

# 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**