



Continuing Professional Development Licence Holder's Web Guide

November 2008

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WELCOME

Welcome to the CITAB Continuing Professional Development (CPD) User Guide for a Builder, Swimming Pool Builder or Pest Management seeking CPD Activities.

This guide offers assistance on how to use the CPD section of the CITAB website and explains all procedures in a simple format. Feel free to browse the other sections the website as you may find there is useful information and industry contacts.

CITAB has online www.citab.com.au or via telephone (02) 9987 4027 support to assist you if you need it at anytime.

Continuing Professional Development background information

(Extract from the Commissioners Guidelines for Continuing Professional Development, 1 January 2008, Page 2)

Continuing professional development in the broad learning areas specified in this document is a requirement for all personal licence and certificate holders in the category of general building work or swimming pool building under section 40 (2D) and (2E) of the *Home Building Act 1989*.

The continuing professional development requirements are aimed at maximising consumer protection outcomes, maintaining public confidence by ensuring that industry participants are continually up-dating their skills, raising the quality of building and construction standards, improving safety, and reducing building disputes in the NSW home building industry. In particular, the requirements aim at the long term upgrading of the professionalism and performance of builders and swimming pool by:

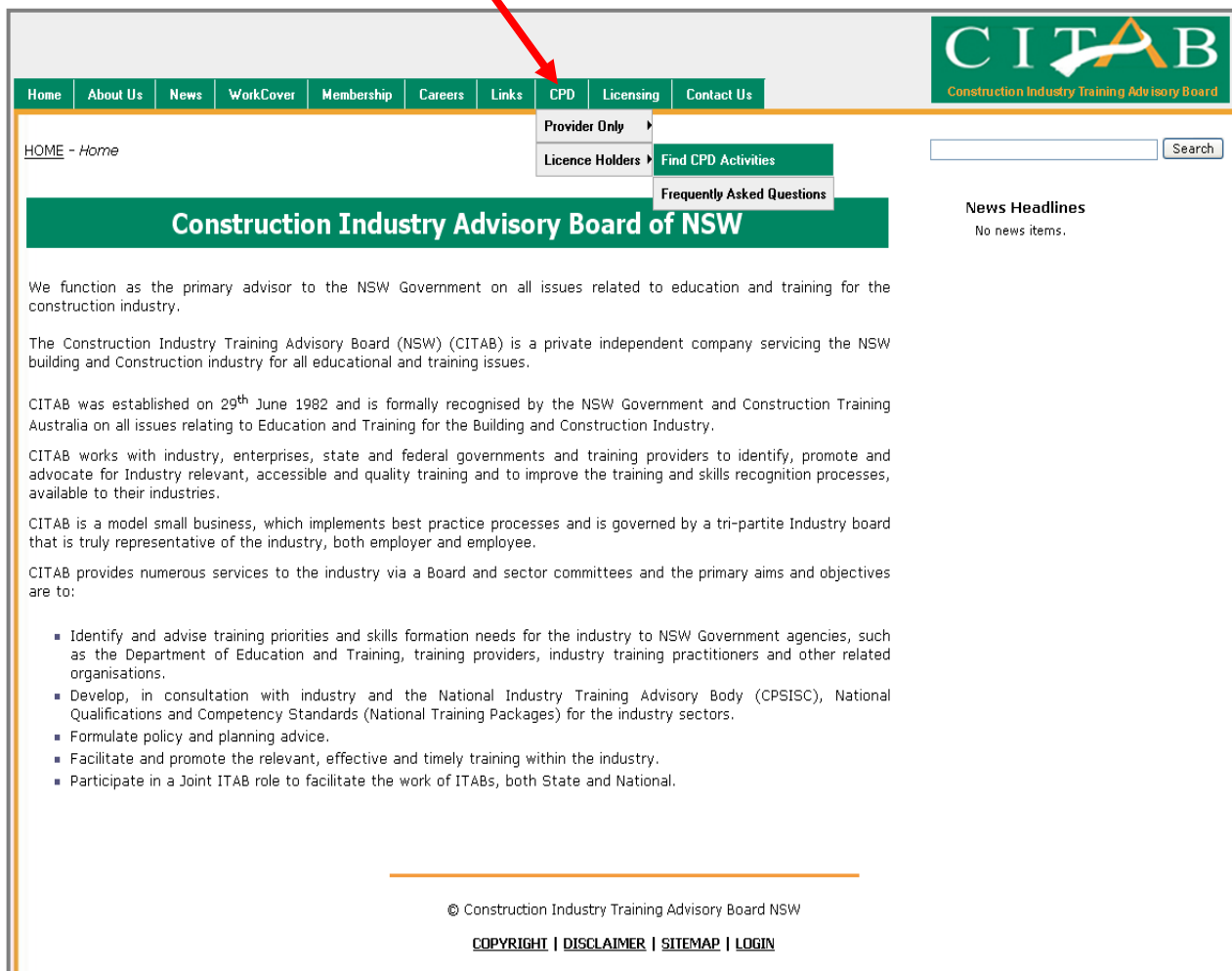
- improving knowledge, skills and practice across industry in identified areas of marketplace concern; and
- maintaining or improving levels of competence, customer service and business management skills in the industry as a whole.

Accessing the licence holders only section

Licence Holder’s section of the CITAB website has been designed to assist Builders, Swimming Pool Builders and Pest Management in finding CPD activities as well as assist with questions in relation to CPD Points.

The site can be accessed through www.citab.com.au.

- Place mouse over the **CPD** option.
- A scroll down menu will appear with two (2) options
 1. Provider Only
 2. Licence Holders
- Place mouse over the **Licence Holder** option.
- The following two (2) options will appear:
 1. Find CPD activities
 2. Frequently asked questions



The screenshot shows the CITAB website navigation menu. A red arrow points to the 'CPD' link in the top navigation bar. A dropdown menu is visible under 'CPD', showing 'Provider Only' and 'Licence Holders'. The 'Licence Holders' option is selected, and a sub-menu is displayed with 'Find CPD Activities' and 'Frequently Asked Questions'.

HOME - Home

Construction Industry Advisory Board of NSW

We function as the primary advisor to the NSW Government on all issues related to education and training for the construction industry.

The Construction Industry Training Advisory Board (NSW) (CITAB) is a private independent company servicing the NSW building and Construction industry for all educational and training issues.

CITAB was established on 29th June 1982 and is formally recognised by the NSW Government and Construction Training Australia on all issues relating to Education and Training for the Building and Construction Industry.

CITAB works with industry, enterprises, state and federal governments and training providers to identify, promote and advocate for Industry relevant, accessible and quality training and to improve the training and skills recognition processes, available to their industries.

CITAB is a model small business, which implements best practice processes and is governed by a tri-partite Industry board that is truly representative of the industry, both employer and employee.

CITAB provides numerous services to the industry via a Board and sector committees and the primary aims and objectives are to:

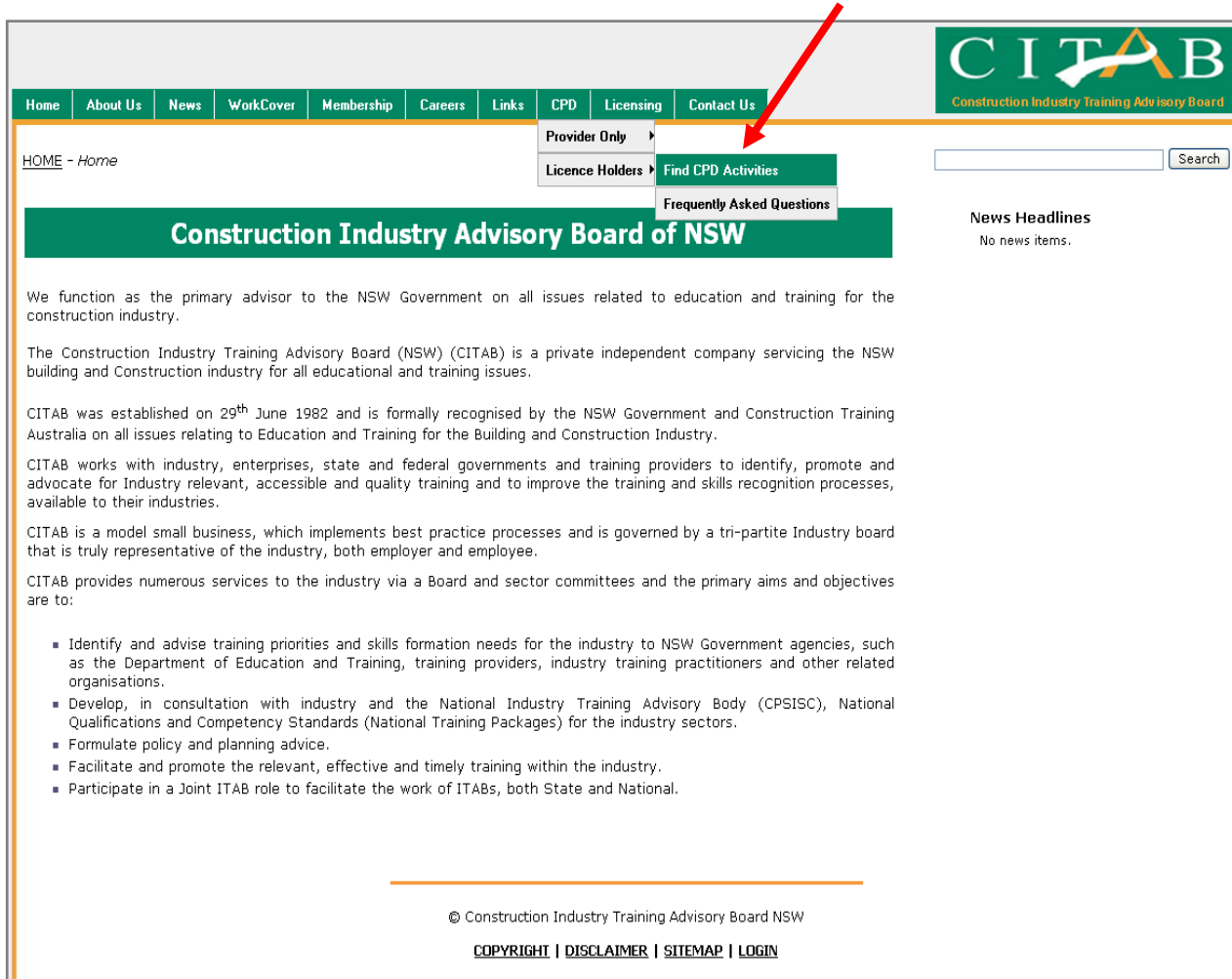
- Identify and advise training priorities and skills formation needs for the industry to NSW Government agencies, such as the Department of Education and Training, training providers, industry training practitioners and other related organisations.
- Develop, in consultation with industry and the National Industry Training Advisory Body (CPSISC), National Qualifications and Competency Standards (National Training Packages) for the industry sectors.
- Formulate policy and planning advice.
- Facilitate and promote the relevant, effective and timely training within the industry.
- Participate in a Joint ITAB role to facilitate the work of ITABs, both State and National.

