Continuing Professional Development

The CPD activity is a distinct part of professional growth of Architectural professional in the country. PCATP framework for **Continuing Professional Development (AGM-2016)** stipulates continuing professional development needs of a "Registered Architect" in Pakistan.

Definitions.
In this document unless there is anything repugnant in the subject or context: -
   a.   **"Council"** means Pakistan Council of Architects and Town Planners constituted under Ordinance No. IX of 1983.
   b.   **"Continued Professional Development (CPD)" means** the systematic maintenance, improvement and broadening of knowledge, understanding and skill, and the development of personal qualities necessary for the execution of professional and technical duties throughout the individual's working life.
   c.   **"Accredited Qualification"** means Architectural program that is included in first Schedule or Second Schedule of the Ordinance.
   d.   **"Professional Architectural Bodies"** means professional architectural institutes, institutions, associations, professional bodies, etc. registered as such by the Council.
   e.   **"Architects Licensing Examination" (ALE)** means the assessment examination administered under PCATP for assessing applied knowledge and skill in relation to professional conduct and competence to practice as an Architect.
   f.   **"Formal Education"** means higher education/qualification recognized by PCATP/HEC.
   g.   **"Work Based Learning"** means architecture related work including management.
   h.   **"Individual Activities"** means participation in training and development programs.
   i.   **"Developmental Activities"** means attending programs to update knowledge.

Introduction
Continuing Professional Development (CPD) is the collective/individual action(s) that are taken to maintain, update and grow the knowledge and skills required for a person's professional role. As the name suggests, it is an ongoing commitment, lasting for as long as that person remains within his/her profession. As professionals related to building industry, remaining informed about emergent concepts/areas of research is key to a sustainable practice. CPD is an essential investment in this regard and doubly important in the effort to serve as a role model for commitment to learning and development.

CDP will combine varying methods learning, such workshops, conferences, seminars, online courses & videos, e-learning programs, discussion on best practices, sharing of ideas on common issues and problems, relevant techniques, fora for sharing of ideas etc. Regardless of age and experience, the focus will always be on the resultant professional evolution, betterment and update of skills and introduction to new skills necessary for today's world.

The Target
All Architects licensed/registered with PCATP.

The Benefits of CPD Program
The CPD Program is expected and intended to provide all registered architects:
- ➢ Better quality training; up-to-date information about emergent skills
- ➢ Introduction to better approaches and methods
- ➢ Optimized training and learning environment
- ➢ Increased individual and collective confidence
- ➢ Enhanced reputation and job satisfaction
- ➢ Improved career prospects and employability
- ➢ Improved professional status

According to International Union of Architects (UIA), Continuing professional development does not refer to formal education leading to a more advanced degree, but to a life-long learning process that maintains, enhances, or increases the knowledge and skills of architects to ensure their knowledge and ability relevant to the needs of society. PCATP's CPD Program is also based on the same philosophy.

General Requirement and Conduct of CPD

a) A licensed/registered architect below 60 years of age must accumulate a minimum of 06 (six) mandatory credit points every year. A member above 60 years of age must accumulate a minimum of 03 (three) mandatory credit points every year.

b) Additional credit points accumulated during any one year may be carried over to subsequent years up to a maximum limit of two years.

c) In the introductory years, for ease of members, the requirement for CPD points will be gradually implemented as follows:

- During Calendar Year 2021 -   Minimum 4 CPD points – for members below 60 years
  Minimum 2 CPD points – for members above 60 years
- During Calendar Year 2022-   Minimum 5 CPD points – for members below 60 years
  Minimum 2 CPD points – for members above 60 years
- From Calendar Year 2023 –   Normal Application

Categories of CPD
The CPD programs include additional qualifications, professional skills, relevant management and communication skills acquired through additional training and experience. These aspects are grouped into four different categories of training:

A.   **Developmental Activities**.
       Attendance of national or international level structured developmental and/or

educational meetings over a period like conferences, workshops, seminars and refresher courses from PCATP approved bodies and activities.

It may also include technical sessions and introduction to new techniques and materials related to the building industry in all its forms.

B. **Individual Activities**.

Publications of technical articles in PCATP approved architecture journals, part time lecturing in an approved accredited institution, evaluation of dissertation at undergraduate level as external examiner, participation in 3rd to 5th year students' juries third year onwards), and other participatory activities in PCATP recognized/accredited institutions etc. shall be covered under this form of activity.

