working life.”

This document outlines the procedures and requirements of the AIBS Continuing Professional Development Program.

The AIBS CPD Annual Return needs to be lodged ANNUALLY online in the Member’s CPD log in the AIBS Member Portal. The CPD log covers a 12-month period that aligns with the Member’s AIBS accreditation dates. If you are not AIBS accredited, your CPD Year dates will be discussed between yourself and the CPD Administrator.

## Program Outline

In response to the prevailing conditions and increased public attention in our profession, AIBS has implemented a modular based Continuing Professional Development (CPD) program, effective from 1<sup>st</sup> October 2024. The modular based CPD program is a crucial step to enhance the stringency and elevated standards of our professional accreditation framework, aligned with the [AIBS Professional Standards Scheme \(PSS\)](#). The modular CPD program aims to elevate the current standard of professional conduct and competence among building surveyors to ensure that accredited members possess the necessary qualifications and readiness at all levels, enabling them to adeptly practice in the dynamic and demanding landscape of the modern construction industry.

The module structure acknowledges that it is difficult to provide meaningful technical development opportunities on the NCC and changes to state-based legislation year on year. Building surveyors therefore will have the opportunity to select from a range of topics within each module type to achieve a minimum number of points per annum to remain compliant with the program. By way of example, the modular system allows for a range of technical training opportunities on changes to the NCC three yearly amendment cycle, whereas over the



following two years, training opportunities can be provided in other areas that are not specifically technical in nature. To remain CPD compliant, a building surveyor will need to achieve a minimum number of points yearly in addition to achieving a minimum number of points in each module over a three-year period. This also allows practitioners to source additional development opportunities by different providers in areas that are not technical in nature, but rather related to building surveying activities.

The Australian Institute of Building Surveyors CPD Program supports the [AIBS National Accreditation Scheme](#) over a three (3) year period (triennium) commencing on the date of accreditation expiry. Whilst the Scheme operates over a triennium, submission of a CPD Return is required in each year of accreditation.

This Annual Return is a log of your CPD activities over the previous 12-month period. Those AIBS accredited Members who lodge their CPD Return at the end of each year of accreditation will have access to their CPD Statement which will be available on the Member Portal to download, save and print.

As of 15 July 2022, AIBS will accept that a member is compliant with the AIBS CPD Program if their CPD as part of their membership of the SA Accredited Professional Scheme, has been approved by the South Australian Accreditation Authority within the previous 12 months of the due date of their AIBS accredited membership. A current and valid 'Certificate of Accreditation' from the SA Accreditation Authority is required to be submitted as verification.

## Points Criteria

The AIBS CPD Program point requirements are:

- A minimum of **55 points in total** over the triennium.
- A minimum of **10 points** of Module 1 must be achieved annually.
- A minimum of **2 points** of Module 4 must be achieved annually.
- A minimum of **30 points** attained over the triennium must be Module 1.
- A minimum of **15 points** attained over the triennium must be Module 2.
- A minimum of **6 points** attained over the triennium must be Module 4.

Where exceptional circumstances occur that might result in your inability to achieve your CPD points, you should contact the AIBS office as soon as possible to discuss alternative arrangements.

A CPD Statement will be available to print or download on the Member Portal once your CPD Annual Return has been assessed.



## Modular CPD Activities

### Module 1 – National Construction Code & relevant standards

(10 points minimum per year & 30 points minimum over triennium)

- A range of activities for using and applying the NCC includes relevant codes and standards.

### Module 2 – Law & Legislative Practices

(15 points minimum over triennium)

- All relevant areas for applying principals of law and statutes and remaining up to date with jurisdiction-based legislation and regulations.

### Module 3 – Professional Practice

(Not compulsory; maximum of 7 per year & 21 over triennium)

- Includes all areas of professional practice, management, communication and structured study and mentoring.

### Module 4 – Ethics & Risk

(2 points minimum per year & 6 points minimum over triennium)

- Provides a range of activities in decision making and risk assessment.

### Formal Tertiary Academic Study

(Subject to approval)

- Degrees, graduate courses, and other tertiary academic courses related to building surveying taught by a university/educational institute (e.g. TAFE or Registered Training Organisations) may be exempt from CPD on application. An academic record is required, showing the applicant's successfully completed unit list on the tertiary institute letterhead.

