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NEW “CODE OF MEMBERSHIP ENTRY REQUIREMENTS”

1 Introduction

PIA membership is an investment in your career and the planning profession. Split into a range of grades based on levels of qualification and experience, membership is designed to support and assist you throughout your career.

This document, read in conjunction with PIA’s Constitution and By-Laws, sets out the entry requirements to become a member of PIA and the levels of membership offered. These membership requirements acknowledge the need for high-quality planners and strive for this high standard to be met in professional qualifications, experience and a commitment to lifelong learning.

2 How does PIA define a planner?

Urban and Regional Planners apply a set of planning skills, draw upon a knowledge base, and use a variety of tools to facilitate and influence the way that the built environment is spatially arranged, connected and used.

3 Membership Entry Requirements

You can join PIA under one of two classes, Member or Associate. Each class is made up of a number of grades to allow for professional growth, regardless of your current career experience.

3.1 Member Class

For the majority of Australia’s qualified planning professionals, joining as a Member in this class is where you belong. You will be joining a nationwide network of leading industry professionals and be given access to the tools you need to support you throughout your career. We have two grades within this class; Certified Practising Planner (CPP) and Practising Planner.

3.1.1 Certified Practising Planner

A The CPP is PIA’s highest grade of Membership and is for high quality planners who undergo additional professional development and complete an assessment which PIA has identified as competencies in well regarded and experienced planners.

PLEASE NOTE - PIA is currently undergoing a review and potential upgrade of the CPP membership grade. This section will be updated to reflect any changes once the review is completed. Member consultation will be an integral part of this process.

Whilst CPP has always been the highest achievement for PIA members, under our previous Code of Membership, it was not a grade. This Code builds in CPP as the highest grade of membership within PIA.
Members who have demonstrated an over and above commitment to lifelong learning through the successful completion of the CPP program and assessment are eligible for Industry Professional Recognition as an MPIA CPP.

To receive and maintain CPP accreditation, a PIA member must complete a minimum of 4 assessed CPP courses (or equivalencies) and must undertake an additional 10 points of Professional Development (PD) activity annually. The nationally consistent CPP courses are face-to-face sessions or delivered online; both methods have an assessment component.

You can only apply for CPP status once you are a Practising Planner.

3.1.2 Planner

Joining PIA as a Planner will galvanise your career as an accomplished planning professional. Membership will give you access to a vast range of professional development activities, opportunities to network with the most successful and influential people in your profession, resources and support.

There are four streams of entry to become a Planner of PIA depending on your qualifications and professional experience. The table below provides an overview of these four streams.

If you have received your qualifications overseas, please refer to section 3.3 of this document for your entry pathways.

<table>
<thead>
<tr>
<th>Stream of PIA entry</th>
<th>Qualifications</th>
<th>Experience</th>
<th>Entry documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PIA accredited courses</td>
<td>2 years min</td>
<td>Evidence of graduation (except for PIA Graduate members who have already provided it); detailed CV</td>
</tr>
<tr>
<td>2</td>
<td>Non-accredited planning degree*</td>
<td>5 years min</td>
<td>Evidence of graduation; detailed CV; Statement of Claim may be requested</td>
</tr>
<tr>
<td>3</td>
<td>Planning related courses</td>
<td>9 years min</td>
<td>Evidence of graduation; CV; Statement of Claim; Reference from 1 PIA Member</td>
</tr>
<tr>
<td>4</td>
<td>Degree or CEO discretion</td>
<td>12 years min</td>
<td>Evidence of graduation; CV; Statement of Claim; References from 2 PIA Members</td>
</tr>
</tbody>
</table>

*degree – BA, Masters or PHD

Stream 1

**Education** - To be eligible for Planner membership through stream 1, you will have completed a PIA accredited course. A full list of these courses can be found [http://www.planning.org.au/becomeaplanner/accredited-courses](http://www.planning.org.au/becomeaplanner/accredited-courses).
Experience – You will also need to have completed a minimum of two years’ professional experience covering at least three activities of the categories of experience listed on page 4 (the experience needs to have continued for at least 6 months in each category for it to be included).