Accumulation of CPD

CPD shall be accumulated in the two categories described in Annexure-A. At least two credit points must be obtained annually from each of the categories.

Conduct of CPD

The Executive Committee (Architecture) of PCATP shall ensure and manage the professional development of architects in terms of its obligation under the Act. However, the PDB shall administer the professional development activities according to specified criteria and guidelines laid down by PCATP.

i. Professional institutions e.g. Institute of Architects Pakistan and other such institutions.

ii. CPD programs shall also be arranged by Suppliers, Manufacturers etc. related to Building Industry in coordination with an approval of PDB.

Recording of CPD

(1) Unless exempted in terms of these rules, all registered architects must record their CPD activities with PDB in the following manner on prescribed format available on the website (See Annexure-E). The exact date of full implementation of the program will be communicated by the Board:

(a) Either manually by posting an authenticated copy of certificate received from a Professional Architectural Body to PDB, or electronically on PCATP website www.pcatp.org.pk when such a facility has been initiated. Till then communication will be through email or courier.

(b) Registered persons may record individual CPD activities with PDB on continuous basis as they occur, provided that all CPD activities undertaken are recorded within 30 days after completion of each activity.

(c) All CPD activities shall be backed by authenticated certificate/document issued by a Professional Architectural Body and shall be produced on demand.

(2) CPD records will be verified by PDB against requirement of CPD policy and supporting documents provided. In case further clarification is required, this information will be provided to PDB or an interview may be arranged at a mutually convenient time and place. The verification may take the form of a certificate/result/record of attendance with written verification from the registered

provider/institution of CPD activity. In case the CPD record fails the verification activity audit, recommendations for remedial measures may be made. False claims shall be treated as serious breach of ethics and invite disciplinary actions as per PCATP byelaws.

Mechanism for recognition of CPD from Foreign Institutions/ Professional Organizations:

The mechanism for recognition/ acceptance of CPD activities acquired by PCATP members from foreign institutions/ universities/ professional organizations is based on following criteria;

1) Established and recognized Professional Bodies like Commonwealth Association of Architects, (CAA) Architects Regional Council Asia (ARCASIA) International Union of Architects UIA) etc.

2) Distance learning will only be accepted based on defined criteria internationally acceptable.
   i   Subject area of CPD activity
   ii Objectives and scope
   iii Mode of delivery
   iv Assessment mechanism
   v   Evaluation process

3) The CPD activities would have the same CPD credit points and meaning as given provided by Professional Development Board.

Audit.

PCATP will conduct random audits of up to 10% of the CPD records of all licensed/registered architects. If selected for audit, registered architects will be required to send, within eight weeks of initial notification, verification of their CPD activities in the form of a certificate, list of results, record of attendance, receipt of course payment, or a written verification from the registered educational institution, which presented the developmental activity.

Possible Exemptions/Remissions for CPD Requirement

1.   On attaining the age of 65 years, an architect would be presumed to have retired and would automatically be included in PCATP database as such, unless he/she declares to the PCATP otherwise and continues to acquire minimum 3 credit points per annum.

2.   A Licensed / Registered Architect may apply for deferment of CPD. Such cases will be reviewed by PDB and decided on merit. Cases of physical disability, serious illness or other extenuating circumstances maybe considered for exemption for an appropriate period.

3.   A member residing outside Pakistan and not practicing in the country will be exempted from the requirement of attaining CPD points and will not be allowed to renew PCATP's membership. However, once back in the country, any renewal will be subject to the required number of CPD points.

Non-Compliance

In the event of a registered architect not complying with the requirements of the CPD system, PCATP may impose any one or more of the following conditions:

a) Suspension of PCATP registration for a period of time up to one year.
b) Any other condition that PDB may impose before renewal is permitted.
c) However, a grace period of up to six (6) months can be allowed in deserving cases.

Right of Appeal

(1) Any registered person aggrieved by a decision of the PDB, within sixty days of the communication of an order, shall have the right to prefer an appeal to Executive Committee of PCATP.

(2) Upon receipt of an appeal, the Executive Committee may, after holding such inquiry as it may consider necessary and giving the appellant an opportunity of being heard in person, pass such order as it may deem fit under the rules.

Role of Employers

The employers are responsible for creating a suitable working environment and encouraging promotion and participation of architects in activities that maintain their competence/ professional development. PCATP encourages employers to pay partial or full fee for its employees to attain the required CPD points.

