

## RIBA Core Curriculum for CPD

### Instructions

#### How it works

In order to satisfy the RIBA that you are using CPD to maintain your competence to practice, you must attain half of your yearly CPD quota from amongst the syllabus listed below, plus an additional two hours minimum in health and safety, assessing yourself against the learning outcome we have defined. You will be expected to attain a minimum of 19.5 hours from these areas. These subjects are considered to be the basics for all chartered members, and they are based on the RIBA Parts 1, 2 and 3 – in other words, they represent the knowledge and skills you were required to possess when you qualified. You will be expected to cover the range of curriculum subjects every five years. We have given general guidance and outcomes for each subject showing how you might attain the knowledge and where you might aim your CPD activities.

#### Planning

Where possible, set learning and development goals for yourself using the RIBA Professional Development Plan. You might use it to review and explore your professional and personal needs. Try to discover and set down your individual strengths and weaknesses. We recommend that to get the greatest benefit from CPD you implement a regular cycle of planning, development, reflection on what you have learned and how you will put it into practice, implementation of your learning, and regular review, analysis and re-appraisal.

### Levels of knowledge

#### General awareness

Keeping up to date with changes in professional practice particularly in the areas of legislation and regulations, and changes in the industry. Knowing where to go for further advice and information. Maintaining and enhancing this awareness could be achieved through reading.

#### Detailed knowledge

Practical applied knowledge of the subject area achieved through learning and experience and consequentially being able to advise others of the implications. This knowledge level could be maintained and enhanced by attendance at courses or conferences (whether face to face, online or distance) plus experience.

#### Advanced knowledge

Specialisms within the general practice of architecture which an architect would market to clients and employees to obtain specialist employment. This can be maintained and enhanced by courses leading to certificates, diplomas or degrees; specific detailed research and informed experience.

### 4 Construction Skills

#### Technical innovations

- Innovations in building materials and construction products
- IT packages relevant to architectural practices and construction projects
- Technical standards and sources of specialist information
- Innovations in construction and building methods, such as offsite fabrication and construction

#### Specification writing and choosing materials

Obtaining and maintaining the knowledge to specify construction products taking into account construction techniques and processes, the physical properties of building materials, components and products and the accessibility, safety, environmental, life cycle and long term maintenance impacts of specification choices. This might involve the use of specification writing and selection information products, tools and services and assessed product-related CPD.

#### Statutory requirements

The principles of law and standards relevant to architectural practice and building procurement and their potential impact on design, material specification, programme, cost and quality of design; which could include:

- CDM or other local legislation
- Health and safety
- Building regulations
- Law specific to the construction industry
- Planning law and guidance
- Historic environment legislation/listed building consent or local equivalent
- Development control
- Intellectual property and copyright

#### Cross professional knowledge

Awareness of the roles of and ability to communicate with the other members of the design or construction team. Awareness of statutory requirements, other factors and industry trends affecting the roles of the other team members.

The RIBA regional network runs a series of tailor made, high quality CPD courses and seminars all over the UK, making it easy for architects to keep their professional knowledge up to date. The events are usually held on a regular monthly slot to help members' planning, and offer good value. Many are half day, minimising time out of the office. Most regions offer Club schemes or bulk discounts which can bring the costs down to as little as £35 +Vat a session. To find out more contact your regional office and look out for regional bulletins and newsletters, or visit [www.architecture.com](http://www.architecture.com)

The 450 members of the RIBA CPD Providers Network offer free or low cost RIBA assessed CPD in practices at lunchtime. The members of the Network can help you with your technical and many other CPD requirements and are a vital part of your yearly CPD planning. Visit [www.riba-cpd.com](http://www.riba-cpd.com) for details.

### 5 Personal Skills Development

#### Communication skills

- Verbal, electronic, visual and written communications methods and appropriate media (including sketching, modelling, digital and electronic techniques) to represent the testing, analysis and critical appraisal of complex design proposals to lay audiences and other professionals
- Critical appraisal of the most appropriate techniques of architectural representation
- Techniques for the production of documentation and reports which are clear, logical, analytical and which record changes and decisions
- Interpersonal skills including listening, responding to and giving feedback, teamworking, persuasion, negotiation, handling difficult people
- Skills to make clear, informative and persuasive presentations to clients, planning committees and other groups through use of IT, drawings, models, persuasion skills and other techniques

#### ICT skills

This could include knowledge and experience of:

Different CAD packages, as well as mapping, 3D modelling and other IT tools for drawing, representations and planning.

Office systems such as Microsoft Office, Power Point, Outlook, Excel.

#### Client management

The maintenance and development of skills for obtaining and maintaining good client relations which could include:

- Interpersonal skills
- Clear and persuasive communications skills.
- Recording techniques
- Definition and recording of a client's objectives with a detailed brief
- Getting the brief right
- Management of the various stakeholders on projects
- Management of client expectations and changes

Knowledge of written confirmation and tracking and recording agreed changes and approvals.

### Sustainable architecture

Sustainable architecture can be defined as the inter-relation between the social, environmental and economic aspects of the built environment. You might consider:

- Climactic design and the relationship between climate, built form, construction, lifestyle, energy consumption and human well-being
- Building technologies
- Environmental design and construction methods in relation to human well-being, the welfare of future generations, the natural world and the consideration of a sustainable environment
- Pertinent legislation, statutory requirements and building regulations

### Design for accessibility

The legal and statutory requirements and best practice for building design as they are relevant for universal design for access, inclusion, and the needs of all members of society but especially the elderly and disabled people.