Documentation
- An academic transcript or certificate of graduation for your completed degree with your application.
- A current CV that describes your employment history (not just the projects worked on) in enough detail to demonstrate your experience.

Stream 2

Education - To be eligible for Planner membership through stream 2, you will have completed planning degree which has not been accredited by PIA.

Experience - A minimum of five years’ professional experience covering at least three of the Categories of Experience listed (the experience needs to have continued for at least 6 months in each category for it to count).

Documentation –
- An academic transcript or certificate of graduation for your completed degree with your membership application.
- A current CV that describes your employment history (not just the projects worked on) in enough detail to match your experience.
- Subject to details in your CV, a Statement of Claim may be requested. If requested the Statement of Claim will need to briefly summarise your career and address the core Categories of Experience as listed above. The Statement of Claim should pick out relevant and strong examples of your work experience that can show competency in the required areas.
**Stream 3**

**Education** - To be eligible for Planner membership through stream 3, you will have completed a planning-related course. This needs to be an undergraduate or postgraduate course in a related discipline. Some examples of related courses include geography, engineering, architecture, environmental management and law.

**Experience** - A minimum of nine years’ professional experience covering at least three activities of the Categories of Experience as listed on page 4 (the experience needs to have continued for at least 6 months in each category for it to count).

**Documentation**
- An academic transcript or certificate of graduation for your completed degree with your membership application.
- A current CV that describes your employment history (not just the projects worked on) in enough detail to match your experience.
- A formal Statement of Claim briefly summarising your career and addressing the Categories of Experience as listed on page 4. The Statement of Claim should pick out relevant and strong examples of your work experience that can show competency in the required areas.
- References from one PIA member that supports your Statement of Claim.

**Stream 4**

**Education** - To be eligible for membership through stream 4, you will have completed a degree or have approval at the discretion of PIA’s CEO.

**Experience** - A minimum of twelve years’ professional experience covering at least three activities of the Categories of Experience listed on page 4 (the experience needs to have continued for at least 6 months in each category for it to count).

**Documentation**
- An academic transcript or certificate of graduation for your completed degree, or a letter to PIA’s CEO setting out why you feel you are suitable for membership.
- A current CV that describes your employment history (not just the projects worked on) in enough detail to match your experience.
- A formal Statement of Claim briefly summarising your career and addressing the Categories of Experience as listed on page 4. The Statement of Claim should pick out relevant and strong examples of your work experience that can show competency in the required areas.
- References from two PIA member that supports your Statement of Claim.

3.1.3 Application Process

Membership applications are completed online at http://www.planning.org.au/membershipinformation. Required supporting documentation is uploaded to accompany the online application.

If online application is not possible, membership applications can be made by contacting membership@planning.org.au or contacting ph. 02 62625933

3.2 Associate Class

If you don’t qualify to join PIA as a Member, you may wish to join as an Associate. As an Associate, you will receive relevant communication and support depending upon where you are in your career. Whilst you will not receive all Member benefits or voting rights, we will make sure you are kept in touch with the planning profession and will assist you to transition into the Class of Membership if and when you are ready to do so.

Our Associate class has 6 grades for joining:
- Student
- Graduate
- Affiliate
- Allied Professionals
- Elected Representative
- Allied Organisations

3.2.1 Student

As an Associate of PIA you can be confident that you are making the best start possible in your planning career. PIA will provide you with tools, information and advice so you can review the different career paths that are open to you, and get the guidance that you need to be confident that you are making the right choices now, that will set you up for the future.

If you are a student studying your degree, you can join as a full-time or part-time student depending upon your study load.
It is worthwhile seeing if your degree is accredited by PIA, as this will play a role in determining your pathway through PIA. See 3.2.4 Pathways to PIA Member grades for Students, Graduates and Affiliate.