Schedule of Implementation of CPD Program

The CPD Program will be implemented in Phases to facilitate the members in getting acquainted with the program and related systems to come in place. The expected schedule, subject to change as deemed necessary by the PDB, of implementation is as follows:

- During Calendar Year 2021 -   Minimum 4 CPD points – for members below 60 years
  Minimum 2 CPD points – for members above 60 years
- During Calendar Year 2022-   Minimum 5 CPD points – for members below 60 years
  Minimum 2 CPD points – for members above 60 years
- From Calendar Year 2023 –   Normal Application

Centers of CPD Programs

Anywhere in Pakistan and online.

Summary of CPD Points Accrual Options

(see Annexure-A)

Possible List of CPD Topics

(See Annexure-B)

Guidelines for Registration as CPD Partners
General
Registration of CPD Partners shall form the basis of imparting effective CPD to Architects therefore, such bodies shall play a pivotal role in mentoring the profession of architecture.

Professional institutions, associations, and construction industries registered by the Council may impart CPD activities in coordination with the PDB.
- The Council shall ensure that these bodies carry out CPD activities in a fair, equitable and responsible manner without any profit motives.
- The Council retains the right to withdraw any such responsibility from a registered CPD Partner, if the circumstances so require.
- Registration of CPD partners shall form the basis of imparting effective CPD activities to Architects, thereby playing a pivotal role in mentoring the architectural profession.

Procedures for Registration
a. Receipt of Application for Registration on a Prescribed Form (see Annexure-F)
b. Based on registration application, a formal registration certificate shall be issued by PDB.
c. The whole process to be completed within one month of application.
d. Registration shall be valid initially for two years.

All CPD partners shall be required to pay a yearly Fee of Rs. 200,000/= (Rupees Two hundred thousand only) to PCATP in order to conduct technical seminars, workshops etc. for the whole year with at least six (6) events as per their approved program to be submitted with their application and accepted by PCATP.

All CPD partners will provide yearly CPD schedule for information and record until 15th December of preceding year.
- The CPD activities will include but shall not be limited to the activities defined by PCATP-PDB.
- The final CPD activity schedule will be uploaded on PCATP website. (www.pcatp.org.pk).
- The concerned CPD partner will send to PCATP-PDB a verified list of the attendees within two weeks of holding the PCATP approved CPD activity for verification.

Annexure-A
Summary of CPD Points Accrual Options

Categories of CPD	APPLICABLE CPD PROGRAM	DURATION OF ACTIVITY	CREDIT POINTS	MAXIMUM ALLOWED POINTS PER YEAR	REMARKS	RESPONSILITY FOR RECORDING
CATEGORY A						
DEVELOPMENT ACTIVITIES						
Category A-1	Membership of National recognized bodies		1	1	Annually	Professional body
Category A-2	Membership of International recognized bodies		2	2	Annually	Member
Category A-3	Participation in training and development Program	One Day	1	2		CPD provider
Category A-4	Participation in conference	One Day	1	3		Organizers
Category A-5	Participation in conference	2-3 Hours	0.5	3		Organizers
Category A-6	Participation in seminar	One Day	1	3		Organizers
Category A-7	Participation in seminar	2-3 Hours	0.5	3		Organizers
Category A-8	Participation in lecture	One Day	0.5	3		Organizers
Category A-9	Participation in lecture	2-3 Hours	0.25	3		Organizers
Category A-10	Participation in Workshop	One Day	1	3		Organizers
Category A-11	Refresher Course / Short Course	One Day	1	3		Organizers
Category A-12	Refresher Course / Short Course	Half Day	0.5	3		Organizers
CATEGORY B						
INDIVIDUAL ACTIVITIES						

Category B-1	Symposium Panelist	2 Hours	0.5	1		Organizers
Category B-2	Invited Lecture	2 Hours	0.5	2		Organizers
Category B-3	Writing and Publishing Paper at National Level		1.5	3		Member
Category B-4	Writing and Publishing Paper at International Level		3	3		Member
Category B-5	Writing Conference Paper at National Level		1.5	3		Member
Category B-6	Writing Conference Paper at International Level		3	3		Member
Category B-7	Authoring a Book		5	5		Member
Category B-8	Participation in Emergency / Social Activity		1	2		Member
Category B-9	Statuary Participation Technical or Non-Technical Committees		1	2		Member
Category B-10	Managing Technical Events at National Level		1	2		Organizers
Category B-11	Managing Technical Events at International Level		1	2		Organizers
Category B-12	Serving Various Committees of PCATP		0.5	1	Annually	PCATP
Category B-13	Serving Various Committees of IAP		0.5	1	Annually	IAP
Category B-14	Membership of Executive Committee of PCATP		1.5	1.5	Annually	PCATP
Category B-15	Membership of National Executive Committee IAP		1.5	1.5	Annually	IAP
Category B-16	Membership of National Committee of IAP Chapter		1	g1	Annually	IAP
Category B-17	Guide Lines formulation of Professional activities		0.5	1	Annually	IAP/PCATP
Category B-18	Acting as Juror for National Level	One Day	1	2		Competition organizers