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Find CPD activities

Click on the **Find CPD Activities** button.



The screenshot shows the CITAB website interface. At the top right is the CITAB logo. Below it is a navigation menu with links: Home, About Us, News, WorkCover, Membership, Careers, Links, CPD, Licensing, and Contact Us. The 'CPD' link is expanded, showing a dropdown menu with three options: 'Provider Only', 'Licence Holders', and 'Frequently Asked Questions'. The 'Licence Holders' option is further expanded, showing a sub-menu with 'Find CPD Activities' highlighted in green. A red arrow points to this 'Find CPD Activities' button. Below the navigation menu is a search bar with a 'Search' button. The main content area features a green banner with the text 'Construction Industry Advisory Board of NSW'. Below the banner is a paragraph of text: 'We function as the primary advisor to the NSW Government on all issues related to education and training for the construction industry.' This is followed by another paragraph: 'The Construction Industry Training Advisory Board (NSW) (CITAB) is a private independent company servicing the NSW building and Construction industry for all educational and training issues.' Below this is a paragraph: 'CITAB was established on 29th June 1982 and is formally recognised by the NSW Government and Construction Training Australia on all issues relating to Education and Training for the Building and Construction Industry.' This is followed by a paragraph: 'CITAB works with industry, enterprises, state and federal governments and training providers to identify, promote and advocate for Industry relevant, accessible and quality training and to improve the training and skills recognition processes, available to their industries.' Below this is a paragraph: 'CITAB is a model small business, which implements best practice processes and is governed by a tri-partite Industry board that is truly representative of the industry, both employer and employee.' This is followed by a paragraph: 'CITAB provides numerous services to the industry via a Board and sector committees and the primary aims and objectives are to:' Below this is a bulleted list of five items: 'Identify and advise training priorities and skills formation needs for the industry to NSW Government agencies, such as the Department of Education and Training, training providers, industry training practitioners and other related organisations.', 'Develop, in consultation with industry and the National Industry Training Advisory Body (CPSISC), National Qualifications and Competency Standards (National Training Packages) for the industry sectors.', 'Formulate policy and planning advice.', 'Facilitate and promote the relevant, effective and timely training within the industry.', and 'Participate in a Joint ITAB role to facilitate the work of ITABs, both State and National.' At the bottom of the page is a copyright notice: '© Construction Industry Training Advisory Board NSW' and a footer with links: 'COPYRIGHT | DISCLAIMER | SITEMAP | LOGIN'.

The **Licence Category** page will appear. This is the primary page where you conduct a search for any activities or their details.

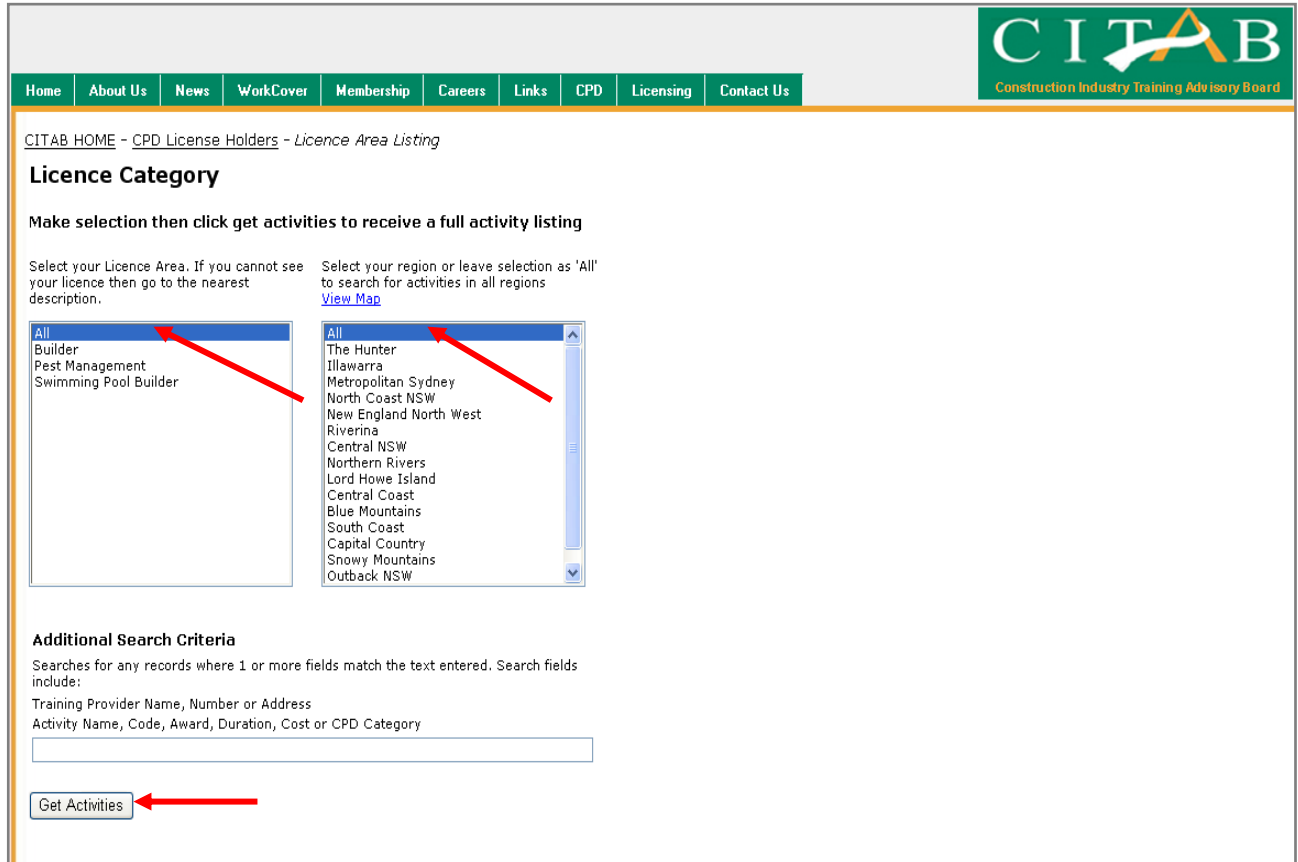
You are able to search for the following:

- All activities
- Activities in your region
- Specific activities and courses
- Look for a provider by name

Search all activities

This search will provide you with a full list of activities available in the NSW region and in all licence categories.

1. Select the **all** option from the **licence area**
2. Select the **all** option from the **region** tab
3. Click on the **get activities** button



CITAB
Construction Industry Training Advisory Board

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CITAB HOME - CPD License Holders - Licence Area Listing

Licence Category

Make selection then click get activities to receive a full activity listing

Select your Licence Area. If you cannot see your licence then go to the nearest description.

Select your region or leave selection as 'All' to search for activities in all regions
[View Map](#)

Licence Area Dropdown:
All
Builder
Pest Management
Swimming Pool Builder

Region Dropdown:
All
The Hunter
Illawarra
Metropolitan Sydney
North Coast NSW
New England North West
Riverina
Central NSW
Northern Rivers
Lord Howe Island
Central Coast
Blue Mountains
South Coast
Capital Country
Snowy Mountains
Outback NSW

Additional Search Criteria

Searches for any records where 1 or more fields match the text entered. Search fields include:

Training Provider Name, Number or Address
Activity Name, Code, Award, Duration, Cost or CPD Category

The **select activities** page will appear, providing you with a list of activities available in the NSW region and in all licence categories.

To view the details of the activity click on the **view** hyperlink, this will take you to the **activity listing** page.

PLEASE NOTE

CITAB encourages providers of CPD activities to register the activity on the CITAB website however there may be activities available that have not been listed on the CITAB website. Always check with an activity provider if the activity you are interested in will earn CPD points and insist that you get a CPD points receipt.



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CITAB HOME - CPD License Holders - Activity Listing

Select Activities

View	Course Area	Activity Specialisation
View	Asbestos	Bonded Asbestos
View	Business management	Running a business and business efficiency
View	Business Practices	Business Ethics
View	Business Practices	Business management
View	Business Practices	Computers and IT
View	Business Practices	Contractors Business management
View	Business Practices	Financial management
View	Business Practices	Head Contracts
View	Business Practices	Record Keeping
View	Business Practices	Regulatory Body Seminar
View	Business Practices	Risk Management
View	Business Practices	Sub Contracts
View	Category 1 Recognised OHS Course	Forklift
View	Category 1 Recognised OHS Course	WorkCover Ticket course
View	Civil Construction	Confined Space
View	Civil Construction	Plant and equipment
View	Civil Construction	Shoring
View	Civil Construction	Traffic Management
View	Conferences, Trade Nights and Seminars	Industry Conference
View	Conferences, Trade Nights and Seminars	Seminar/Trade Night
View	Construction management	Construction Management
View	Construction management	Project Management
View	Construction management	Project Planning
View	Construction management	Tendering
View	Electrotechnology	Cabling Systems
View	Electrotechnology	Electronics and equipment
View	Electrotechnology	Instrument and process control
View	Electrotechnology	Telecommunications
View	Electrotechnology	Testing for Licences
View	Environment/Sustainable development	Awareness
View	Environment/Sustainable development	Environment plans
View	Environment/Sustainable development	Environmental Design
View	Environment/Sustainable development	Waste management
View	Human Resources	Competency Assessment
View	Human Resources	Dispute resolution and management
View	Human Resources	Human Resource Management

See page 23 and 24 for definitions of **course area** and **activity specialisation**.

