

CPD ACTIVITY CATEGORIES AND REQUIREMENTS

CPD points should come from a range of activities to ensure a broad approach and include the following:

- a. At least one entry for attendance at an NZILA (national or branch level) organised event either in person or online (category 2a)
- b. The total points required for any one year must be comprised of a minimum of 3 different types of activities within either the FORMAL or INFORMAL categories.

FORMAL CPD (F)

FORMAL CPD is worth two points per hour, maximum of 20 points per activity.

An activity with learning opportunities that involve significant participation and interaction between presenter and learner and / or that can be formally assessed.

INFORMAL CPD (InF)

INFORMAL CPD is worth one point per hour, maximum of 10 points per activity.

An activity that involves no formal assessment or process and can be self-driven.

Category	Description	Type	Points per hour
1a	NZILA Volunteering and Participation Volunteering or participation in an NZILA organisational activity such as committees, executive, working groups, award juries, registration mentoring and panels.	Formal	2
1b	Professional Participation Participation in professional committees, advisory groups related to government bodies or regulatory authorities. This participation can be demonstrated that involvement led to the extension of the applicant's knowledge and skills.	Formal	2
1c	Publication Actively participating as the author of a paper (or similar work) related to the profession, which is presented at a conference, seminar, or training course, and/or published by the individual or in a professional journal or conference proceedings.	Formal	2

1d	<p>Training Courses</p> <p>Participating in and successfully completing a training course (either in person or online) that enhances the applicant's professional knowledge and skills, such as cultural competencies or technology courses. This also includes in-office courses provided by your employer.</p>	Formal	2
1e	<p>Individual Research</p> <p>With or without mentor assistance and relevant to the theory and practice of Landscape Architecture. This involves posing a question or problem and conducting rigorous academic research to formulate a response to the hypothesis and achieve specified learning outcomes. The research is undertaken as part of an advanced academic qualification.</p>	Formal	2
1f	<p>Tertiary Teaching <i>(when teaching is not the individual's main practice)</i></p> <p>Involving preparation of course outlines, content delivery and evaluation of student and teaching performance. It should be demonstrated that involvement led to the extension of the applicant's knowledge and skills.</p>	Formal	2
2a	<p>Attendance at an NZILA organised event</p> <p>Nationally or branch organised NZILA events, including online webinars. Examples are the annual conference, branch meetings, AGMs, local and national presentations, seminars and speaker events.</p>	<p>Informal and Compulsory</p> <p>One entry per CPD year</p>	1
2b	<p>Study Tour</p> <p>An individual or group organised tour, that are relevant to, or extend existing areas of knowledge and skills.</p>	Informal	1
2c	<p>Self-directed study</p> <p>Personal study and / or personal professional research, this can include technical reading.</p>	Informal	<p>1</p> <p>Maximum 10 points in any one year</p>
2d	<p>Public Lectures/Seminars</p> <p>Attending public lectures, exhibitions, or talks by members or visiting lecturers that are relevant to your area of practice. This also includes watching equivalent talks, like TED Talks.</p>	Informal	1

If you believe you have undertaken CPD that is eligible for CPD points but is not listed in the above table, please contact the [CPD Registrar](#) for approval.