### Arrangements for CPD presenters and participants on AIBS and external committees

Members who are appointed to AIBS approved representative roles on AIBS and external committees, or who provide presentations for an AIBS CPD activity are entitled to claim the following points where the contribution is relevant to the modules:

Module 1 – up to 5 points per year

Module 2 – up to 2.5 points per year

Module 3 – up to 7 points per year

Module 4 – up to 2 points per year

Members who provide a presentation for an AIBS CPD activity are entitled to claim 1 point for each hour of work in delivering the presentation. In addition, they can earn points for the preparation of the presentation, however, this is capped to the equivalent number of points



earned in the delivery of the presentation. Note that points earned by CPD presenters are limited to the same maximum points per module as outlined above.

Note that members earning points through CPD presentation and through committee representation, are required to collate and provide evidence of CPD Points earned to enable effective approval and allocation of points earned by module. Points earned through representation on AIBS committees, includes AIBS Chapter Committees and the AIBS Board.

## CPD Activities and Acceptable Evidence

The activities which are acceptable under the AIBS CPD Program are as follows. Either:

- Formal seminars, webinars, workshops, or conferences for which formal written evidence of attendance is provided, e.g. **certificate of attendance, written correspondence** (dated after the event) **from the organisers**, verifying the applicant's attendance. AIBS holds an internal record of all its own CPD events and attendance, so proof of attendance is not required for these events.

OR:

- Evidence of completing at least one unit of a formal tertiary academic course/degree related to building surveying. This must be approved by the AIBS CPD Panel to grant the applicant exemption from the module requirements for that CPD year.

Details must include:

- Your name, course/seminar/meeting, date, duration, organiser/provider's name, or;
- A completed subjects list from the learning institution on their letterhead or academic
- Achievement statement accessed from the student's email from the learning institution;
- Where seminars are arranged by the AIBS and no attendance certificates are issued, reference can be made to the date and activity so that the AIBS office can confirm this internally.

**Confirmation of your attendance must be provided.**

*(Please note: records of invoicing and/or event registration are **not accepted** as evidence under the AIBS CPD Program.)*

Items or activities that do not attract CPD points are:

- Time taken to travel to and from an event;
- Networking and break times.

**NOTE:** As Module 3 is not compulsory, you will not be required to provide supporting evidence for your CPD claims. However, you must keep a private record of all required Module 3 evidence and sign a declaration confirming this. For more information, please email [cpd@aibs.com.au](mailto:cpd@aibs.com.au).



## IMPORTANT

The evidence provided by the applicant is used to validate the claims for CPD points.

Where an applicant provides minimal information and it is difficult to determine the validity of the points, the result may be a reduction in points allocated as well as delays in processing your CPD Annual Return.

## Procedure

### AIBS Accreditation

The period included in a CPD Statement aligns with the Member's AIBS accreditation.

You should submit your CPD Annual Return on the Member Portal each year at least one month prior to the anniversary of your accreditation to ensure timely processing. A copy of satisfactory evidence, e.g. attendance certificates at any of the listed Module 1 and Module 2 activities that are not provided by AIBS must be uploaded. All attendance at AIBS webinars and seminars will be automatically added to your CPD log in the Portal. Members should review their entries and contact AIBS if there are any discrepancies with their own records.

Note: Lodgement of your CPD Annual Return online is required ANNUALLY.

### State or Territory Accreditation/Licensing Requirements

Where required, Building Surveying Professionals will need to comply with their relevant State or Territory legislation to maintain their required accreditation/license/registration.

## Cost for CPD Assessment

CPD is assessed by the AIBS CPD Administrator as a free service to AIBS Members.

Non-members are required to pay a fee if they want to have their CPD assessed. This fee may vary from year to year, and it is recommended that non-members seeking CPD assessment contact the office for the current fee (per CPD Return). Payment is to be made when making an application for CPD assessment and forwarded to the AIBS office to the attention of the CPD Administrator.



## Record Keeping and Audits

Please be aware that any documentation may be subject to audit at any time. You should retain your records for at least the previous triennium (3 years) in addition to the current triennium records. AIBS will undertake auditing of selected CPD records.

## Appeals

If a member is dissatisfied with the decision of the CPD Administrator, the applicant should submit information detailing their appeal to the AIBS Board of Directors via the AIBS CEO in writing.

The decision made by the AIBS Board of Directors will be final.



