Australian Capital Territory

Professional Engineers (Continuing Professional Development) Determination 2024

**Disallowable instrument DI2024–281**

made under the

Professional Engineers Act 2023, s 84 (Continuing professional development for professional engineers)

1. **Name of instrument**

This instrument is the *Professional Engineers (Continuing Professional Development) Determination 2024*.

1. **Commencement**

This instrument commences on 6 March 2025.

1. **Determination**

I determine that for an individual to be eligible to renew their registration as a professional engineer, the individual must meet the continuing professional development requirements in schedule 1.

1. **Disapplication**

The *Legislation Act 2001*, section 47 (5) does not apply to the following documents as in force on the day this instrument commences and applied by this instrument:

1. Introduction to the ACT Building Regulatory System Course
2. National Construction Code (NCC)

*Note*  The documents applied by this instrument do not need to be notified under the Legislation Act because s 47 (5) does not apply (see Legislation Act, s 47 (7)).

The Introduction to the ACT Building Regulatory System Course is available from [www.pointsbuild.com.au](http://www.pointsbuild.com.au) or you can access this link from [www.planning.act.gov.au](https://www.planning.act.gov.au).

The NCC is available from [www.abcb.gov.au](http://www.abcb.gov.au) or you can access this link from [www.planning.act.gov.au](https://www.planning.act.gov.au).

Rebecca Vassarotti MLA

Minister for Sustainable Building and Construction  
5 September 2024

**Schedule 1**

**(see section 3)**

**Continuing professional development for professional engineers**

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## Dictionary

| **TERM** | **MEANING** |
| --- | --- |
| ***Area of Engineering*** | as defined in section 9 of the *Professional Engineers Act 2023* |
| ***Building and Construction industry*** | encompasses work for or in connection to the construction, alteration or demolition of a building (excluding disposal of waste materials generated by this activity) and work in relation to repairs of a structural nature to a building (section 7, *Building Act 2004*). Buildings include all classes of buildings under the National Construction Code (NCC), structures, temporary buildings, temporary structures and any part of a building or structure. |
| ***Career break*** | a career break is a period of a minimum of three consecutive months over the last three years during which you do not work as a professional engineer. For example, due to illness, extended travel, parental or carers leave, elite sporting commitments, cultural or ceremonial commitments, broadening knowledge and skill or unemployment. |
| ***Formal/Structured Training*** | activities that recognise the importance of ensuring learning outcomes are clear and achievable and enable the professional engineer to provide evidence of completion. These activities typically have a defined learning outcome(s), have structured learning content and usually, but not always, require the completion of an assessment.  Examples: University education; Vocational Education; industry or government education. |
| ***Informal Training*** | activities that include attending industry meetings or undertaking private/individual study. They generally do not have a defined learning outcome(s), do not have structured learning content and do not require completion of an assessment.  Examples: Seminar; Webinar; Conference; Workshop; structured on-the-job training; private study; research; publication of articles; volunteer work; mentoring. |
| ***Professional Engineer*** | as defined in section 7 of the *Professional Engineers Act 2023* |
| ***University education*** | Includes formal real-time connected education, distance education, and short courses provided by a university. Includes degree, postgraduate research or diploma, and courses or units undertaken on a semester basis or part-time basis |
| ***Vocational Education*** | Includes formal real-time connected education, distance education and short courses delivered by TAFE or a Registered Training Organisation (RTO). |

## Part 1 – Number of hours required

To be eligible to renew your professional engineer registration, you must have completed Continuing Professional Development (CPD) during the past three years.

The CPD requirement is:

* A professional engineer working full time or part time - 150 hours; or
* A professional engineer who took a career break – 90 hours.

## Part 2 – Areas and activities

The following table outlines the areas where CPD is required and the types of activities that a professional engineer can undertake to be eligible to renew registration. A registered professional engineer is not entitled to count the time spent on any one particular activity/course more than once in a 12-month period. For example, you may not attend the exact same short course twice in the same 12-month period and count it towards your CPD requirements. However, you may complete multiple different short courses on different topics.