3.2.2 Graduates
PIA membership is a critical element to the development of your career in its early stages. It sets the foundation for you as a planner and provides the tools, assistance and networks you need to find the right first job. Once employed, PIA will assist you in being aware of the skill sets you need to advance in your career faster and more successfully than those who haven’t made the same investment in themselves.

If you have recently completed a planning course accredited by PIA, non-accredited planning degree or a planning-related course, sign up under our Graduate grade.

You can stay as a Graduate for 2 years after which time PIA will elevate you to the next relevant class depending on the right pathway for you. See 3.2.4 Pathways to PIA Member Grades for Students, Graduates and Affiliate.

3.2.3 Affiliate
If you have completed a non-accredited planning degree or a planning related course, or need some more time to build up the necessary level of experience required to move to our member class, this is the grade for you. Here we will help you continue to develop your skills and experiences needed for your career to develop. Your pathway options to PIA member grades are shown in section 3.2.5.

3.2.4 Application Process
To complete your application you will need to provide:
• Evidence of your course
• Evidence of the completion of your course (for Graduates and New Planners)

Membership applications are completed online at http://www.planning.org.au/membershipinformation and required supporting documentation is uploaded to accompany the online application.

If online application is not possible, membership applications can be made by contacting membership@planning.org.au or contacting ph. 02 62625933
3.2.5 Pathways to PIA Membership Grades for Students, Graduates and Affiliate

Student
Stream 1: completing a PIA accredited course

Graduate
Gaining 2 years professional experience

Planner
Continued Lifelong Learning & working towards certification

Certified Practising Planner (CPP)

Student
Stream 2: non-accredited planning degree

Graduate
Stream 2: 2 years

Affiliate
Stream 2: 3 years experience min

Planner
Stream 2: CPD & Assessment

Certified Practising Planner (CPP)

Student
Stream 3: Planning related Courses

Graduate
Stream 3: 2 years

Affiliate
Stream 3: 7 years experience min

Planner
Stream 3: CPD & Assessment

Certified Practising Planner (CPP)

Student
Stream 4: Degree or CEO discretion

Graduate
Stream 4: 2 years

Affiliate
Stream 4: 10 years experience min

Planner
Stream 4: CPD & Assessment

Certified Practising Planner (CPP)

3.2.6 Allied Professionals
For individuals that don’t currently fit into our other grades under the Associate Class, our Allied Professional grade provides you a vital link to the planning community and a range of benefits to fit your needs. There are no entry requirements for you to join as an Allied Professional. Migration towards our Membership Class is still possible. We encourage you to contact us to see how we can work towards this membership@planning.org.au

Membership applications are completed online at http://www.planning.org.au/membershipinformation

If online application is not possible, membership applications can be made by contacting membership@planning.org.au or contacting ph. 02 62625933
3.2.7 Elected Representatives

To help you make important decisions in your community on complex urban and regional planning issues, join PIA as a Government Elected Officials grade. We will ensure you are kept up-to-date with the latest planning news, informed about events in your area and provide access to our best practise policy statements.

This Grade of the Associate Class of membership is open to Government Elected Officials on Local, State and Federal Governments. It is also open to individuals appointed by governments to entities such as statutory bodies and advisory panels.

Membership applications are completed online at http://www.planning.org.au/membershipinformation

If online application is not possible, membership applications can be made by contacting membership@planning.org.au or contacting ph 02 62625933

3.2.8 Allied Organisations

If you are an organisation or stakeholder that wishes to keep up-to-date with the latest news from the planning profession and connect with PIA, we would love you to join our Allied Organisation grade. There are no entry requirements for you to join as an Allied Organisation but lots of benefits. Your membership will be linked to your organisation, not an individual staff member, to ensure our continued relationship regardless of staff movements.

