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Building  
a sustainable  
future

# Green Star CPD Policy

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**Revised January 2019**

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## 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	6
7. Special Circumstances	6
8. Corporate CPD	6
9. CPD Enrolment	7
10. CPD Audits	7
11. Recognition of your qualification	7

The revised CPD Policy – effective from 1 January 2019. The following provides an update on:

- CPD membership renewal and re-enrolment requirements, including late fee (Section 6).

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## 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 external course providers, demonstrating broader sustainability learning. These points are applied for through the CPD Portal.

## 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 the foundation course fee and is generated automatically.
- An individual's CPD enrolment period commences on the day GBCA receives payment for the Foundation course 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).
- CPD point requirements are prorated based on the time of enrolment.

### 3.2 Re-enrolments

- CPD participants may re-enrol once minimum CPD points have been achieved.
- An individual's enrolment period commences on 1 July and ends on 30 June each year. Prorating of CPD points and fees do not apply during this period.
- CPD participants who re-enrol during the last two months of the CPD cycle (from 1 May), will be enrolled from 1 July of the previous year to 30 June of the following year (enrolment will include 24 months). CPD points required and the CPD re-enrolment fee will be doubled.
  - Example: If you re-enrolled 1 May 2019, your CPD enrolment would run from 1 July 2018 to 30 June 2020.
- A fixed, late fee of \$30.00 is applied to re-enrolments after 1 October.

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## 4. GREEN STAR QUALIFICATIONS<sup>2</sup>

### 4.1 Green Star Associate (GSA)

To gain GSA qualification:

1. Attend Foundation course: Introduction day
2. Attend Foundation course: Advanced day on Green Star – Design & As Built, Green Star – Performance or Green Star – Communities

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 CPD enrolment.

### 4.2 Green Star Accredited Professional (GSAP)

To gain GSAP qualification:

1. Attend Foundation course: Introduction day
2. Attend Foundation course: Advanced day on Green Star – Design & As Built, Green Star – Performance, or Green Star - Communities
3. Pass the GSAP exam within one year of attending the Foundation course

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

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

## 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 run by recognised training partners 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.

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<sup>2</sup> 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 only<sup>1</sup>.

GREEN STAR CPD POINTS		SUSTAINABLE CPD POINTS
GBCA Green Star Courses & Events	Green Star Work	Non-GBCA Activities
<b>Green Star Courses</b> Face-to-face: 1 CPD point/hr Online eLearning: 1 CPD points/hr <sup>1</sup>	<b>Participation in Green Star project certifications<sup>2</sup></b> 2 CPD points for the GBCA Project Contacts  1 point per individual working on a Green Star project or Common Credits (must contribute more than 50 hours) <sup>3</sup>	<b>Non-GBCA Courses<sup>4</sup></b> Face-to-face (conferences & seminars): 1 CPD point/hour (capped at 6 points per event)  Online eLearning: 1 CPD point/hour <sup>1</sup>
<b>GBCA Events</b> Site Tours, FGL events: 1 CPD point/hr Transform: 10 CPD points Green Building Day: 6 CPD points Spotlight Seminars: 6 CPD points	<b>Participation as a Green Star Faculty member</b>  2 CPD points/course uncapped	<b>University and TAFE Courses<sup>5</sup></b>  6 CPD points/completed subject
<b>Presenting/Facilitating</b>  1 CPD point per event/ course	<b>Participation in Green Star Assessments as an assessor</b>  1 CPD point per assessment per round uncapped	<b>Sustainable Site Tour</b>  1 CPD point/site visit (formal educational site tours)
<b>Site Tour Leaders</b> 1 CPD point/ tour lead for Tour leaders	<b>Participation in Green Star Technical Working &amp; Advisory Groups</b> 1 CPD point per 6 month period (must attend at least 2 meetings)	<b>Presenting/Facilitating</b>  1 CPD point per hour per event/ course
		<b>Authorship: Articles/Books</b>  2 CPD points/article 6 CPD per book

<sup>1</sup>GBCA reserves the right to allocate points to courses as deemed appropriate

<sup>2</sup> Based on estimated completion time

<sup>3</sup> CPD points to be allocated by GBCA Green Star project contact after completion of project through the CPD portal. Points can only be awarded to team members who were part of the CPD program at the time of design review/ or certification

<sup>4</sup> For Green Star – Design & As Built projects, CPD points are available at both Design Review and final certification

For Portfolio projects, 1 CPD point available per individual asset within a Portfolio

<sup>5</sup> Courses are defined as educational training sessions with clearly defined learning outcomes and/or a learning assessment

<sup>6</sup> Subject needs to be comprised of at least 10 hours of learning and include a learning assessment certificate as evidence. Capped at 6 points per subject

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## 5.1 Important clarifications

- CPD points can't be claimed for the same activity within the same CPD enrolment 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.
- 1 day events and courses are capped at 6 points per training course.
- Multi-day events/courses/university subjects are capped at 10 points per activity.

## 5.2 Education not recognised by the CPD Program

Following activities will not be awarded under the CPD program:

- 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 not eligible to renew CPD membership. In this case, the Green Star qualification has lapsed, until a new enrolment is made.

Once the qualification has lapsed, CPD participants are restricted from using the entitlements outlined in Section 11. Participants will only be able to apply for a new enrolment from the 1 August. The time between qualification lapse and enrolment into the CPD program will show as a gap on GSAP/GSA certification. No CPD points can be accrued during this gap period.

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.

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. CORPORATE CPD

The GBCA offers corporate CPD membership to all GBCA member organisations. Corporate CPD membership will allow organisations to enrol an unlimited number of staff into the CPD program. At the time of enrolment a corporate CPD contact must be nominated. The corporate CPD contact is able to view the details of all staff who enrol under the organisation's CPD membership and their individual CPD point status in the "My Profile" section of the GBCA website.

If an organisation enrolls during a running CPD cycle the organisation will pay a prorated enrolment fee based on the number of months until the commencement of next annual CPD period on 1 July. Refer to the GBCA website for current fees.

**Note:** A CPD corporate fee is different from and separate to GBCA Membership fee

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## 9. 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. Refer to the GBCA website for the current fee.

## 10. 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 uploaded and this is not completed within the CPD enrolment period the system will automatically register the participant as being non-compliant (see section 8).

## 11. RECOGNITION OF YOUR QUALIFICATION

### 11.1 Green Star Associate (GSA)

#### 11.1.1 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.



### 11.2 Green Star Accredited Professional (GSAP)

#### 11.2.1 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.



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### **11.3 GSAP Listing on the GBCA Website**

From the time of their enrolment all GSAPs will have their name and organisation listed on the GBCA website. 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. If you do not want your name and company shown on the website, please contact the GBCA on [education@gbca.org.au](mailto:education@gbca.org.au).

### **11.4 GSAP and GSA Certificates**

Certificates are available to be downloaded through the CPD Portal.