

Continuous Professional Development Framework Working Group



Australian Institute of
Landscape Architects

Terms of Reference

Purpose

- To provide oversight of the redevelopment of AILA's Continuous Professional Development Framework.

Role

- The Working Group will provide guidance and drive the development and completion of the CPD framework to meet the needs of a growing and increasingly complex profession.
- The framework will be a coherent structure for lifelong professional learning, giving Landscape Architects access to relevant material that support them in their profession.

Objectives

- Provide members with a clear CPD offering (structure).
- Provide professional and technical expertise in the development of content requirements.
- To understand members' use of CPD and assess progress with their input.
- To communicate the framework to members and stakeholders once approved by board.

Methodology

- Identify a revised set of CPD domains (study areas) which will organise the CPD framework.
 - Review existing framework content and values
 - Review alignment with the University curricula
 - Registration curricula
 - Aligned institutes
 - International examples
- Oversee the population of content outcomes and descriptions under each domain.
- Determine the delivery methods of CPD.
- Conduct a series of pre and post interviews with select members to inform the development of the framework.
- Test modules and delivery with select members to ensure efficacy.

Strategic Linkage

- Strategic Plan 2021-Pillar: Education.
- Objective: AILA's CPD program meets the needs of a growing and increasingly complex profession.
 - Priority Target (2021/22): AILA's revised CPD framework is approved by the board.

Membership

- AILA Board Education Committee Representative.
- Representation from:
 - Education Committee
 - Practice Committee
 - CPD Committee
 - Membership Committee
- AILA CEO.
- Subject Matter Experts to be co-opted for specific purposes as the need arises.
- It is recommended that the Working Group be Chaired by the CPD Committee Chair.
- Membership to be approved by the Board based on recommendations from the AILA CEO and nominees by Committee Chairs.

Reporting and Accountability

- The Working Group will provide feedback to each of the above committees via regular meetings.
- Provide quarterly reports to the AILA board meetings.

Meetings

- The working group will meet initially in September and at least monthly henceforth at mutually convenient time utilising electronic communication where appropriate.

Secretariat

- AILA will provide secretariat support via agenda setting, file management and meeting facilitation.

Mode of Communication

- Predominately via email and the establishment of a Trello Board and Shared Folder using the AILA SharePoint.

Timeframe

- The working group will convene as close to the start of September 2021 as possible and have a framework prepared for approval by the AILA board by the June 2022 board meeting.
- The revised framework will then become a document owned by the CPD Committee.