

CPD for Architects: A Quick Guide for Suppliers

Why Become a CPD Provider?

Architects must complete 10 Formal CPD (Continued Professional Development) points each year to maintain their registration as an Architect. **Demand for compliant CPD presentations is high. Many firms now prioritise presentation time for suppliers who offer CPD, because it directly supports their registration requirements.**

Providing CPD lets you lead with education, not promotion.

It positions your organisation as a trusted technical partner, strengthens relationships with specifiers, and creates higher-quality future project opportunities — while supporting the professional development of the industry.

What makes a CPD a CPD?

A CPD presentation counts as **Formal CPD** when it is a structured learning activity that:

- **States clear learning outcomes**
- **Maps to relevant NSCA performance criteria** (AACA competency framework)
- Is delivered by a presenter with appropriate **technical or practical expertise**
- Includes **assessment or meaningful participant interaction** to confirm learning
- Provides a **statement of completion** (date, topic, duration, learning outcomes and mapped criteria)

Do CPD Presentations Need to Be Certified by an industry body?

- **No.**
In Australia, formal CPD activities for architects do **not** require accreditation by a central body. Instead, the requirement is to **meet the standards set out by your State/Territory Architects Registration Board**, based on the [National Standard of Competency for Architects \(NSCA\)](#) and compliance with changing [AACA](#) and [NCC standards](#).
- Some suppliers may wish to add formal accreditation to their presentation (optional) — we recommend the [AIA's Refuel CPD Provider Network](#), as it's the most widely recognised by architects and can add credibility and appeal when presenting to firms.



AIA Refuel vs ArcCPD Create — What's the Difference?

These two options support CPD in different ways.

ArcCPD Create (what we do)

We build your CPD presentation for you — end to end — so it meets formal CPD requirements.

We support you with:

- CPD topic development
- Learning outcomes and assessment design
- Mapping to NSCA performance criteria
- Compliance with changing AACA and NCC standards
- Presentation structure and educational flow
- Presenter guidance and delivery format
- Ready-to-use CPD materials

In short: **we create the compliant CPD content.**

AIA Refuel CPD Provider Network (what they provide)

Refuel is an optional membership program that supports CPD providers with recognition and promotion — it does not create your CPD content.

They provide:

- CPD provider kit with logos, forms, certificates, templates
- Annual content review against AACA competency standards
- Listing on the AIA website (member visibility)
- Optional marketing exposure through newsletters and channels (membership tier dependent)

[Learn more about Refuel membership here.](#)

Aligning with the NSCA (2021 Update)

The **2021 NSCA** includes updated performance criteria across four competency areas:

- **Practice Management & Professional Conduct** (PC1–PC16)
- **Project Initiation & Conceptual Design** (PC17–PC35)
- **Detailed Design & Construction Phase Services** (PC36–PC47)
- **Design Delivery & Construction Phase Services** (PC48–PC60)

When developing your CPD content, map your presentation to specific NSCA performance criteria.



Who Regulates CPD?

Each state and territory has its own Architects Registration Board. For example:

- **NSW** – [NSW Architects Registration Board](#)
- **VIC** – [ARBV](#)
- **QLD** – [Board of Architects of Queensland \(BOAQ\)](#)
- **WA** – [Architects Board of WA](#)
- **SA** – [Architects Registration Board of South Australia](#)
- **TAS** – [Architects Board Tasmania](#)

Designing Your CPD Presentation

Ensure your session includes:

1. **Clear learning objectives** and **assessment criteria**
2. Direct links to one or more NSCA performance criteria (PC1–PC60)
3. A **Statement of Completion** for each participant, including:
 - Date of presentation
 - Topic and learning outcomes
 - Relevant performance criteria from the NSCA
 - Provider and presenter details (with qualifications)
 - Activity category (formal) and duration (e.g., 1 hour)

Important Guidelines

- **Limit promotional content** to no more than two pages. Excessive promotion reduces educational value and can damage brand credibility.
- Focus on **education first** – it's the most effective way to engage architects and specifiers.
- Use **structured, evidence-based content** that addresses specification challenges and real-world applications.
- Keep the delivery format interactive and informative (e.g., in-person, online, or via group events like The Arc CPD series).

Formats That Work

- Face-to-Face CPD sessions (e.g., Lunch & Learns)
- Online webinars
- Group Presentations
- CPD On-Demand Platforms
- National CPD Webinars hosted across Australia



Need Support?

The Arc Agency partners with suppliers to deliver CPD that meets national standards and connects with our network of over 50,000+ specifiers across Australia.

We invite you to participate in:

- **ArcCPD Create** – end to end CPD creation and compliance service
- **Face-to-Face CPD Group Presentations**
- **National CPD Webinars**

[Contact us](#) to learn more or to request guidance in preparing your CPD.