The **activity listing** page will open giving you a summary of the activity.

By following the hyperlinks you are also able to search for the following:


- ★ Click on the **Activity** name to view a full profile of the activity
- ★ Click on the **Provider** name to view the details of the organisation and for a list of other activities they provide.
- ★ Click on the **CPD Code** definition of the two (2) codes
- ★ Click on the **View Map** for a break down of each region
- ★ See below for where the hyperlink options are located on the **activity listing** page.

From this page you are also able to view the following:

- **Duration** – The length of time it will take to complete the course
- **Cost** – The fees for partaking in the activity.
*(Please note: if costs are not listed contact the provider by clicking on the **provider** hyperlink.)*
- **Points** – The amounts points the activity attracts

See page 23 and 24 for definitions of **course area**, **activity specialisation**, **delivery options** and **duration**.

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CITAB HOME - CPD License Holders - Activity Listing

Activity Listing

[Printer Friendly Page](#)

[Bonded Asbestos - Nominated Supervisor \(Workcover NSW Licence\) TAFE NSW course no. 17632](#)
(click link to view full profile)

Course Area: Asbestos	Specialisation: Bonded Asbestos
Delivery Options: Full Time Part Time	Regions: The Hunter Illawarra Metropolitan Sydney New England North West Riverina Central NSW Northern Rivers Central Coast Blue Mountains South Coast Capital Country Snowy Mountains Outback NSW The Murray
Duration: 4 hours	Cost: \$
CPD Code: 2008_Cat_2	Points: 8
Provider: TAFE NSW Riverina Institute	Last Updated: 25/08/2008 12:38:00 PM

[Bonded Asbestos Awareness - Electricity Industry \(TAFE NSW Course No. 3398\)](#)
(click link to view full profile)

Course Area: Asbestos	Specialisation: Bonded Asbestos
Delivery Options: Full Time	Regions: The Hunter Illawarra Metropolitan Sydney New England North West Riverina Central NSW Northern Rivers Central Coast Blue Mountains South Coast Capital Country Snowy Mountains Outback NSW The Murray
Duration: 4	Cost: \$
CPD Code: 2008_Cat_2	Points: 8
Provider: TAFE NSW Riverina Institute	Last Updated: 25/08/2008 12:38:00 PM

[Bonded Asbestos Remove NSW course no. 9055](#)
(click link to view full profile)

Course Area: Asbestos	Specialisation: Bonded Asbestos
Delivery Options: Full Time Part Time	Regions: The Hunter Illawarra Metropolitan Sydney New England North West Riverina Central NSW Northern Rivers Central Coast Blue Mountains South Coast Capital Country Snowy Mountains Outback NSW The Murray
Duration: 4 hours	Cost: \$
CPD Code: 2008_Cat_2	Points: 8
Provider: TAFE NSW Riverina Institute	Last Updated: 25/08/2008 12:38:00 PM

PLEASE NOTE

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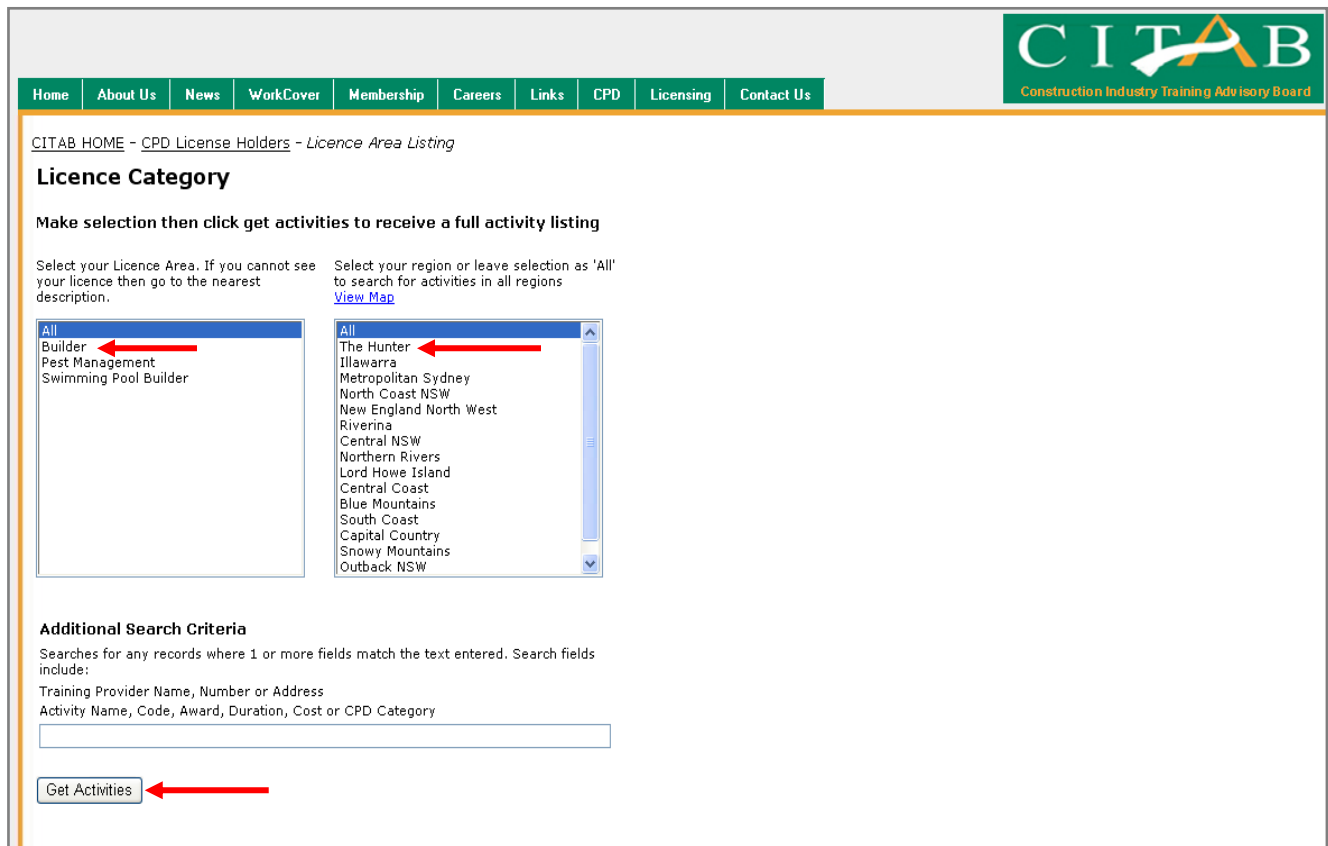
Search for activities in your region

This search allows you to seek activities in a particular region of NSW. *This example shows activities available in the **Hunter region** in the **Builder licence category**.*

- 1) Select the **Licence type** that applies to you
- 2) Select the **Region** that you wish to do the activity in, and
- 3) Click on the **Get Activities** button.

PLEASE NOTE

The region is not a compulsory part of the search.
If you do not select a region a list will be provided of all courses available in NSW.



The screenshot shows the CITAB website interface for CPD License Holders. At the top right is the CITAB logo. Below it is a navigation menu with links: Home, About Us, News, WorkCover, Membership, Careers, Links, CPD, Licensing, and Contact Us. The main heading is "CITAB HOME - CPD License Holders - Licence Area Listing".

Licence Category

Make selection then click get activities to receive a full activity listing

Select your Licence Area. If you cannot see your licence then go to the nearest description.

Select your region or leave selection as 'All' to search for activities in all regions
[View Map](#)

Two dropdown menus are shown. The first menu is for "Licence Area" with options: All, Builder, Pest Management, Swimming Pool Builder. A red arrow points to "Builder". The second menu is for "Region" with options: All, The Hunter, Illawarra, Metropolitan Sydney, North Coast NSW, New England North West, Riverina, Central NSW, Northern Rivers, Lord Howe Island, Central Coast, Blue Mountains, South Coast, Capital Country, Snowy Mountains, Outback NSW. A red arrow points to "The Hunter".

Additional Search Criteria

Searches for any records where 1 or more fields match the text entered. Search fields include:

Training Provider Name, Number or Address
Activity Name, Code, Award, Duration, Cost or CPD Category

A search input field is present below the criteria.


A "Get Activities" button is located at the bottom left, with a red arrow pointing to it.

The **select activities** page will appear, providing you with a list of activities available in the NSW region and in the licence category chosen.

To view the details of the activity click on the **view** hyperlink, this will take you to the **activity listing** page.

PLEASE NOTE

CITAB encourages providers of CPD activities to register the activity on the CITAB website however there may be activities available that have not been listed on the CITAB website. Always check with an activity provider if the activity you are interested in will earn CPD points and insist that you get a CPD points receipt.