Membership applications are completed online at http://www.planning.org.au/membershipinformation

If online application is not possible, membership applications can be made by contacting membership@planning.org.au or contacting ph 02 62625933

3.3 Overseas Qualifications for PIA Membership

If you have received your professional qualifications overseas, PIA is happy to assess your application and find the most suitable grade of membership for you.

3.3.1 Mutual Recognition Agreements

PIA has a number of mutual recognition agreements in place with international planning organisations. If you are a member of one of our reciprocal organisations, we will automatically recognise your educational qualifications. PIA currently holds agreements with:

- Canadian Institute of Planners
- New Zealand Institute of Planners
- Irish Planning Institute
- Hong Kong Institute of Planners.
And also recognises:

- Royal Town Planning Institute Chartered members; and
- American Institute of Certified Planners

If you wish to apply for membership under the grade of Planner, you will also need to show you have a working knowledge of Australian planning law and systems. There are two ways you can do this:

- Show a minimum of two years’ work experience in Australia. A reference from a PIA member to support this is also required; or
- Undertake a unit of study in Australian Planning Law, and provide a transcript or certificate of completion for this unit. It is recommended that this unit of study be from the one of the courses recognised by PIA (http://www.planning.org.au/becomeaplanner/accredited-courses). If you have another qualification that may apply, contact our membership team to discuss membership@planning.org.au. *Please note that applicants are not required to complete a full course of study, only the relevant unit.*

### 3.3.2 VETASSESSED Qualifications

If you are not a member of one of the above organisations, you may apply to VETASSESS to have your planning qualifications assessed.

VETASSESS (http://www.vetassess.com.au/) is the body identified by the Department of Immigration and Citizenship as best placed to judge the equivalence of planning qualifications.

As well as having your qualification assessed by VETASSESS, you will need to show you have suitable professional experience including a working knowledge of Australian planning law and systems. To achieve this you need to show five (5) years’ professional experience as well as one of the below options:

- A minimum of two years’ work experience in Australia. A reference from a PIA member to support this is also required; or
- Undertake a unit of study in Australian planning systems and legislation, and provide a transcript or certificate of completion for this unit. It is recommended that this unit of study be from the one of the courses recognised by PIA (http://www.planning.org.au/becomeaplanner/accredited-courses). *Please note that applicants are not required to complete a full course of study, only the relevant unit.*
3.3.1 Non-VETASSESS Qualification

If you are not eligible to have your qualifications assessed by VETASSESS, or have another qualification that may apply, contact our membership team to discuss membership@planning.org.au.

4 Payment for Membership

An updated table of annual fees is available from our website.

PIA’s Membership year is aligned with the financial year – running from 1 July to 30 June of the following year. Membership fees can be paid through various on-line methods** at the time of application or renewal. To assist business payment processes, an invoice can be downloaded at the time of on-line application or renewal for subsequent payment.

As another way of assisting members, PIA can establish a monthly deduction from a member’s bank account or credit card to pay their membership fees.

However, before membership applications can be assessed, payment for the relevant membership grade must be received by PIA or a monthly payment scheme established.

If you apply to join PIA or apply to elevate your membership to a higher grade part way through the year, the membership fees will automatically be charged on a pro-rata amount for the remainder of the financial year.

In the unlikely event that an application is assessed and approved for a lower membership grade than requested, a refund will be paid for any difference in fees.

(** PIA can accept payments through a range of on-line methods including credit card (VISA or MASTERCARD only); by BPAY; by direct funds transfer (EFT). Of course we will also accept payment by cheque or Money Order)
PROVIDE YOUR FEEDBACK

We’d love to hear what your thoughts are of the draft Code of Membership above. There are particular points we are seeking feedback on, as well as wanting to hear any other general comments you may have. A simple short 6 question survey has been designed to capture your comments, we really appreciate your involvement.

If you have any questions or comments about this process please contact PIA Executive Officer Michelle Riepsamen international@planning.org.au