# Qualification Benchmarks and National Competencies

## Building Surveyor Level 1

The higher education benchmarks for Building Surveyor Level 1 are as follows:

### Construction Practices and Principles

- An in-depth knowledge of construction procedures and practices for residential, commercial and industrial building varying from simple structures through to large and complex structures
- An in-depth knowledge of how building components, system and services interact with each other
- Proficiency in assessment of construction documentation and details for compliance with codes, standards, acceptable construction practices, etc.
- Proficiency in carrying out of on-site inspections on residential, commercial and industrial buildings varying from simple structures through to large and complex structures at various stages of construction
- Good understanding of requirements for acoustic insulation and construction techniques available
- Good understanding of principles and procedures for providing protection to the public during construction, temporary support and demolition of structures
- Ability to identify common building faults and failures and options available for rectification
- Ability to select most appropriate forms of construction for various building sizes and types

### Law and Statutes

- Demonstrate basic understanding of the law, including:
  - the operation of the common law
  - the operation of statutory law
  - the role of the Parliament, the Executive and the Courts
- Define and understand relationship between Federal, State and local governments in creation and implementation of building and building related law
- Show proficiency in interpretation and application of building and building related law, including:
  - the role of delegated legislation (regulation, codes, standards and other statutory instruments)
  - the identification and distinction between statutory duties, discriminatory powers and professional responsibilities (either under legislation or codes of professional conduct)
  - the role of the common law in assisting with statutory interpretation and the application of this knowledge
- Demonstrate detailed understanding of common law and how it is applied to building issues, including:
  - the difference between statutory and common law (tort) liability
  - the management of risk as it applies to how a building certifier may incur liability
  - the operation of insurance
  - the law of contract
- Demonstrate a basic knowledge of how law is formed and changed, including:



- The operation of Courts and Tribunals
- the Parliamentary process
- how to keep in touch with changes in law
- identifying the effects of changes in the law on the building industry

## Codes and Standards

- Demonstrate a detailed understanding of the provisions of legislation associated with building, including:
  - building law and related codes and standards
  - planning
  - fair trading or consumer protection
  - environmental management
  - public health
  - disability discrimination
  - occupational health and safety
- Show proficiency in interpretation and application of building and building related law, including:
  - the role of delegated legislation (regulation, codes, standards and other statutory instruments)
  - the identification and distinction between statutory duties, discriminatory powers and professional responsibilities (either under legislation or codes of professional conduct)
  - the role of the common law in assisting with statutory interpretation and the application of this knowledge
  - an in depth understanding of the Building Code of Australia and the relevant Australian Standards
  - an in depth ability to apply the BCA and Standards to all building types

## Structural Engineering Principles

- Demonstrate a capability to analyse site investigation reports
- Proficiently evaluate foundation and footing design and construction for all types of building and a basic understanding of the engineering principles associated with their design
- Show an understanding of the principles of retention, shoring systems and retaining walls and be able to evaluate their design and construction
- Show a good understanding of structural design principles and characteristics for various construction forms and materials
- Proficiently analyse structural design documentation and understand concepts for assessment of calculations
- Show a basic understanding of the scope of statistics, probability and estimation, in analysis
- Demonstrate an appreciation of computer software applications in structural design and analysis

## Building Related Science

- Demonstrate good understanding of human movement, ergonomics and issues associated with disability access and principles of universal design
- Basic understanding of issues involved in sustainable urban development and design, reuse and durability of building and building materials and minimisation and disposal of construction waste



- Basic understanding of thermal performance of building in terms of energy efficiency and human comfort
- Identify fire tests used to determine building material combustibility and early fire hazard indices
- Identify types of soil and rock and their behaviour and have a basic understanding of testing procedures
- Identify characteristics of timber such as strength, durability, pests, fungi, etc
- Demonstrate a good understanding of the behaviour of materials and ability to analyse their suitability
- Show a good understanding of the properties of building materials (timber, steel, concrete, masonry, etc.)
- Be proficient in identifying the causes of building defects and making recommendations for potential remedies

## Performance-Based Building Regulatory Systems

- In depth knowledge of principles used in performance based designs
- Proficiency in the application of performance-based building code, including:
  - an in depth understanding of the various assessment methods contained in the Building Code of Australia and their application
  - an in-depth understanding of the methodologies for determining correct performance requirements to be satisfied
  - a good understanding of the process for involving relevant parties in the decision-making process
  - the differences between public policy and professional judgment
  - the ability to assess documentation for a performance-based solution
  - thorough knowledge on how to document decision and prepare an assessment report for performance-based solutions
  - thorough knowledge on the impact of a performance-based solution on building maintenance and alterations
  - the importance of documentation and record keeping for performance based solutions