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CITAB HOME - CPD License Holders - Activity Listing

Select Activities

View	Course Area	Activity Specialisation
View	Asbestos	Bonded Asbestos
View	Business Practices	Business Ethics
View	Business Practices	Business management
View	Business Practices	Computers and IT
View	Business Practices	Contractors Business management
View	Business Practices	Financial management
View	Business Practices	Head Contracts
View	Business Practices	Record Keeping
View	Business Practices	Regulatory Body Seminar
View	Business Practices	Risk Management
View	Business Practices	Sub Contracts
View	Category 1 Recognised OHS Course	WorkCover Ticket course
View	Civil Construction	Confined Space
View	Civil Construction	Plant and equipment
View	Civil Construction	Traffic Management
View	Conferences, Trade Nights and Seminars	Industry Conference
View	Conferences, Trade Nights and Seminars	Seminar/Trade Night
View	Construction management	Construction Management
View	Construction management	Project Management
View	Construction management	Project Planning
View	Construction management	Tendering
View	Electrotechnology	Cabling Systems
View	Electrotechnology	Electronics and equipment
View	Electrotechnology	Instrument and process control
View	Electrotechnology	Telecommunications
View	Environment/Sustainable development	Awareness
View	Environment/Sustainable development	Environment plans
View	Environment/Sustainable development	Environmental Design
View	Environment/Sustainable development	Waste management
View	Human Resources	Competency Assessment
View	Human Resources	Dispute resolution and management
View	Human Resources	Human Resource Management
View	Human Resources	Payroll
View	Human Resources	Training
View	Industry Activity	Apprentice Employment
View	Industry Activity	Association Committee

See the appendix on page 23 and 24 for **definitions** of **course area**, **activity specialisation**.

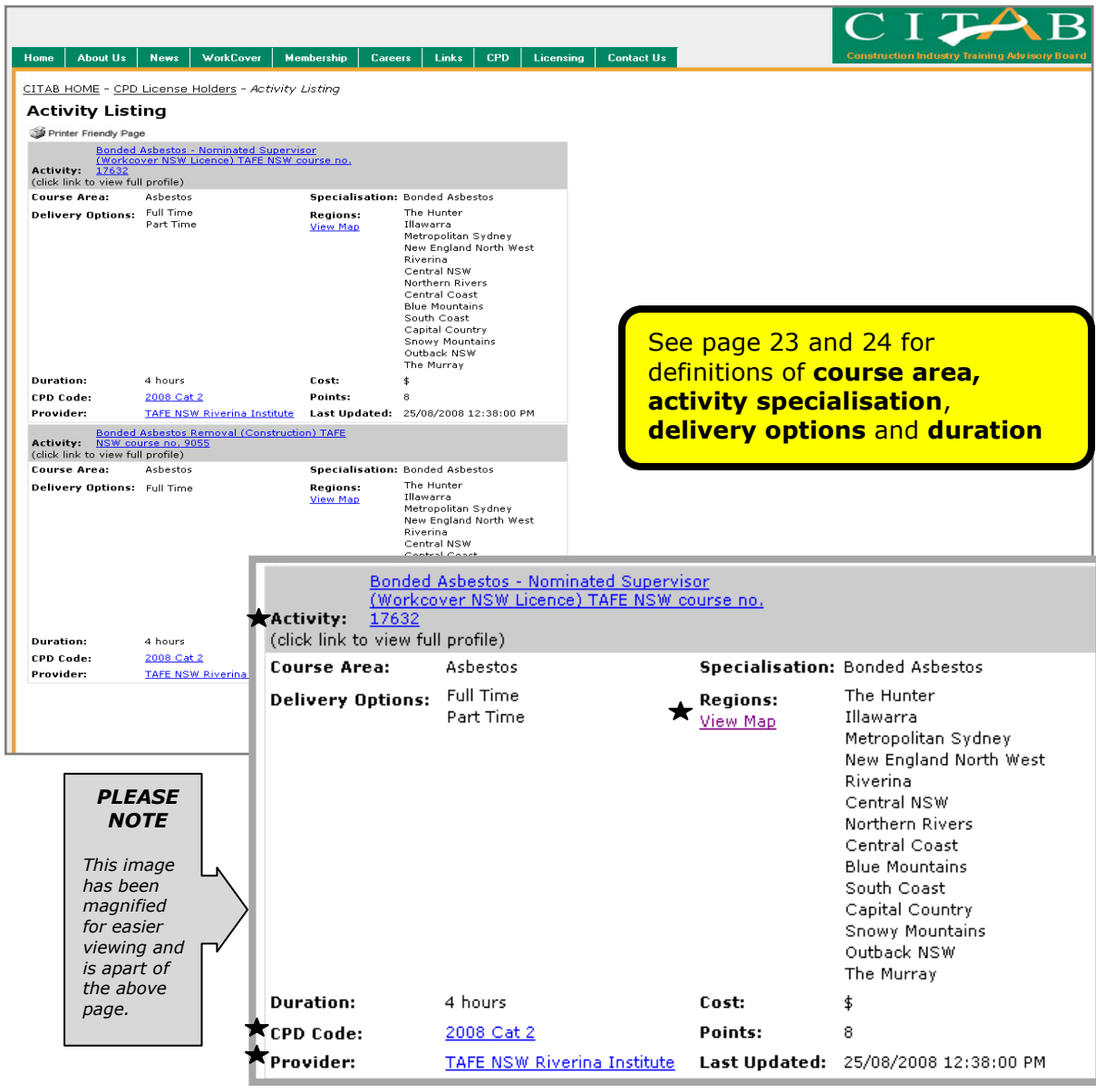
The **activity listing** page will open giving you a summary of the activity.

By following the hyperlinks you are also able to search for the following:

- ★ Click on the **Activity** name to view a full profile of the activity
- ★ Click on the **Provider** name to view the details of the organisation and for a list of other activities they provide.
- ★ Click on the **CPD Code** definition of the two (2) codes
- ★ Click on the **View Map** for a break down of each region
- ★ See below for where the hyperlink options are located on the **activity listing** page.

From this page you are also able to view the following:

- **Duration** – The length of time it will take to complete the course
- **Cost** – The fees for partaking in the activity.
*(Please note: if costs are not listed contact the provider by clicking on the **provider** hyperlink.)*
- **Points** – The amounts points the activity attracts

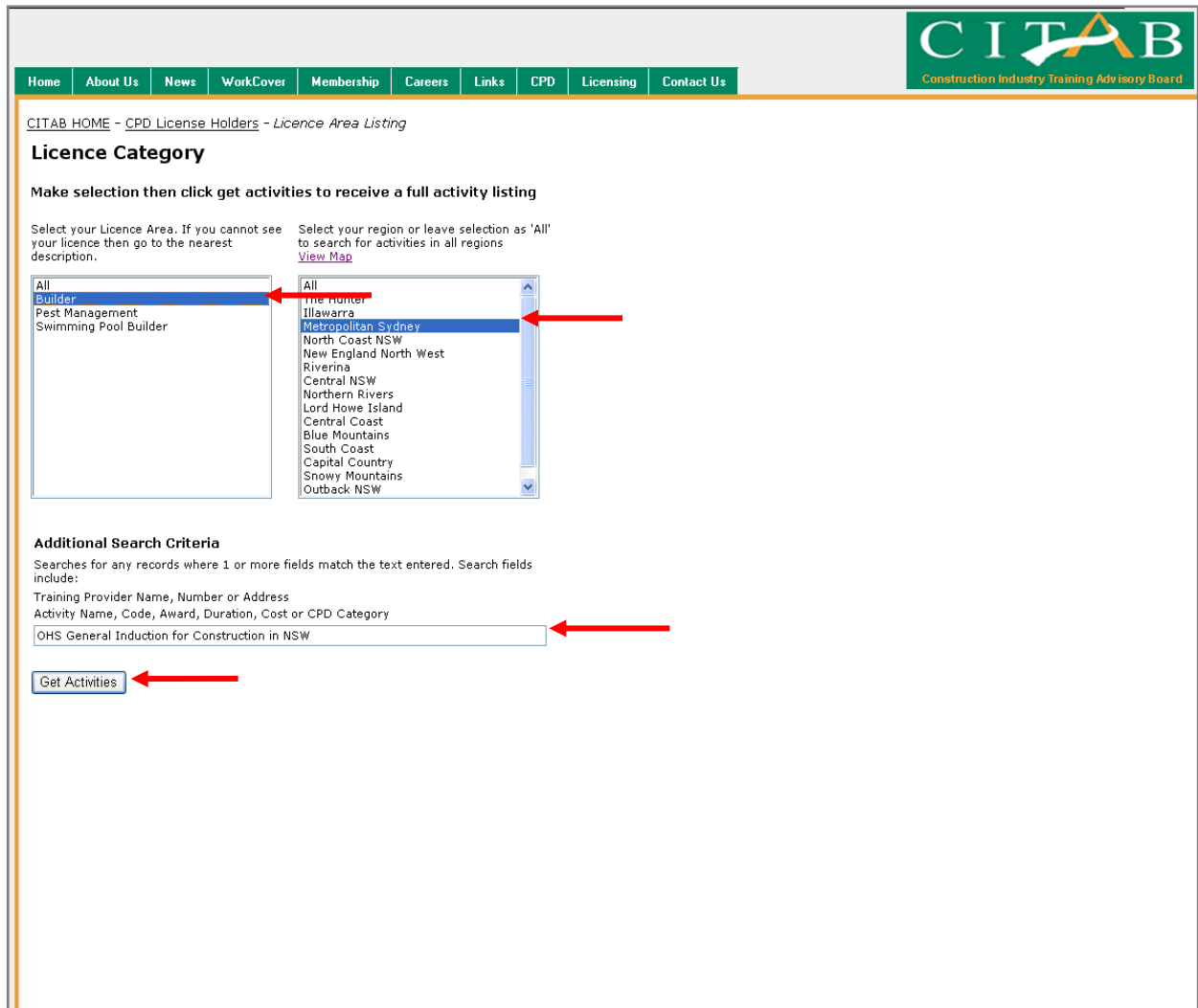


The screenshot shows the CITAB website's 'Activity Listing' page. At the top, there is a navigation menu with links: Home, About Us, News, WorkCover, Membership, Careers, Links, CPD, Licensing, and Contact Us. The page title is 'CITAB HOME - CPD License Holders - Activity Listing'. Below the title, there is a 'Printer Friendly Page' icon and a list of activities. Two activity cards are visible. The first card is for 'Bonded Asbestos - Nominated Supervisor (Workcover NSW Licence) TAFE NSW course no. 17632'. It lists details such as Course Area (Asbestos), Delivery Options (Full Time, Part Time), Specialisation (Bonded Asbestos), Regions (The Hunter, Illawarra, Metropolitan Sydney, New England North West, Riverina, Central NSW, Northern Rivers, Central Coast, Blue Mountains, South Coast, Capital Country, Snowy Mountains, Outback NSW, The Murray), Duration (4 hours), CPD Code (2008_Cat_2), Cost (\$), Points (8), and Provider (TAFE NSW Riverina Institute). A yellow callout box points to this card with the text: 'See page 23 and 24 for definitions of **course area**, **activity specialisation**, **delivery options** and **duration**'. A second, larger callout box magnifies the details of the first activity card. A grey callout box with an arrow points to the magnified view with the text: 'PLEASE NOTE This image has been magnified for easier viewing and is apart of the above page.'

