

# CONTINUING PROFESSIONAL DEVELOPMENT FOR ADJUDICATORS POLICY

Version 1.0 | November 2018

## INTRODUCTION

Section 165 of the *Building Industry Fairness (Security of Payment) Act 2017* (BIF Act) provides that it is a condition of registration as an adjudicator under the BIF Act that the adjudicator complete continuing professional development (CPD) as prescribed by the Building Industry Fairness (Security of Payment) Regulation 2018 (BIF Regulation).

Section 154 of the BIF Act provides that the Adjudication Registrar's functions (the Registrar) include administering the CPD requirements prescribed by the BIF Regulation.

Section 155 of the BIF Act provides that the Registrar may make a policy about the administration of Chapters of the BIF Act. Chapter 5 of the BIF Act contains the provisions about adjudicators.

The Registrar makes this Continuing Professional Development Policy (CPD Policy) pursuant to section 155 of the BIF Act. This CPD Policy sets out the CPD that must be undertaken by adjudicators as a condition of registration under the BIF Act.

## PURPOSE

The purpose of this CPD policy is to support the provisions of Part 5, Division 3 of the BIF Regulation by setting out the CPD requirements for adjudicators.

## 1. CPD REQUIREMENTS

An adjudicator must accumulate 10 CPD points in each CPD year. To meet this obligation an adjudicator must complete CPD activities, including core CPD activities identified in this policy or another activity the Registrar considers to be equivalent.

## 2. CPD ACTIVITIES

At least 3 CPD points must be accumulated by completing core CPD activities in each of the following areas (minimum of 1 CPD point in each area):

- a) Legal principles (e.g. principles of contract law, principles of construction law, construction contracts, construction projects, analysis of the BIF Act);
- b) Practice and procedure (e.g. natural justice, good decision making, decision writing, conducting adjudications, roles and functions of adjudicators); and
- c) Ethics (e.g. judicial ethics, impartiality, confidentiality, conflicts of interest).

## 3. APPROVED CPD ACTIVITY

An approved CPD activity must be:

- a) Of significant intellectual or practical content and must deal primarily with matters directly related to adjudication or the practice of an adjudicator;
- b) Conducted by persons who are qualified by practical or academic experience.

## 4. TYPES OF CPD ACTIVITIES AND CPD POINTS

A CPD activity may consist of:

Type of CPD activity	CPD points	Maximum that can be undertaken for the type
Courses, seminars, workshops, lectures, conferences, discussion groups, multimedia or web-based program (in person or online)	1 CPD point/ hour	N/A
Preparation and delivery of a lecture at seminars, conferences or courses	1 CPD point/ hour	5
Preparation and publication of paper or case update in law, academic or industry publication	3 CPD points/ 1000 words	6
Satisfactory completion of subjects or modules within relevant undergraduate or postgraduate courses or units of study from a professional body	5 CPD points/ subject or module	5
Subscriptions to a professional journal or publication that is relevant to adjudication	1 CPD point per subscription	1
Completion of a unit of CPD with a professional association that is relevant to adjudication work	1 CPD point per unit of CPD completed	N/A

The smallest fraction of a CPD activity that may be claimed is 0.5 CPD points.

Example –

*An adjudicator may claim 2.5 CPD points for attending a 2 ½ hour seminar, but may not claim 2.25 CPD points for attending a 2 ¼ hour seminar, as they will only be entitled to claim 2 CPD points for attending that seminar.*

A CPD activity may also be another activity the Registrar considers to be equivalent to a CPD activity identified in this policy.

An adjudicator can request that an activity be considered by the Registrar as equivalent by using a *Consideration of Equivalent CPD Activity* form available on the QBCC's website.

For any activity the Registrar considers to be equivalent to an activity identified in this policy, the Registrar will allow the adjudicator to accumulate the same number of CPD points. The Registrar will make available on the QBCC's website other activities the Registrar considers to be equivalent.

## **5. CPD RECORD**

The approved form: Adjudicator CPD Record is published on the QBCC's website. This form is required to be provided to the registrar within 14 business days after the CPD year ends, in accordance with section 37 of the BIF Regulation.

## **6. ENQUIRIES**

Enquiries regarding CPD requirements are to be directed to [registry@qbcc.qld.gov.au](mailto:registry@qbcc.qld.gov.au).

**Need more information?**

Visit [qbcc.qld.gov.au](http://qbcc.qld.gov.au) or call us on **139 333**.

