
CPD Provision: Advice to Practices **RIBA CPD Department**

CPD is a common term shared by dozens of professions in dozens of countries. It's the requirement that qualified professionals maintain their skills after qualification. As a rule of thumb in the UK, any professional in any construction, medical, legal or financial profession will be obliged to do CPD when they qualify. It will be an obligation of membership of a professional institution.

CPD exists to ensure that qualified professionals whose work impacts others maintain their skills, knowledge, integrity and competence.

Chartered members of the RIBA are also required to undertake CPD as an obligation of their membership. They are required to do the following each year

35 hours and 100 points of CPD

Within the 35 hours, at least 19.5 hours per year from the RIBA's prescribed core curriculum for CPD

Within the 35 hours, at least 15.5 hours of professional development in other subjects relevant to their own CPD needs on other relevant subjects

Record and plan activity on the RIBA's CPD record sheet (preferably online)

The RIBA will, at the end of every year, monitor a random sample of chartered members' CPD, when we would ask to see evidence of CPD undertaken.

CPD is of course an individual obligation. However, people work in architectural practices and other businesses and it is therefore also sensible for the business to think about and account for CPD. If the practice is registered with the RIBA, then they will of course have signed a declaration that they have a CPD management system in place. Many business will also have appraisal systems in place, at which development and training are planned in accordance with individual and business needs.

Management systems are known to range very widely. At the simplest level is the practice that trawls the RIBA CPD Providers Network Directory for a monthly lunchtime product seminar, topped up with trade press reading.

At the other end of the spectrum is the large practice with an HR manager, online, CPD record sheets, training budgets and yearly appraisals linked with training plans. They probably also have attained Investors in People status and have some sort of accredited QA system in place.

To understand how managing CPD in your practice can be used as a tool to help your business, staff, career, clients and personal development, read on:

Properly planned and implemented, implementing CPD will help you

- Develop your staff, your business, your careers
- Keep everyone up to date
- Keep you competent
- Help your clients
- Take individual staff development needs into account
- Take the general business needs into account

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- Help to plan learning and development
- Be flexible enough to take last minute needs into account

To achieve this, here are some issues to think about in putting together a practice programme:

- Business needs: what goals and knowledge do you need to get you where you want to go?
- Budgets – what can you spend? How much will individuals be expected to do on their own?
- How much time can you devote?
- Have you thought about using with Investors in People or QA as a tool to help with planning CPD?
- Do you have yearly appraisals at which you plan training for individuals based on the business's needs and individual development?
- Do you have CPD record sheets and development plans networked and available to use online?
- Do you actively encourage the RIBA members and other professionals in the practice to undertake their obligations – both on their own and as part of the team?
- Staff development and retention: now and in the future. Allowing time for development helps retain good staff.
- What level of knowledge or achievement is sought: general, detailed or advanced?
- What are the individual learning styles of your staff?
- What are the current technical needs for the practice and any projects you have on or are planning?
- What about the future: yours, the practice's, the profession, society?
- The practicalities of running the business: what knowledge do you need to make it happen?
- Future projects – planned or desired. What skills do you need to acquire to make them happen?
- Specialisms – what ones do you and your staff have? What ones do you want to acquire or develop?

What can you do to implement 35 hours worth of CPD in your practice? Here are a few examples:

Time

What sort of time should you invest? Here's a possible scenario:

RIBA CPD Providers Network seminars and informal practice seminars (the Providers Network offer free, in-house, RIBA-assessed seminars with sandwiches) one or two per month. 12 – 24 hours.

Afternoon/evening seminars/debates/visits. Every two months at two hours each. Please remember however that for many staff, childcare and other responsibilities will prevent them from attending evening CPD. Because of them, evening CPD should not be mandatory: 12 hours

Three half day specific in-house or external courses on specific subjects tailored to individuals, identified through annual appraisals: 12 hours.

Types

Structured CPD

- RIBA CPD Providers Network events and materials – in house or other
- RIBA regional CPD
- Online learning
- Distance learning
- Allied construction institutions' CPD events
- CPD clubs and self-help groups
- Courses, seminars, workshops and conferences
- In-house organised lectures, seminars or workshops
- Diploma courses
- Certificated courses (eg, access consultancy, project management)
- Part time university courses: either as individual modules or leading to an MA or Msc

General CPD

- Informal in-house CPD presentations
- Reading, taking reference notes and in-depth project research
- Shadowing and mentoring
- Study tours
- Visits to sites other than your own
- Visits to relevant exhibitions
- Outreach to schools

Subjects

Again, 19.5 hours of one's yearly quota should come from the RIBA's core curriculum for CPD. This curriculum is based on the current architecture syllabus for Parts 1, 2 and 3. In other words, it covers what one currently needs to know to be able to register as an architect. Within these six areas are some examples - the actual curriculum is far more extensive. You can download the full curriculum at www.architecture.com. The core curriculum could help you to organise the CPD you provide in the practice. At least, you need to be aware of the requirements governing any RIBA members in the practice.

The Health and Safety requirement must be met every year with at least two hours of CPD. The remaining 17.5 hours of core curriculum CPD can be assigned as one wishes, though members must cover the entire curriculum over each five year period.

The list of the six main headings is below, with a few examples of the many sub headings.

- Health & Safety – Workplace legislation, CDM, CSCS Qualification, site safety, etc
- Professional Context (clients' and society's requirements), eg, sustainability, accessibility, codes of conduct, government procurement
- Practice Management (managing the business) eg, business administration, employment law, marketing and selling, QM systems, risk management, taxation and VAT
- Managing projects (managing the construction process), eg, brief development, building cost management, risk management

- Construction Skills (technical, statutory and cross professional knowledge)
- Personal Skills Development (your training needs) eg, communication, ICT, client management

For the remaining 15.5 hours, any relevant study that enhances one's ability to practice architecture is valid CPD.

Planning CPD - the CPD cycle

- Analyse strengths and weaknesses
- Determine development needs in key practice related areas
- Plan and budget the CPD/training
- Undertake the training
- Review and reflect on what has been learned
- Implement the new skills or knowledge
- Review, analyse and re-appraise
- Keep records and plan up to date
- Make it a regular part of business planning, appraisal and review
- Repeat the process!

Advice

RIBA CPD department 020 7307 3697 or cpd@inst.riba.org

Department for Education and Skills www.dfes.gov.uk

Department of Trade and Industry www.dti.gov.uk

Investors in People www.investorsinpeople.co.uk

Construction Industry Training Board: www.citb.org.uk

Confederation of British Industry: www.cbi.org.uk

Small Business Service: www.sbs.gov.uk

ACAS: www.acas.org.uk

Business Link: www.businesslink.gov.uk

Chartered Institute of Personnel and Development: www.cipd.co.uk

Personnel Today: www.personneltoday.com