

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.

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 registered with PCATP.

The Benefits of CPD Programme

The CPD Programme 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 & learning environment
- Increased individual & 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 Programme is also based on the same philosophy.

General Requirement and Conduct of CPD

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

Categories of CPD

The CPD programmes 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. Accredited institutions offering B.Arch degree programs, registered by PCATP may arrange CPD technical programmes in coordination with and approval of PDB.
- III. CPD programmes may 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 programme 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.

Possible Exemptions/Remissions for CPD Requirement

1. A Registered Architect, undertaking post-graduate studies is not exempt from CPD requirement until award of the qualification.
2. 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.
3. A 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.
4. A member residing outside Pakistan and not practicing in the country will be exempted from the requirement of attaining CPD points and will be allowed to renew PCATP's membership. A proof of residency abroad will have to be provided by such a member for renewal. However, once back in the country, any further renewal will be subject to accumulation of 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) The concerned architect may be required to follow an approved remedial programme of continuing professional development within a period prescribed by PDB.
- b) Suspension of PCATP registration for a period of time up to two years or more if necessary.
- c) Any other condition that PDB may impose before renewal is permitted.
- d) PCATP Registered Architects residing outside Pakistan will be required to follow procedure as mentioned in (a) above.

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 Programme

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

Upto 31 st December 2019	Pilot Programme and Testing Phase
1 st January 2020 to 30 th June 2020	Full implementation but without relevant penalties, registration renewal restrictions
31 st July 2020	Full implementation

For the period of six months from 31st July 2020 to 31st December 2020, a registered architect below 60 years of age must have accumulated a minimum of 03 (three) mandatory credit points and a member above 60 years of age must have accumulated a minimum of 1.5 (one-and-half) mandatory credit points to become eligible for renewal of PCATP membership.

Centres of CPD Programmes

Following Cities will be the centres for holding CPD programmes :

Karachi
Hyderabad
Lahore
Multan
Gujrat
Rawalpindi/Islamabad
Peshawar
Quetta

The above mentioned centres may become active together or as deemed necessary by PBD. Centres may be added or removed from the list.

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 in Building Industry shall form the basis of imparting effective CPD to Architects therefore, such industries shall play a pivotal role in imparting up-to-date technical information on their respective products and techniques. The process of registration of these concerns, therefore, should be objective, detailed and continuous. In view of this, PCATP will invite the related building industry entities to participate in its CPD programme and register themselves accordingly.

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 of the above-mentioned registrants shall be required to pay a yearly Fee to PCATP in order to conduct technical seminars, workshops etc. for the whole year as per their approved programme to be submitted with their application and accepted by PCATP.

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
CATEGORY A					
DEVELOPMENT ACTIVITIES					
	Membership of National recognized bodies		1	1	Annually
	Membership of International recognized bodies		2	2	Annually
	Participation in training and development program	one day	1	2	
	Participation in conference	one day	1	3	
	Participation in conference	2-3 Hours	0.5	3	
	Participation in seminar	one day	1	3	
	Participation in seminar	2-3 Hours	0.5	3	
	Participation in lecture	One day	0.5	3	
	Participation in lecture	2-3 Hours	0.25	3	
	Participation in workshop	One day	1	3	
	Refresher course/short course	One day	1	3	
	Refresher course/short course	Half day	0.5	3	
CATEGORY B					
INDIVIDUAL ACTIVITIES					
	Symposium Panelist	2 Hours	0.5	1	
	Invited Lecturer	2 Hours	0.5	2	
	Writing and Publishing Paper at National Level		1.5	3	
	Writing and Publishing Paper at International after peer review Level		3	3	
	Writing Conference Paper at National Level		1.5	3	
	Writing Conference paper at International Level		3	3	
	Authoring a Book		5	5	
	Participation in Emergency/Social Activity		1	2	
	Statuary Participation Technical or Non-Technical Committees		1	2	
	Managing Technical Events at National Level		1	2	
	Managing Technical Events at International Level		2	2	
	Serving various committees of PCATP		0.5	1	Annually
	Serving various committees of IAP		0.5	1	Annually
	Membership of Executive Committee of PCATP		1.5	1.5	Annually
	Membership of National Executive Committee of IAP		1.5	1.5	Annually
	Membership of Executive Committee of IAP Chapters		1	1	Annually
	Guide lines formulation for professional activities.		0.5	1	Annually
	Acting as Juror for national level architectural competitions.	One Day	1	2	
	Acting as Juror for international level architectural competitions.	One Day	2	2	
	Participation in Juries of Schools of Architecture	One Day	1	2	
	Participation in Juries of Schools of Architecture	Half Day	0.5	2	
	Accommodation of Student Interns in Office	One Month	0.5	2	per student
	Participation in IAP AGM		0.5	0.5	
	Participation in PCATP AGM		0.5	0.5	
	Accreditation Inspection for PCATP	One Day	0.5	2	
	ACE Evaluation and Interview	One Day	0.5	2	
	Delivery of Lectures as a Visiting Teacher	2 Hours	0.25	2	