Find specific activities and/or courses

From this page you are able to search for the details of a specific activity that you are interested in. *This example is of **OHS General Induction for Construction in NSW** available for **Builders** in the **Metropolitan Sydney** area.*

- 1) Select the **licence type** that applies to you
- 2) Select the **region** you wish to do the activity in
- 3) In the **additional search criteria** (the box on bottom left side of the page) enter the name of the activity, and
- 4) Click on the **get activities** button



CITAB HOME - CPD License Holders - Licence Area Listing

Licence Category

Make selection then click get activities to receive a full activity listing

Select your Licence Area. If you cannot see your licence then go to the nearest description.

Select your region or leave selection as 'All' to search for activities in all regions
[View Map](#)

All
Builder
Pest Management
Swimming Pool Builder

All
The Hunter
Illawarra
Metropolitan Sydney
North Coast NSW
New England North West
Riverina
Central NSW
Northern Rivers
Lord Howe Island
Central Coast
Blue Mountains
South Coast
Capital Country
Snowy Mountains
Outback NSW

Additional Search Criteria

Searches for any records where 1 or more fields match the text entered. Search fields include:

Training Provider Name, Number or Address
Activity Name, Code, Award, Duration, Cost or CPD Category

OHS General Induction for Construction in NSW

Get Activities

PLEASE NOTE

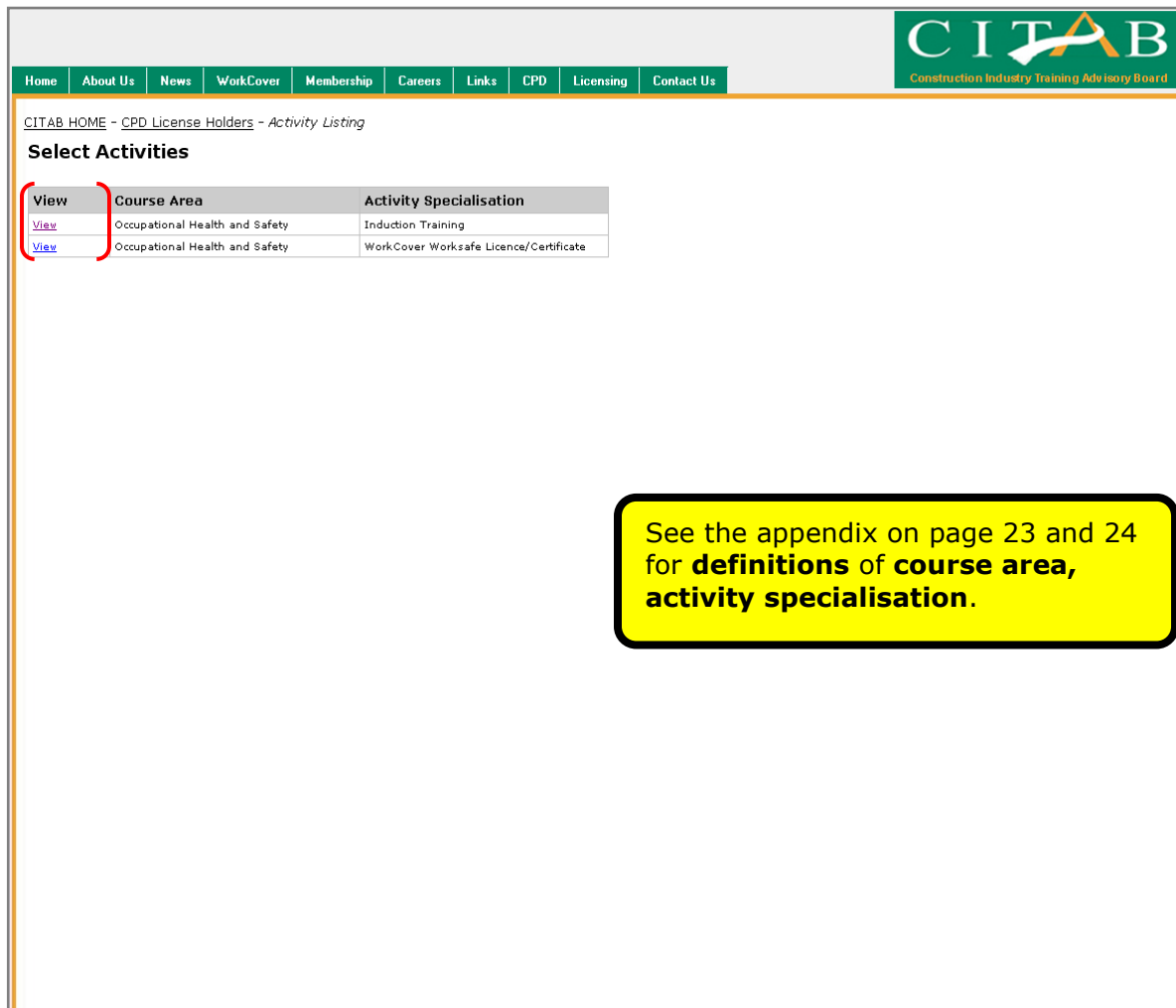
The search may not give you any results if it does not recognise the activity name.

The **select activities** page will appear, providing you with a list of activities available in the NSW region in all licence categories.

To view the details of the activity click on the **view** hyperlink, this will take you to the **activity listing** page.

PLEASE NOTE

CITAB encourages providers of CPD activities to register the activity on the CITAB website however there may be activities available that have not been listed on the CITAB website. Always check with an activity provider if the activity you are interested in will earn CPD points and insist that you get a CPD points receipt.



CITAB HOME - CPD License Holders - Activity Listing

Select Activities

View	Course Area	Activity Specialisation
View	Occupational Health and Safety	Induction Training
View	Occupational Health and Safety	WorkCover Worksafe Licence/Certificate

See the appendix on page 23 and 24 for **definitions** of **course area**, **activity specialisation**.

The **activity listing** page will open giving you a summary of the activity.

By following the hyperlinks you are also able to search for the following:


- ★ Click on the **Activity** name to view a full profile of the activity
- ★ Click on the **Provider** name to view the details of organisation and other activities they provide.
- ★ Click on the **CPD Code** definition of the two (2) codes
- ★ Click on the **View Map** for a break down of each region
- ★ See below for where the hyperlink options are located on the **activity listing** page.

From this page you are also able to view the following:

- **Duration** – The length of time it will take to complete the course
- **Cost** – The fees for partaking in the activity.
*(Please note: if costs are not listed contact the provider by clicking on the **provider** hyperlink.)*
- **Points** – The amounts points the activity attracts

See page 23 and 24 for definitions of **course area**, **activity specialisation**, **delivery options** and **duration**.

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CITAB HOME - CPD License Holders - Activity Listing

Activity Listing

[Printer Friendly Page](#)

Activity: [OHS General Induction for Construction in NSW](#)
(click link to view full profile)

Course Area: Occupational Health and Safety **Specialisation:** Induction Training

Delivery Options: Full Time **Regions:** [View Map](#)

The Hunter
Illawarra
Metropolitan Sydney
North Coast NSW
New England North West
Riverina
Central NSW
Northern Rivers
Lord Howe Island
Central Coast
Blue Mountains
South Coast
Capital Country
Snowy Mountains
Outback NSW
The Murray

Duration: 5 hours **Cost:** \$125.00
CPD Code: [2008_Cat 1](#) **Points:** 5
Provider: [Master Builders Association of NSW](#) **Last Updated:** 12/05/2008 3:15:00 PM

★ **Activity:** [OHS General Induction for Construction in NSW](#)
(click link to view full profile)

Course Area: Occupational Health and Safety **Specialisation:** Induction Training

Delivery Options: Full Time ★ **Regions:** [View Map](#)

The Hunter
Illawarra
Metropolitan Sydney
North Coast NSW
New England North West
Riverina
Central NSW
Northern Rivers
Lord Howe Island
Central Coast
Blue Mountains
South Coast
Capital Country
Snowy Mountains
Outback NSW
The Murray

Duration: 5 hours **Cost:** \$125.00
★ **CPD Code:** [2008_Cat 1](#) **Points:** 5
★ **Provider:** [Master Builders Association of NSW](#) **Last Updated:** 12/05/2008 3:15:00 PM