## Risk Assessment and Risk Management Principles

- Basic understanding of risk assessment and risk management concepts

## Professional Ethics

- Demonstrate good understanding of meeting protocols, including ability to conduct and chair meetings and reporting to a Board/Council
- Demonstrate thorough understanding of the professional and ethical responsibilities and practices of Building Surveyor/Certifier

## Management Practice

- Demonstrate basic understanding of management practices and principles, including:
  - human resources practices
  - industrial relations including workplace OH&S and EEO principles
  - establishment of recording procedures and management
  - corporate strategic planning
  - basic understanding of financial practices associated with staff and project budgets and accounting
  - ability to adopt time management principles and to establish work and project



- programs
- Write detailed and technical reports
- Possess effective and relevant interpersonal skills, including ability to communicate effectively within workplace and with general public
- Demonstrate good understanding of meeting protocols, including ability to conduct and chair meetings and reporting to a Board/Council

## Communication Practices

- Write detailed and technical reports
- Possess effective and relevant interpersonal skills, including ability to communicate effectively within workplace and with general public
- Demonstrate good understanding of meeting protocols, including ability to conduct and chair meetings and reporting to a Board/Council
- Use IT in communication and information management and demonstrate overall computer literacy

## Problem Solving Skills

- Demonstrate basic understanding of forms of conflict and their resolution
- Devise strategies and models to obtain results from public consultation processes
- Undertake problem identification, formulation and solution
- Apply cognitive reasoning to make sound and rational decisions
- Record, analyse and report on outcomes
- Demonstrate good understanding of importance and application of problem solving skills in professional building surveying/certification

## Building Services

- Demonstrate good understanding of principles of mechanical, electrical, fire, lift and hydraulic services installations in residential, commercial and industrial building varying from simple structures through to large and complex structures
- Proficiently analyse and assess design documentation and details for mechanical, electrical, fire, lift and hydraulic services in residential, commercial and industrial building varying from simple structures through to large and complex structures for compliance with the various statutes, codes and standards
- Proficiently carry out on-site inspections of services installations in residential, commercial and industrial building varying from simple structures through to large and complex structures
- Demonstrate a good understanding of energy efficiency design principles, including:
  - the use of energy budgets for building fabric and services
  - the implications of energy efficient design principles upon architectural and services designs
- BCA requirements and the application and assessment of performance based design solutions
- use of passive and active design principles
- use of computer software to assess energy efficiency

## Fire Safety Engineering Principles

- Demonstrate a good understanding of principles of fire engineering, including:
  - identification of potential fire hazards and causes of fire
  - determination of fire loads and fire growth



- fire detection, suppression and extinguishment
- the effects of the toxicity of smoke
- human behaviour and movement
- fire brigade activities and intervention
- use of statistics and probabilistic analysis
- use and limitations of computer software applications
- use of research material

## Building Management

- Demonstrate basic appreciation of principles of property investment
- Show basic understanding of principles of life cycle costing as it relates to energy efficiency in buildings
- Show a good understanding of the principles of asset management and the importance of building maintenance
- Evaluate projects in terms of constructability, construction methodology, planning, scheduling techniques and site organisation
- Demonstrate an awareness of the various aspects of construction procurement and be able to evaluate these effectively
- Show a good understanding of environmental impacts of urban development and building construction
- Demonstrate a good understanding of statutory requirements for building maintenance and development and construction concepts applicable to essential safety features

## Development Concepts

- Demonstrate an appreciation of construction costs and how they are determined
- Demonstrate ability to evaluate projections, feasibility studies, cost plans and budgets for construction projects
- Demonstrate basic appreciation of principles of property investment
- Show basic understanding of principles of life cycle costing as it relates to energy efficiency in buildings
- Show a good understanding of environmental impacts of urban development and building construction
- Demonstrate a good understanding of statutory requirements for building maintenance and development and construction concepts applicable to essential safety features

## Construction Economics

- Recognise basic principles of economics related to urban development and building construction and an appreciation of the interrelationship between the construction industry and the economy
- Demonstrate an appreciation of construction costs and how they are determined
- Demonstrate ability to evaluate projections, feasibility studies, cost plans and budgets for construction projects
- Explain role played by economic forces in the growth and structure of urban areas
- Show basic understanding of principles of life cycle costing as it relates to energy efficiency in buildings

## Ability to Conduct Independent Research

- Develop and implement a research proposal
- Undertake a literature search



- Identify and discuss the related literature
- Utilise appropriate research methods to collect required data
- Analyse results, discuss findings and draw conclusions
- Present a record of the Research Project in a concise technical report

## Experiential Learning

- Record their project based experiences and relate the theoretical principles previously taught to the professional practices observed
- Recognise, analyse and undertake appropriate routing tasks, under supervision, in various construction and building industry linked organisations
- Have gained self-awareness and maturity in terms of their own capabilities
- Recognise the value of experiential learning and reflection strategies to the individual's learning environment.