NOTE : CPD Points will be credited to a member only for activities that are NOT a part of their professional activities/responsibilities.

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. Ethics of Architecture
2. Business, Clients & Services
3. Contract vetting / Legal & Statutory Compliance
4. Design, Construction & Technology
5. Building information modeling – BIM
6. Pakistan Fire Safety Guidelines
7. Building Conservation & Heritage
8. Places, Planning & Community living standards
9. Urbanization & changing trends in architecture

1. Ethics of Architecture

- Developing ethical, social and environmental awareness
- Understanding the ethics of regeneration
- Social purpose in building conservation and heritage
- Social purpose of health, safety and wellbeing
- Collaboration and respect: staff, client, stakeholders and communities
- Understanding community engagement
- Understanding who should be your key stakeholders
- The importance of maintaining professional relationships
- Achieving effective client interaction
- Creating a stable work/life balance for your employees
- Understanding team working in the professional environment
- Community regeneration and how it can help Understanding Local Authorities' Development plans for creating better environments for their communities
- Working pro-actively with communities and stakeholders
- Engaging with clients and understanding the economics of architecture with social purpose
- Effective engagement with stakeholders

2. Business, Clients & Service

- Contracts, client agreements and forms of appointment Understanding the different contracts and forms of appointment

- Contracts for professional services
- Agreements for the appointment of architects and specialist consultants.
- Architects' contracts (e.g. as lead or sub consultant), terms of engagement, scope of services, clear letters of appointment, relevant legislation.
- Advising the client on the right / best form of contract to be used, and keeping up to speed on updates and amends on the various forms of contract

Business set up and Strategy

- Practice structures and legal status
- Time management, recording, planning and review
- Practice finance, business planning, funding and taxation
- Administration
- Risk management strategies

Financial management

- Fee calculation, costing, pricing, negotiation, and bidding
- Resource management and job costing
- Cost monitoring and control and financial management
- Taxation accounting and planning
- Contingency planning

Project management

- Project Management qualifications
- Project management soft skills
- Coordination and integration of design team input
- Time management, recording, planning and review

3. Contract vetting / Legal & Statutory Compliance

Contract Vetting

- Scope of work / services
- Commercial liability
- Documentation & invoicing
- Termination
- Validity
- Dispute & settlement
- Penal clause
- Business secrets & confidentiality
- Non-disclosure
- Amendments

The legislative framework

- WTO GPA (World Trade Organization Government Procurement Agreement)
- Public Procurement Regulatory Authority – PPRA Rules
- Environmental Protection Agency

- LEED Certification
- EIA Documentation
- PC-1 Document

4. Design, Construction & Technology

Design Brief

- Techniques for developing a design brief
- Understanding of client leadership and collaboration
- Listening to the client
- Implementation of client's brief into design.