	architectural competitions				
Category B-19	Acting as Juror for International Level architectural competitions	One Day	2	2		Member
Category B-20	Participation in Juries of School of Architecture	One Day	1	2		Concerned Institution
Category B-21	Participation in Juries of School of Architecture	Half Day	0.5	2		Concerned Institution
Category B-22	Accommodation of Student Interns in Office	One Month	0.5	2	Per Student	Member
Category B-23	Employing Fresh Graduates in Office	One Year	2	6	Per Graduate	Member
Category B-24	Participation in IAP AGM		0.5	0.5		IAP
Category B-25	Participation in PCATP AGM		0.5	0.5		PCATP
Category B-26	Accreditation Inspection for PCATP	One Day	0.5	2		PCATP
Category B-27	ACE Evaluation and Interview	One Day	0.5	2		PCATP
Category B-28	Delivery of Lectures as a Visiting Teacher	2 Hours	0.25	2		Concerned Institution

Annexure-B

Possible List of CPD Topics

Following is a list of proposed Continued Professional Development topics for the current year. It should be noted that these topics can change/vary with time and require constant modifications within to best fit the needs of time.

1. Professional Code of Conduct and Ethical practices and Statutory requirements
2. Business, Clients and Services
3. Contract vetting / Legal and Statutory Compliance
4. Design, Construction and Technology
5. Building Materials and Application techniques
6. Building information modeling – BIM
7. Pakistan Fire Safety Guidelines
8. Building Conservation and Heritage
9. Building Energy Efficiency and Conservation Codes
10. Places, Planning and Community living standards
11. Urbanization and changing trends in Architecture
12. Any other topic deemed necessary by the PDB

Annexure-E

CPD Recording Form <mark>**(Mobile app is under development)**</mark>

Annexure-F

(Type on Company letter head)

The Registrar
Pakistan Council of Architects and Town Planners
Usman Center, 1st Floor, Office No. 7 – 12,
D – 12 Markaz,
Islamabad.

Subject: **CPD TRAINING EVENT/LECTURE**

Dear Sir/Madam,

We are submitting application for providing CPD training/lecture to members of PCATP. The necessary supporting documents duly completed are attached herewith for your kind consideration.

Signature
(Name and Designation)
Head of Institution/ Organization

Annexure-F

CPD Partner Registration Form

Registration/Renewal	New License	CPDP Registration No.:

S. No.	Parameters/ Attributes	By the Institution/ Organization
1	**Management of the Institute/ Organization:**	
	1.1 Name of the Institution/ Organization	
	1.2 Nature of Business/Industry/Institution	
2	**Resource Persons and Staff**	
	2.1 Resource Persons (Name, qualification, experience, expert area, to ascertain availability of experienced Permanent Resource Persons in different areas)	
	2.2 Subject/Topic of the Lecture/Training (Name, qualification, experience, expertise of the resource person conducting the CPD Activity.	

3	**3. Yearly Calendar of CPD Activities Proposed**	
4	**Major Achievements – Past CPD activities and experiences:** (evidence/ record) if available	
5	**Mode of Dissemination**	
	5.1 Website	

Note: Please attach supporting documents/ additional sheets where necessary.

Undertaking:
1) I declare on behalf of the institute/ organization, to abide by the terms and conditions of registration set forth by the Professional Development Board of PCATP and amendments made therein time to time.
2) To inform PCATP-PDB the yearly calendar of CPD activities till 1st December of preceding year, and comply with the PCATP-PDB's schedule.
3) To submit CPD returns on prescribed format to PCATP-PDB on regular basis after conduct of each approved CPD activity.
4) To pay initial registration and yearly renewal fee to PCATP-PDB.

Name and Signature
Head of Institution/ Organization