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| **Areas and activities** | **Requirements** |
| Areas of CPD training | * At least 50 hours of formal/structured training relating to technical matters relevant to the area/s of engineering in which the applicant is registered. If technical CPD activities overlap, then the same hours can be used for each area of engineering. * At least 6 hours (2 hours per annum) of formal/structured training on ethics to instil ethical practices in a professional engineer’s day-to-day work. * At least 6 hours of formal/structured training on risk management. * At least 10 hours of formal/structured or informal training on sustainability principles and practices. * The remaining CPD can include:   + Formal/structured or informal training in the above areas; and/or   + Formal/structured or informal training in relevant to the registrant’s career which may include project management, relevant laws, risk management, communication, health and safety programs, occupational health and safety training (e.g gendered violence in the workplace), diversity and inclusion training and mentoring junior engineers. * Refer to Part 3 for additional requirements for professional engineers working in the building and construction industry. |
| Types of CPD activity and maximum hours | * Formal post-graduate study or tertiary course units whether or not undertaken for award purposes – no limit. * Short courses, workshops, webinars, seminars and discussion groups, conferences – no limit. * Learning activities in the workplace that extend competence in the regulated or a related area/s of engineering – maximum 75 hours. * Research which extends knowledge and skills – maximum 57 hours. * Private study (engineering journals and magazines) which extend knowledge and skills – maximum 18 hours. * Service to the engineering profession (volunteer work, mentoring) – maximum 50 hours. * Publishing of articles in technical forums and preparation and presentation of papers for courses, conferences, seminars, etc - maximum 45 hours per paper or 75 hours per paper for papers subject to critical peer review before publication. |

## Part 3 – Additional requirements for providing professional engineering services in the building and construction industry

A professional engineer who intends to provide professional engineering services in the building and construction industry must meet the following CPD requirements in addition to the CPD requirements in Parts 1 and 2 respectively.

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| --- | --- |
| **Area of CPD training** | **Requirements** |
| ACT Building Regulatory System | Successful completion of an online course developed or provided by the ACT Government on the ACT Building Regulatory System. |
| National Construction Code (NCC) | A minimum of 15 hours of formal/structured or informal training activities must cover the NCC. With 5 hours of training to be undertaken per annum during the registration period.  If a new edition of the NCC is released for consultation or adopted in the ACT, during the term of the registration, the engineer will need to have undertaken training on the new edition of the NCC applicable during the current registration term. |

## Part 4 – Record Keeping

## Registered professional engineers must maintain a log of CPD activities with supporting documentation. This can include a certificate, statement of attainment, academic record, attendance record, copy of published article (s) or a receipt if you purchase or hire learning resources.

## Audits may be undertaken, and the log will prove you complied with the CPD requirements.

## Evidence of CPD activities must be kept for a minimum of 5 years.

## The log should include the following information:

## Date

## Duration

## Area of activity

## Type of activity

## Description of what was learnt.

## Part 5 – Exemptions

A professional engineer does not need to complete CPD to renew registration if:

* you are registered as a professional engineer in another Australian state or territory, or New Zealand, and
* that jurisdiction requires you to complete an equivalent amount of CPD to the Australian Capital Territory; or
* the Professional Engineers Registrar (the Registrar) has granted you a partial exemption from the CPD requirements in any of the following circumstances:
  + You have notified the Registrar of a career break longer than a defined career break in this determination and the amount of time the break was, at least 6 months prior to your registration renewal date. The Registrar may apply a pro-rata number of hours deemed reasonable to achieve in the period prior to renewal that would still demonstrate continued knowledge and skill.
  + You have notified the Registrar of personal circumstances that have impacted your ability to complete the required CPD hours at least 6 months prior to your registration renewal date. However, if exceptional circumstances occur within the 6 months prior to the registration renewal date you must notify the Registrar as soon as possible after becoming aware. The Registrar may apply a pro-rata number of hours deemed reasonable to achieve in the period prior to renewal that would still demonstrate continued knowledge and skill.