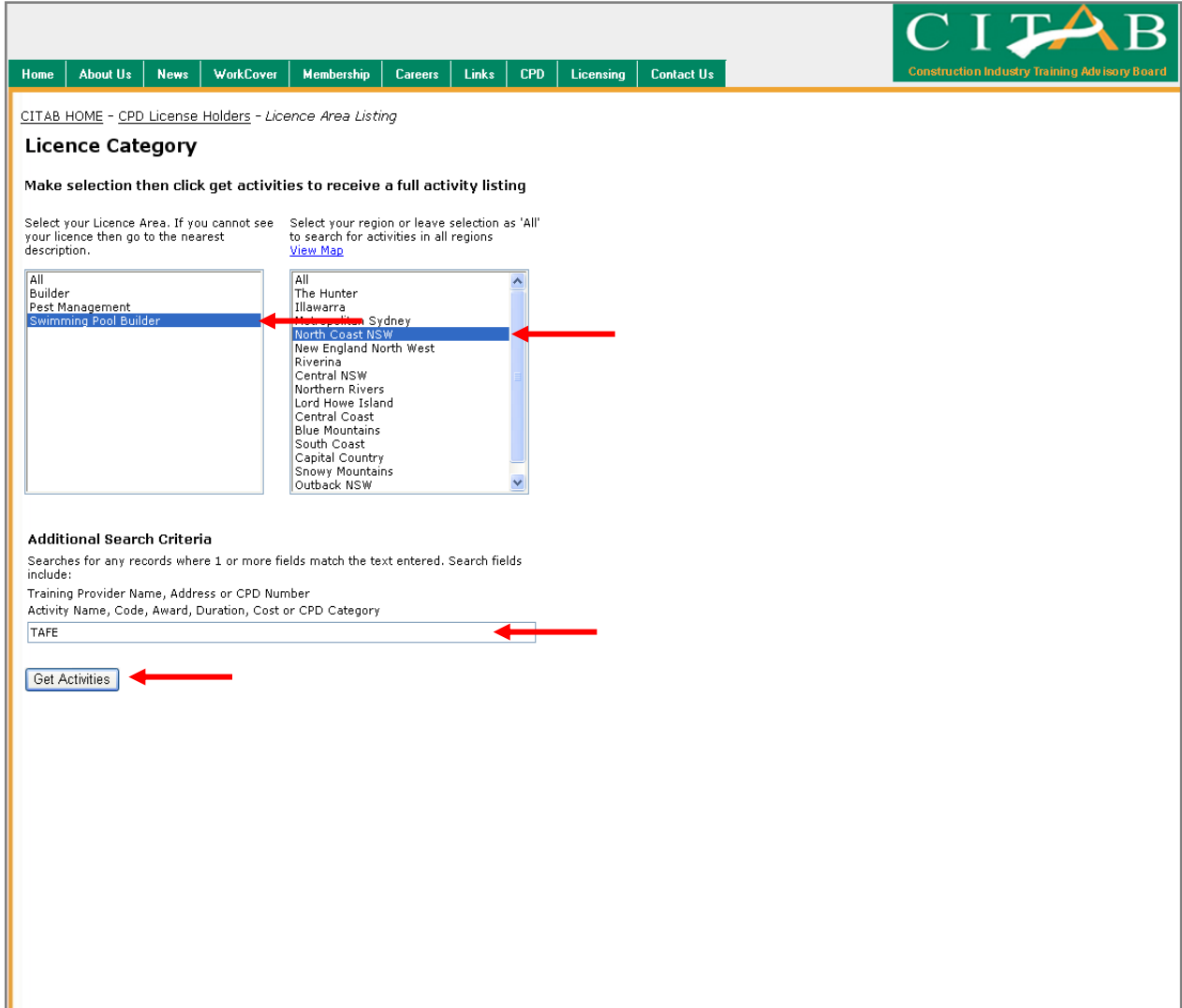
PLEASE NOTE

This image has been magnified for easier viewing and is apart of the above page.

Find a provider

This search option allows you to search for a particular provider of CPD activities. *This example is of **Swimming Pool Builders** seeking activities in the **North Coast NSW** area by the provider, **TAFE**.*

- 1) Select the **licence area** that applies to you
- 2) Select the **region** you wish to do the course in
- 3) In the **additional search criteria** enter the name of the provider, and
- 4) Click on the **get activities** button



CITAB HOME - CPD License Holders - Licence Area Listing

Licence Category

Make selection then click get activities to receive a full activity listing

Select your Licence Area. If you cannot see your licence then go to the nearest description. [View Map](#)

Select your region or leave selection as 'All' to search for activities in all regions

All Builder Pest Management Swimming Pool Builder	All The Hunter Illawarra Newcastle North Coast NSW New England North West Riverina Central NSW Northern Rivers Lord Howe Island Central Coast Blue Mountains South Coast Capital Country Snowy Mountains Outback NSW
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Additional Search Criteria

Searches for any records where 1 or more fields match the text entered. Search fields include:

Training Provider Name, Address or CPD Number
Activity Name, Code, Award, Duration, Cost or CPD Category


TAFE

The **select activities** page will appear, providing you with a list of activities offered by the provider chosen.

To view the details of the activity click on the **view** hyperlink, this will take you to the **activity listing** page.

PLEASE NOTE

CITAB encourages providers of CPD activities to register the activity on the CITAB website however there may be activities available that have not been listed on the CITAB website. Always check with an activity provider if the activity you are interested in will earn CPD points and insist that you get a CPD points receipt.



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CITAB HOME - CPD License Holders - Activity Listing

Select Activities

View	Course Area	Activity Specialisation
View	Business Practices	Business Ethics
View	Business Practices	Business management
View	Business Practices	Computers and IT
View	Business Practices	Financial management
View	Business Practices	Record Keeping
View	Category 1 Recognised OHS Course	WorkCover Ticket course
View	Construction management	Construction Management
View	Electrotechnology	Cabling Systems
View	Human Resources	Competency Assessment
View	Human Resources	Training
View	Occupational Health and Safety	Confined Spaces
View	Occupational Health and Safety	Fire Safety
View	Occupational Health and Safety	Hazard and risk management
View	Occupational Health and Safety	Induction Training
View	Occupational Health and Safety	Safety management
View	Site Skills	Traffic Control
View	Technical Skills	Australian Standards

See the appendix on page 23 and 24 for definitions of **course area**, **activity specialisation**.

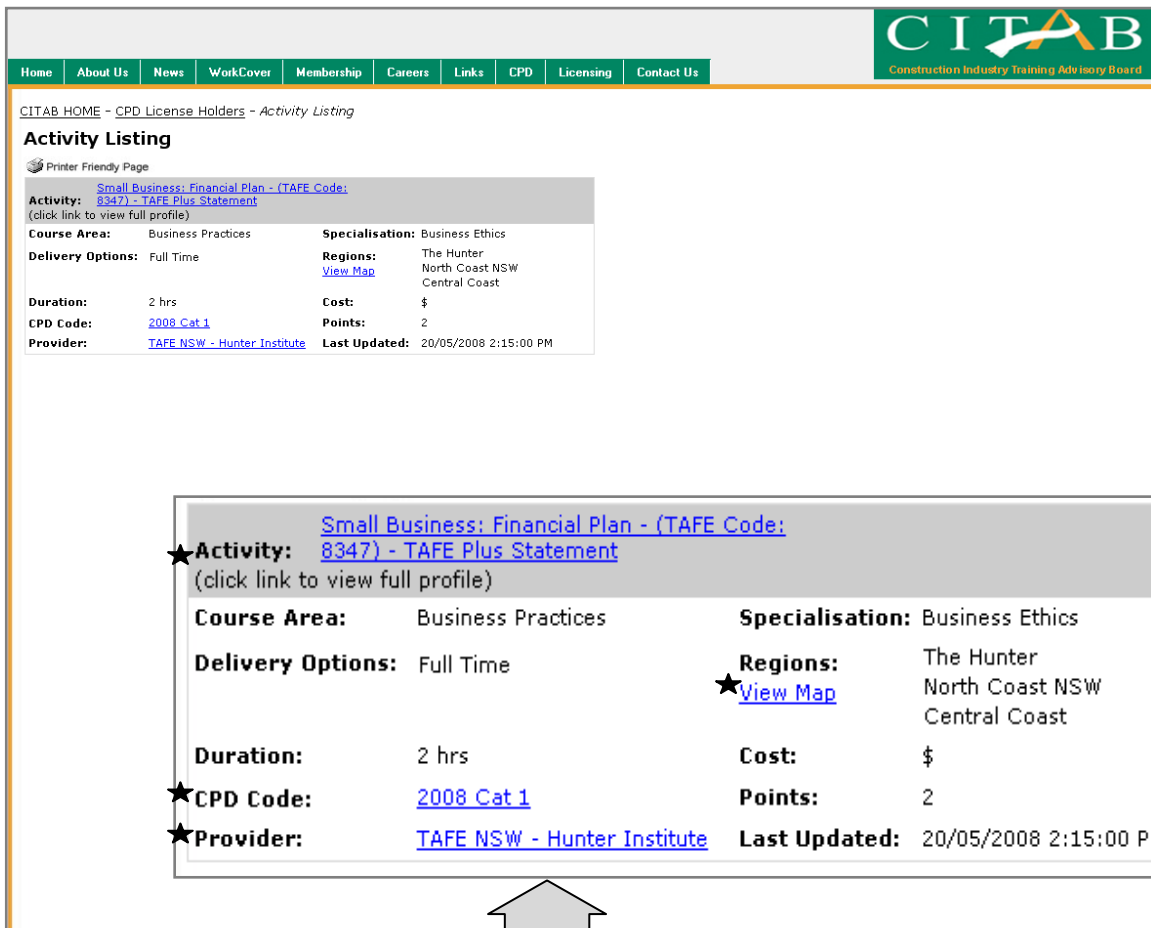
The **activity listing** page will open giving you a summary of the activity.

By following the hyperlinks you are also able to search for the following:

- ★ Click on the **Activity** name to view a full profile of the activity
- ★ Click on the **Provider** name to view the details of organisation and other activities they provide.
- ★ Click on the **CPD Code** definition of the two (2) codes
- ★ Click on the **View Map** for a break down of each region
- ★ See below for where the hyperlink options are located on the **activity listing** page.

