

Green Building Council of Australia CPD Policy

Together, we can build a sustainable future

Contents

1. CPD Program Overview	3
2. Definitions	3
3. CPD Cycle and Enrolment period	3
4. Green Star Qualifications	4
5. Table of annual CPD maintenance requirements for all qualifications	4
6. Non-Compliance during the CPD enrolment Period	7
7. Special Circumstances	7
8. CPD Enrolment	7
9. CPD Audits	7
10. Recognition of your qualification	8

The revised CPD Policy – effective from 1 May 2022. The following provides an update on:

- Points for Green Star project work (Section 5)

1. CPD program overview

The Green Star Continuing Professional Development (CPD) program aims to expand industry professionals' knowledge of the Green Star rating system and provide those working with and delivering Green Star projects with the required skills. The program was developed with the assistance of Green Building Council of Australia (GBCA) members and GBCA Faculty, approved by the GBCA Board in November 2009 and commenced officially on 1 July 2010.

The information in this guide represents current policies for the Green Star CPD program and may be subject to change from time to time.

2. Definitions

CPD points: refers to points awarded to GBCA/Green Star and non-GBCA courses, events and activities deemed to be relevant sustainability training by the GBCA.

GSA: Green Star Associate.

GSAP: Green Star Accredited Professional.

Green Star points: earned through GBCA courses, events or Green Star projects. GSAs and GSAPs must achieve a minimum number of Green Star points to maintain their CPD accreditation.

Sustainable Development points: earned through courses run by recognised training partners or activities that demonstrate broader sustainability learning.

3. CPD cycle and enrolment period

The annual CPD cycle commences on 1 July and ends on 30 June each year.

3.1 New enrolments

- First year of CPD enrolment is included in your Green Star advanced course fee, there is no additional charge.
- An individual's CPD enrolment period commences on the day GBCA receives payment for the Green Star training and ends on 30 June each year.
- If CPD enrolment is activated during the last three months of the CPD cycle (from 1 April), they will be enrolled to 30 June of the following year (the CPD enrolment will exceed 12 months), giving you more than 12 months in your first enrolment.
- CPD point requirements are prorated based on the time of enrolment.

3.2 Re-enrolments

- An individual's enrolment period commences by financial year. You must earn the minimum CPD points for your Green Star accreditation level by 30 June each year to re-enrol in the program.
- You will then need to re-enrol in the CPD program within your portal and pay your annual CPD re-enrolment fee between 1 July and 30 September.
- Annual re-enrolment fees
 - GBCA members \$120 incl. GST.
 - Non-member \$175 incl. GST.

* Late re-enrolment (from 1 October) \$30 incl. GST

4. Green Star qualifications¹

4.1 Green Star Associate (GSA)

To gain GSA qualification:

1. Attend Green Star foundations
2. Attend Green Star advanced course on Green Star Buildings, Green Star Fitouts, Green Star – Communities v2, Green Star – Performance v2
3. To maintain the Green Star Associate Qualification, CPD Participants need to do the following each year:
 1. Collect 8 CPD points. At least four of their CPD points must be Green Star points. The remaining 4 CPD points can be sustainable development or Green Star points.
 2. Renew the re-enrolment fee.

4.2 Green Star Accredited Professional (GSAP)

To gain GSAP qualification:

1. Attend Green Star foundations
2. Attend Green Star advanced course on Green Star Buildings, Green Star Fitouts, Green Star – Communities v2, Green Star – Performance v2
3. Pass the GSAP exam within one year of attending the Green Star advanced course

To maintain the GSAP qualification, CPD participants need to do the following each financial year:

1. Collect a minimum of 5 Green Star points
2. Collect the remaining 10 CPD points - Sustainable Development or Green Star points
3. Pay the re-enrolment fee

5. Table of annual CPD maintenance requirements for all qualifications

Green Star qualification	Minimum CPD points required by annum
Green Star Associate	8 *Including a min of 4 Green Star points
Green Star Accredited Professional	15 *Including a min of 5 Green Star points

*CPD points exceeding the minimum Green Star point requirement can be earned as sustainable development points

Green Star points: points earned through GBCA run courses, events or Green Star projects. GSAs and GSAPs must achieve a minimum number of Green Star points to maintain their CPD accreditation.

Sustainable Development points: points earned through courses or activities that demonstrate a continued learning in broader sustainability education.

Please note that the CPD requirements listed in table 5 are minimum standards. Individuals are encouraged to exceed the minimum CPD requirements to advance their Green Star and green building education further.

¹ All qualifications are based on a 12 month enrolment period.