## Building Surveyor Level 2

The national competency standards for Building Surveyor Level 2 are those listed for a Building Surveyor Level 3 listed below, plus the following:

- Assess the construction of buildings up to 3 storeys
- Produce working drawings for building up to 3 storeys
- Assess construction faults in buildings up to 3 storeys
- Apply fire technology to buildings up to 3 storeys
- Evaluation of services layout and connection methods for residential and commercial buildings up to 3 storeys
- Evaluate the use of concrete for residential and commercial buildings up to 3 storeys
- Assess structural requirements for buildings up to 3 storeys
- Apply building codes and standards to buildings up to 3 storeys
- Implement performance based codes and risk management principles for buildings up to 3 storeys
- Apply footings and geo-mechanical design principles to buildings up to 3 storeys
- Apply legal procedures to building surveying
- Facilitate community development consultation
- Co-ordinate building refurbishment
- Identify and calculate production costs
- Analyse and present building surveying research information
- Apply building surveying procedures to buildings up to 3 storeys
- Manage people performance
- Manage and plan land use
- Apply ecologically sustainable development principles to the built environment



## Building Surveyor Level 3

The national competency standards for a Building Surveyor Level 3 are as follows:

- Assess the construction of domestic scale buildings
- Produce working drawings for residential buildings
- Evaluate materials for construction of domestic scale buildings
- Apply legislation to urban development and building controls
- Apply principles of energy efficient design to buildings
- Assess construction faults in residential buildings
- Undertake site surveys and set out building project procedures
- Apply building control legislation to building surveying
- Assess the impact of fire on building materials
- Apply building codes and standards to residential buildings
- Assess timber framed designs for one and two storey buildings
- Assess structural requirements for domestic scale buildings
- Apply footing and geo-mechanical design principles to domestic scale buildings
- Apply building surveying procedures to residential buildings
- Interact with clients in a regulated environment
- Develop, implement and promote effective communication
- Utilise specialist communication skills to build strong relationships
- Send and retrieve information using web browsers and email
- Maintain business technology
- Manage business document design and development
- Operate a word processing application
- Operate a spreadsheet application
- Operate a database application
- Operate a personal computer

## CPD Contacts

Please send all CPD enquiries to: CPD Administrator

Email: [cpd@aibs.com.au](mailto:cpd@aibs.com.au)

Postal Address:

Suite 5.04, Level 5, 828 Pacific Highway

Gordon NSW 2072

Tel: 1300 312 427



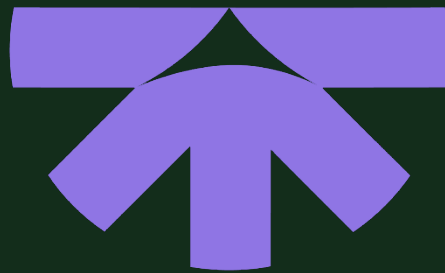
## Document Control

|                      |   |
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| Comments             | AIBS NAP and AIBS TSAG consulted April 2024 for feedback<br><br>State/territory regulators consulted July 2024 prior to publishing and additional feedback sought from the Board. |

| Version | Revision Date  | Reviser                               | Revision Description  |
|---------|----------------|---------------------------------------|---|
| 0.1     |                |                                       | Original  |
| 0.2     | 01 July 2018   | CEO, Members & Board                  | Clarify & update content  |
| 0.3     | 28 July 2020   | CEO                                   | Clarify & update content, page 3  |
| 0.4     | 15 July 2022   | CEO                                   | Alignment to SA Accredited Professional Scheme for SA members                           |
| 0.5     | 02 August 2024 | CEO, Professional Development Manager | Change to a modular-based CPD points system to better align with National Accreditation |



|     |                  |                                      | Framework and ABCB recommendations          |
|-----|------------------|--------------------------------------|---|
| 0.6 | 10 December 2025 | Operations & Compliance Manager; CEO | Include CPD points for volunteer activities |
| 0.7 | 23 April 2026    | Operations & Compliance Manager      | Updates for iMIS Launchpad                  |



Australia's peak professional body  
for **building surveying**

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