From this page you are also able to view the following:

- **Duration** – The length of time it will take to complete the course
- **Cost** – The fees for partaking in the activity.
*(Please note: if costs are not listed contact the provider by clicking on the **provider** hyperlink.)*
- **Points** – The amounts points the activity attracts



CITAB HOME - CPD License Holders - Activity Listing

Activity Listing

Printer Friendly Page

[Small Business: Financial Plan - \(TAFE Code: 8347\) - TAFE Plus Statement](#)
(click link to view full profile)

Course Area: Business Practices	Specialisation: Business Ethics
Delivery Options: Full Time	Regions: The Hunter North Coast NSW Central Coast View Map
Duration: 2 hrs	Cost: \$
CPD Code: 2008_Cat_1	Points: 2
Provider: TAFE NSW - Hunter Institute	Last Updated: 20/05/2008 2:15:00 PM

★ **Activity:** [Small Business: Financial Plan - \(TAFE Code: 8347\) - TAFE Plus Statement](#)
(click link to view full profile)

Course Area: Business Practices	Specialisation: Business Ethics
Delivery Options: Full Time	★ Regions: The Hunter North Coast NSW Central Coast View Map
Duration: 2 hrs	Cost: \$
★ CPD Code: 2008_Cat_1	Points: 2
★ Provider: TAFE NSW - Hunter Institute	Last Updated: 20/05/2008 2:15:00 PM

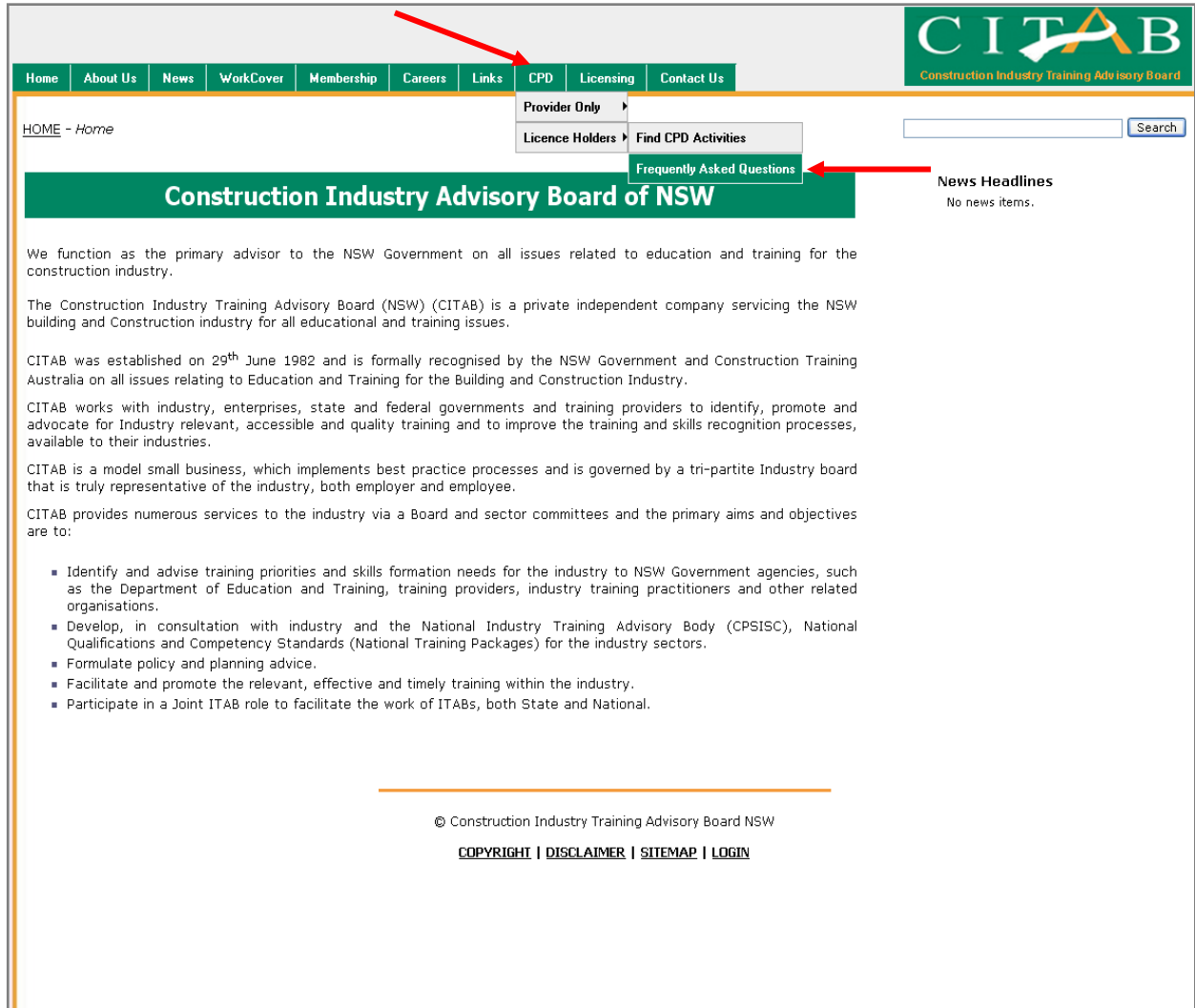
PLEASE NOTE

This image has been magnified for easier viewing and is apart of the above page.

Frequently Asked Questions (FAQs)

The Frequently Asked Questions (FAQs) has been designed to help you with queries on how to earn CPD points, tell you of any changes to the system and record keeping.

- The FAQ section can be found by:
 1. Placing your mouse over the **CPD** option on the CITAB homepage
- Two (2) scroll down options will appear
 2. Click on the **Frequently Asked Questions** option



The screenshot shows the CITAB website homepage. The navigation menu at the top includes: Home, About Us, News, WorkCover, Membership, Careers, Links, CPD, Licensing, and Contact Us. A red arrow points to the 'CPD' menu item. A dropdown menu is visible under 'CPD', with 'Frequently Asked Questions' highlighted by another red arrow. The page content includes the CITAB logo, a search bar, and a 'News Headlines' section with 'No news items.' The main content area contains introductory text about CITAB's role and a list of services provided to the industry.

HOME - Home

Construction Industry Training Advisory Board of NSW

We function as the primary advisor to the NSW Government on all issues related to education and training for the construction industry.

The Construction Industry Training Advisory Board (NSW) (CITAB) is a private independent company servicing the NSW building and Construction industry for all educational and training issues.

CITAB was established on 29th June 1982 and is formally recognised by the NSW Government and Construction Training Australia on all issues relating to Education and Training for the Building and Construction Industry.

CITAB works with industry, enterprises, state and federal governments and training providers to identify, promote and advocate for Industry relevant, accessible and quality training and to improve the training and skills recognition processes, available to their industries.

CITAB is a model small business, which implements best practice processes and is governed by a tri-partite Industry board that is truly representative of the industry, both employer and employee.

CITAB provides numerous services to the industry via a Board and sector committees and the primary aims and objectives are to:

- Identify and advise training priorities and skills formation needs for the industry to NSW Government agencies, such as the Department of Education and Training, training providers, industry training practitioners and other related organisations.
- Develop, in consultation with industry and the National Industry Training Advisory Body (CPSISC), National Qualifications and Competency Standards (National Training Packages) for the industry sectors.
- Formulate policy and planning advice.
- Facilitate and promote the relevant, effective and timely training within the industry.
- Participate in a Joint ITAB role to facilitate the work of ITABs, both State and National.

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Contents of FAQs

The content of this page has been broken down in to seven (7) topics to make navigating the FAQs of the Licence Holder page simple to find.


The seven (7) topics are as follows:

1. General questions
2. Transition issues
3. Activity questions
4. Record keeping
5. Old system questions
6. New system questions
7. Samples of points collection and application to renewal of licence



[Home](#)
[About Us](#)
[News](#)
[WorkCover](#)
[Membership](#)
[Careers](#)
[Links](#)
[CPD](#)
[Licensing](#)
[Contact Us](#)

CITAB HOME - [CPD License Holders](#) - [Frequently Asked Questions](#)

FAQ  [Printer Friendly Page](#)

Frequently Asked Questions (FAQs)

Contents of FAQs

1. [General Questions](#)
2. [Transition Issues](#)
3. [Activity questions](#)
4. [Record keeping](#)
5. [Old system questions](#)
6. [New system questions](#)
7. [Samples of points collection and application to renewal of licence](#)

General Questions

Do I have to accumulate Continuing Professional Development (CPD) points?
 If you hold a **building or swimming pool builder licence or certificate** as an individual you are required to gain CPD points and to record a minimum of 12 points each year.

I hold a restricted Builders Ticket; do I have to accumulate CPD points?
 NO, only full Builder licence holders.

What if I only work part-time?
 If you want to keep your licence or certificate **you are required to do CPD.**

Page 4 of the Office of Fair Trading (OFT) booklet states - "CPD activities" earn you either 1 or 2 points per hour or up to 4 points per year.