CPD point allocation

The table below shows indicative CPD point allocation and should be used as a guide only¹

Green Star points:

	Activity	Points allocated	How to claim your points
GBCA courses	Green Star foundations	4 points	Automatically added to your portal
	Green Star advanced	5-6 points	
	Green Star on-demand learning	1-2 points*	
	Online courses	2-4 points	
	Webinars	1-2 points*	
	Presenting at a GBCA course	1 point/course	
GBCA events	Site tours & FGL events	1 point/hr	Automatically added to your portal
	TRANSFORM Conference (held in March annually)	8 points	
	Green Building Forum (held in October/ November annually)	6 points	
	Presenting at a GBCA event	1 point/course	
Green Star project work	Participation in a project registered for Green Star certification**	1 point per project	Submit your CPD points request in your portal
	Participation in a project which achieves Green Star certification in the current financial year**	2 points per project	
	Green Star assessor	1 point/assessment	Automatically added to your portal
	Green Star Technical, Advisory Group or Expert Reference Panel. Minimum attendance of 2 meetings per 6-month period	1 point per 6-month period	

* Please note: not all GBCA webinars or on-demand learning offer a Green Star point. Please refer to the individual course listing for details.

** A combined maximum of 3 projects per year

Sustainable Development Points:

	Activity	Points allocated	Maximum number of points	How to submit your points
External (non-GBCA) learning	Face-to-face conferences & courses	1 point/hr	Maximum of 6 points for a single day event or 8 points for a multi-day event	Submit your CPD points request and supporting evidence in your portal
	Online eLearning	1 point/hr	8 points	
	University or TAFE study ⁴	6 points/completed subject	10 points	
	Presenting or facilitating	1 point/hr	10 points	
	Authoring an industry article	2 points	No maximum	
	Authoring a book	6 points	No maximum	
	Sustainable site tour (formal educational)	1 point/visit	No maximum	

1 GBCA reserves the right to allocate points to courses as deemed appropriate

2 Green Star project points can only be awarded to team members who were part of the CPD program at the time they were working on the project. For Portfolio projects, 1 CPD point available per individual asset within a Portfolio. Individuals can claim for up to 3 Green Star projects per year for a maximum of 4 CPD points per year. Note, CPD applications for project work will be audited periodically so you may be contacted for further information.

3 Learning is defined as educational training sessions with clearly defined learning outcomes and/or a learning assessment

4 Subject needs to be comprised of at least 10 hours of learning and include a learning assessment certificate as evidence.

5.1 Important clarifications

- CPD points can't be claimed for the same activity (eg rewatching a course you completed in a previous CPD period).
- If two activities happen simultaneously (e.g. presenting at a conference and attending the remaining time), points will be awarded for both presenting and participating in the activity.
- Decisions about the CPD point allocation for activities that sit outside the items listed above will be made at GBCAs discretion.

5.2 Education not recognised by the CPD Program

Following activities will not be awarded under the CPD program:

- Education that isn't relevant to sustainability in the built environment
- Networking events
- Reading articles in industry publications and journals
- Attending road shows, exhibitions and sales presentations
- Research activities
- Ad hoc site visits
- Project work that is not Green Star

6. Non-compliance during the CPD enrolment period

If CPD participants are unable to undertake the required CPD maintenance activities outlined in Section 4, the CPD participant will be deemed as non-compliant and their Green Star qualification is lapsed, until a new enrolment is made.

Once the qualification has lapsed, CPD participants are restricted from using the entitlements outlined in Section 11. If the time between qualification lapse and enrolment into the CPD program exceeds 24 months, the applicant will need to meet all eligibility criteria again before re-enrolling into the CPD program (see section 4).

7. Special circumstances

The CPD enrolment period may be extended due to reasons of serious illness, parental leave and long service leave. The length of time granted will be based on the maximum leave time granted for these reasons, to a maximum of one year. Note, part time working hours or student status is not defined as a special circumstance.

CPD participants applying for an extension will need to provide a letter from their employer (or by statutory declaration, if self-employed) and supporting documentation (e.g. doctor's certificate copy).

8. CPD enrolment

Individual CPD

CPD participants are responsible for their individual CPD fee on an annual basis. The annual CPD fee will remain the same, no matter whether an individual holds one or multiple qualifications.

9. CPD audits

Documentation uploaded to the CPD portal for Sustainable Development points is periodically audited prior to approval or rejection by the GBCA.

If the GBCA requires any further documentation to be provided and this is not completed within the CPD enrolment period the system will automatically register the participant as being non-compliant (see section 8).

10. Recognition of your qualification

10.1 Green Star Associate (GSA)

10.1.1 GSA logo

GSAs are entitled to use the title 'Green Star Associate' on their business card, email signature or written documents while they are enrolled in the program.



10.2 Green Star Accredited Professional (GSAP)

10.2.1 GSAP logo

A GSAP logo will be available for use by the individual GSAP only (this is not a company award and cannot be attributed to the company) while they are enrolled in the program.



10.3 GSAP Listing on the GBCA Website

From the time of their enrolment, all GSAPs will have the option of opting in to listing their profile the GBCA website's GSAP directory. GSAPs can opt in and update their profile on the CPD portal. The GBCA does not sell the GSAP listing, but the GBCA is unable to control people contacting GSAPs directly via the information available on the website.

10.4 GSAP and GSA Certificates

Certificates are available to be downloaded through the CPD Portal.

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