Understanding of structures and services

- Using relevant specialist consultants
- Integration and coordination of teams into the design and project
- Systems for environmental comfort within the relevant precepts of sustainable design
- Strategies for building services and the integration within a design project
- Optimum physical, thermal and acoustic environments

Understanding of Specification and materials

- Technical innovations in materials
- Working with suppliers and manufacturers
- Specification writing and selecting materials and products
- Alternative structural, construction and material systems
- Ethical supply chains and products
- Production information
- Design proposals and detailing complete and fully coordinated before construction commences to avoid delays, disruption and change resulting in waste and additional cost
- Alternative structural, construction and material systems
- Understanding waste in all its forms, physical, time, intellect, and seek to minimize Managing client Relationships

5. Building Information Modelling – BIM

Data-driven Digital Design

- 3D modeling & 3D printing
- Parametric design
- Building Automation
- Using, leveraging and understanding extensive data.
- Artificial reality, enhanced reality and virtual reality for presentation
- CAD, modeling and mapping

Understanding the context and requirements of BIM

- Understanding the benefits of BIM, to your business and clients
- Development your BIM strategy and implementation
- BIM Execution Plan (BEP)
- Project Information Model (PIM)
- Understanding BIM as a management and collaboration tool
- Understanding Design Responsibility and the Digital Planning methodologies
- Understanding intellectual property/liability in the BIM context

6. Pakistan Fire Safety Guidelines

Construction and modification of buildings as per Fire Safety Standards

- Review of construction plans, drawings, and specifications for fire safety systems.
- Design, installation, maintenance, and testing of fire protection systems and equipment
- Submission / Permission from relevant Fire Authority

Fire Hazards

- Investigation of fires and fire related incidents
- Control of emergency operations
- Automatic fire suppression systems
- Water supply system for fire flow
- Fitness certification & technical assistance

Fire Retardancy

- Incorporation of Fire exit in building plans
- New Fire retardant Materials
- Testing of Fire-retardant materials
- Linkage of Fire Hazards to Electrical Services
- Ventilation & Fire Fighting

7. Building Conservation & Heritage

Classification of Heritage under:

- National heritage Act
- Punjab Antiquities Act
- UNESCO World heritage sites
- British Conservation Guidelines
- ICOMOS Guidelines

Surveys and investigations

- Site surveys

- Recording, documentation and communication
- Structural Testing methods for old buildings
- Understanding the difference between Conservation/Restoration/Preservation etc.

Conservation Process

- Grants, stipends, public budgeting & publications about heritage
- Climate change and special considerations applicable to the historic environment
- Implementation and management of conservation works
- Determining and understanding defects and causes of decay
- Understanding of conservation Materials
- Procurement and contract administration
- Being accredited as a recognized conservation architect

8. Places, Planning & Community living standards

Place making Process

- Planation
- Pathways & Streetscape
- Boundary treatments
- Water features & Seating
- Lighting & Public Art
- Biodiversity & buildings

Design for Public Realm

- Stakeholder Management
- Public Hearings
- Lawmaking & Developmental Plans
- Funds Allocations & Community Standards

Living Standards

- Low cost housing
- Equity through design
- Communal spaces
- Adequate share to the right of light / ventilation / space / nature
- Sustainable Materials
- Passive solar building design
- Minimized Carbon footprint of the community
- Improved living standards

9. Urbanization & changing trends in architecture

Urbanization

- Design for safer cities

- City district allocations
- Mass-transit infrastructure placement
- Ecology & sustainability in cities

Changing Trends of Architecture

- Changing demographics, ways of living & public health issues
- Designing cities and places for changing and ageing populations
- Designing for dementia / visually impaired / handicapped.
- Designing age-friendly environments (cross-generational)
- Lifetime homes and lifetime neighborhoods
- Communal housing
- Pocket living and other emerging housing forms

10. Any other topic deemed necessary by the PDB

Annexure-E

CPD Recording Form
(under development)

Annexure-F

**CPD Partner Registration Form
(under development)**