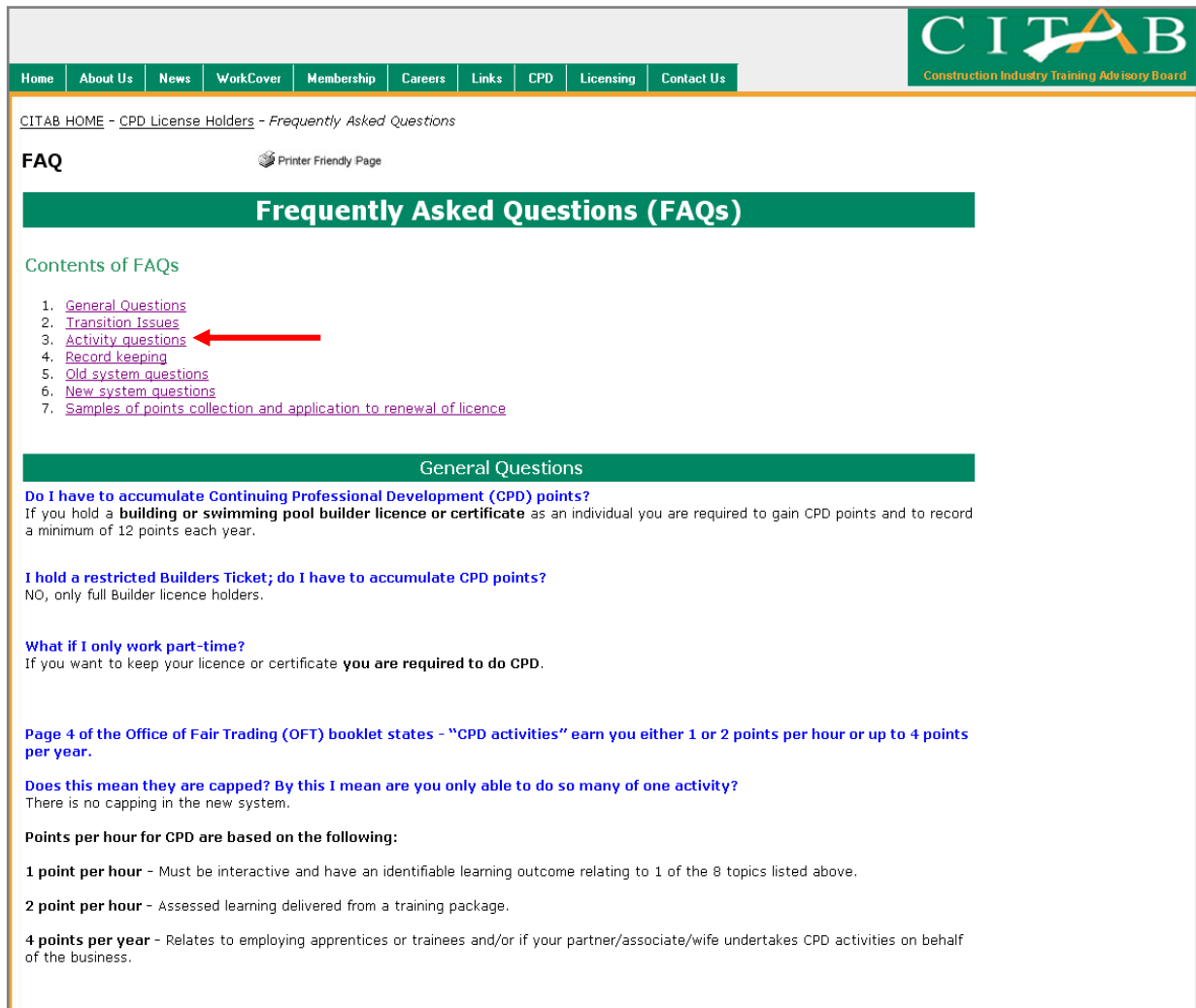
Does this mean they are capped? By this I mean are you only able to do so many of one activity?
 There is no capping in the new system.

Points per hour for CPD are based on the following:

- 1 point per hour** - Must be interactive and have an identifiable learning outcome relating to 1 of the 8 topics listed above.
- 2 point per hour** - Assessed learning delivered from a training package.
- 4 points per year** - Relates to employing apprentices or trainees and/or if your partner/associate/wife undertakes CPD activities on behalf of the business.


How to Navigate the FAQ

- 1) Click on one of the seven (7) topics, *for example the Activity questions*




The screenshot shows the CITAB website's FAQ page. At the top right is the CITAB logo. Below it is a navigation menu with links: Home, About Us, News, WorkCover, Membership, Careers, Links, CPD, Licensing, and Contact Us. The page title is "CITAB HOME - CPD License Holders - Frequently Asked Questions". Below the title is a "FAQ" section with a "Printer Friendly Page" icon. A green banner reads "Frequently Asked Questions (FAQs)". Underneath is a "Contents of FAQs" list with seven items. A red arrow points to the third item, "Activity questions". Below this is a "General Questions" section with several questions and answers regarding CPD points, restricted Builders Tickets, part-time work, and capping of activities. The answers specify that CPD points are earned based on activity type and that there is no capping in the new system.

CITAB HOME - [CPD License Holders](#) - [Frequently Asked Questions](#)

FAQ  Printer Friendly Page

Frequently Asked Questions (FAQs)

Contents of FAQs

1. [General Questions](#)
2. [Transition Issues](#)
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5. [Old system questions](#)
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General Questions

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2) The navigator will take you to search.

Activity questions

How do I find out if the diploma or degree I am studying is recognised as a relevant course?
 As a general rule, any tertiary studies relevant to your business will be recognised. Simply seek advice from the Registered Training Organisation offering the course.

What do you know about these free seminars offered by OFT?
 You can find out more about these free seminars by logging onto the OFT website and looking up free seminars for licensees. There are a number of locations around the State where these will be held. The website will ask you to apply by email to an email address at the OFT. The web address for this information on locations is <https://events.fairtrading.nsw.gov.au/clientview/production/>.
 Anyone interested in attending a seminar should contact their local OFT representative.

Record keeping

How do I Keep track of my points?
 By recording your CPD activities in a CPD Diary. Download a copy of the [CPD Diary](#) from the OFT site.

How do I prove that I’ve earned my points?

Important. Do not send anything into the OFT until you are asked.

As part of the CPD process you will be keeping an up-to-date diary of what CPD events you attend or things that you do to earn points. You will be given a receipt or certificate of attendance at each CPD event you attend – you will need to keep these. If the OFT audits your points, they will write to you and ask for your documents.

Remember that it is YOUR responsibility to maintain records.

What happens if I attend a course or event and don’t receive evidence that I attended?
 You should ask the training provider or organiser to provide this information. If they are unwilling or unable to provide sufficient evidence and the activity was promoted as a CPD activity, contact CITAB on 02 9987 4027 and we will follow it up for you.

How do I prove I have attended a training session or CPD activity?
 The training provider or organiser should provide a standard record of attendance document. You should also keep a note of the details of the session in your [CPD Diary](#).

In addition, documents such as a Statement of Attainment or Certificate issued by a registered training organisation are also relevant. You should also keep documents used to register for activities, advertising materials, receipts for payments or course notes, all of which can assist as forms of evidence when you are audited.

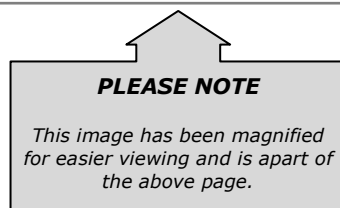
Does the CPD provider give me any record of attendance?
 If you took part in any face-to-face CPD activity the person or organisation providing the learning must provide a **Record of Attendance** containing:

1. Your name, contact details and OFT licence or certificate number
2. Title of the course/event/activity/training and the CPD topic area covered
3. Course code (if any)
4. Date, time and place of the course/event/activity/training
5. Duration of the course/event/activity/training
6. Type of assessment (if applicable)
7. Name of the trainer and organisation
8. CPD points earned.

Activity questions

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 Anyone interested in attending a seminar should contact their local OFT representative.



Definitions

Term	Definition
Activity	The RTO or provider activity names used identify the activity.
Activity Number	This number is automatically generated from the CITAB website and should appear on the receipt issued to you by the provider. <i>Also, see CPD points receipts for more information.</i>
Activity Specialisation	Specialisations are subsets of the course area and reflect the generic course/activity content.
Additional Search Criteria	You can use this box to add information to narrow down the search. A single word (<i>ladder</i>) or a short phrase (<i>ladder safety</i>) is much better than a full sentence.
Award	What you will receive as a result if the course example: statement of competency, certificate of completion or qualification.
Course Area	This is the general descriptions as issued by Office of Fair Trading CPD Structure. <i>Also, see CPD topics for a list of the topics.</i>
CPD Code	Refers to the category and points allocation as agreed by Office of Fair Trading for all CPD Activities.
CPD points receipt	<p>The CPD receipt is issued by the provider of the activity and must contain the following:</p> <ol style="list-style-type: none"> 1. Your name, contact details and OFT licence or certificate number 2. Title of the course/event/activity/training and the CPD topic area covered 3. Course code (if any) 4. Date, time and place of the course/training/event/training 5. Duration of the course/training/event/training 6. Type of assessment (if applicable) 7. Name of the trainer and organization 8. CPD points earned <p>If you went to formal learning for 2 points per hour, you will need to be given a Qualification, Certificate, or Statement of Attainment/Achievement/Attendance specifying what has been assessed.</p> <p>Refer to the FAQs section of the website for more information on record keeping.</p>

Term	Definition
CPD Topics (also referred to as course area)	Current there are eight (8) topic areas: <ol style="list-style-type: none"> 1. Technical Building Skills 2. Sustainability 3. Compliance 4. Communication 5. Dispute resolution 6. Contracts 7. Safety 8. Business Management You must achieve points against at least one area in each year.
Delivery options	The way in which the organisation distribute the activity for example, full time, part time, online delivery.
Duration	The length of time it takes to complete the activity
Region	This structure is based on the Tourism NSW regional areas.

Definition of the CPD Points by OFT

CPD for builders and pool builders

From 1 January 2008, CPD activities earn you either 1, or 2 points per hour or up to 4 points per year. You must undertake activities related to at least one of 8 Continuing Professional Development topics to make up 12 points per year.

Lunch and travel time do not count towards points.

Up to 11 surplus CPD points earned in a year can be carried forward for 12 months.

1 point per hour learning

To earn 1 point per hour, the learning must:

- relate to one of 8 topics
- have an identifiable learning outcome, which means you are able to say what it is you have learned
- be interactive, which means you must participate to complete your learning
- be delivered as a course, workshop, trade session, forum or conference as either an online or e-learning activity or a face-to-face activity where you participate in person
- be delivered by an organisation or person with specialist industry expertise.

2 points per hour learning

To earn 2 points per hour, the learning must:

- relate to one of 8 topics
- have an assessable learning outcome (this means your learning is linked to a National Training Package or an Australian university qualification)
- be delivered by an Australian university or a Registered Training Organisation (RTO).

Other CPD point options

You can earn a maximum of 4 points per year by employing apprentices or trainees AND/OR if your partner or associate undertakes CPD activities on behalf of the business.

Employing apprentices or trainees

You can earn 1 CPD point per year for each person you employ under a formal training arrangement such as an apprenticeship or traineeship. If you don't have a partner or associate to earn CPD points for your business, you can earn a maximum of 4 CPD points per year from employing apprentices or trainees.

Partner or associate's learning

Your partner or associate can undertake 1 or 2 points per hour learning on behalf of the business. If you don't employ apprentices or trainees, you can earn a maximum of 4 points per year from your partner or associate's learning.

If you employ apprentices or trainees AND you have a partner or associate who wants to undertake learning on behalf of the business, the total number of CPD points you can earn from these activities combined is 4 per year.