The DDA and Part M of the Building Regulations in the UK or local equivalent.

### RIBA and ARB codes of conduct

The professional duties and responsibilities of architects, as defined in the Codes and Standards relating to their professional practice. Acting in accordance with these requirements and the concept of professionalism.

### Best practice in the construction industry

Current and emerging trends in the construction industry such as partnering, integrated project processes, value engineering, lean construction, risk management, key performance indicators, design quality indicators and integrated supply chain management.

### Cultural context

- The influences on the contemporary built environment of individual buildings, the design of cities, past and present societies and wider global issues
- The histories and theories of architecture and urban design, the history of ideas, and the related disciplines of art, cultural studies and landscape studies and its application in critical debate
- The inter relationship between people, buildings and the environment and an understanding of the need to relate buildings and the spaces between them to human needs and scale
- Critical appraisal and formation of considered judgements about the spatial, aesthetic, technical and social qualities of a design within the scope and scale of a wider environment

### Context of the brief

- Procurement routes: factors influencing procurement routes and decisions; planning; financing models and methods; types of contracts (see also section for procurement and building contracts under the managing projects section of the curriculum)
- Legislative and government guidance affecting client requirements and building standards
- Design standards of non-government clients e.g. funding institutions, insurance providers

## 2 Practice Management

### Business administration

- The principles of business management and factors relating to running a design practice and business. The resources necessary (technical, financial, IT, personnel) in order to run a business or a project
- Different forms of architectural partnership and their respective legal implications

### Employment legislation

There are various elements you might consider:

- The requirements of the Employment Act and Working Time Directive or other local legislation
- Taxation
- Workplace health and safety
- Employment contracts
- Civil liability
- Equal opportunities legislation
- How this impacts on different business structures, including working on site, at home and remotely

### Marketing and selling

Marketing activities are all those associated with identifying the particular wants and needs of a target market of customers, and then going about satisfying those customers better than the competitors. This involves undertaking market research on customers, analysing their needs, and then making strategic decisions. Selling includes the various techniques needed to raise the profile of the practice and obtain commissions. Your CPD goals might include learning about marketing and selling and how to employ various techniques and media, such as:

- How to develop business and marketing strategies
- How to undertake or commission market or customer research
- How to use relationship marketing techniques, such as direct mail
- How to design attractive websites
- Learning about effective advertising
- Learning about new techniques, such as e mail and viral marketing
- Learning about using the media, such as press releases and editorial features

The Chartered Institute of Marketing is an excellent source of information: visit them at [www.cim.co.uk](http://www.cim.co.uk)

### QM systems

- Assessing and organising quality control and programming systems in relation to the architect's role in administering the building process, and operating quality management procedures which ensure the maintenance of design standards and intentions in relation to the client's brief, management of change, budgetary and programme control
- Use of quality management toolkits
- Effective record keeping

### Risk management

- Manage risk in relation to construction and consultants contracts, liabilities, indemnities and insurance and awareness of mechanisms such as insurance to deal with liabilities

### Staff management

The skills required for the management of people within an organisation and a basic appreciation of interpersonal relationships, motivation, group dynamics, staff appraisal, employment legislation and reward structures. This might also include:

- Attainment of the Investors in People (IIP) standard or similar local initiative
- Use of the RIBA Employment Guide

### Taxation, finance and VAT

The fundamental legal and accountancy best practice requirements as they pertain to taxation and VAT, for projects, contracts and the management of the business. The management of adequate financial controls for cost planning of projects and for the business.

### Time and resource management

Effective management of resources which might include:

- RIBA and ARB codes requiring that you to have adequate resources to deliver a project
- Project costing and cash flow
- The resources (technical, IT, financial, management, personnel) necessary in order to offer professional services for a particular project and the office workload
- Assess the architectural services required to deliver a project effectively and the establishment of appropriate scope of works for all members of the project team
- Manage, coordinate and integrate the work of other consultants and have an awareness of the terms of their appointments
- Programme and manage the flow of information among the members of the design team
- Use of relevant IT packages available for time and resource management

## 3 Managing Projects

### Engagement of an architect

- Systems of structuring and managing the brief process
- RIBA standard forms of appointment
- Fee calculation
- Negotiation and negotiation skills
- Managing contracts and assurance liabilities

### Brief development

- Preparation, in consultation with the client, of an acceptable brief and budget, including consultation with others as appropriate
- Ensuring that the design response is appropriate to site, context and sustainability

- Effective communication with the client at every stage of the project

### Procurement and building contracts

- National and international trends for the distribution and commissioning of architectural projects
- Appropriate fees, negotiation and fee bidding techniques, bearing in mind the funding and procurement basis of the project, and their appropriateness to the client requirements
- The range of methods of building procurement, tender types and codes of practice for procedure, and the appropriate contract strategy
- The implication of collateral agreements such as the nomination of sub-contractors and the position of domestic sub contractors, suppliers, manufacturers and statutory undertakings in relation to standard forms of contract
- Analysis of contract types in terms of their implications for time, cost, quality, information flow and the procedures related to each
- Contract administration, site inspections, resident site architect's role and responsibilities supervision and relevant site safety issues
- Preparation of architect's instructions and certificates appropriate to each form of contract, and implementation of the procedures for the assessment and valuation of claims

### Building cost management

- How cost control mechanisms operate within the development of a construction project
- Monitoring project and construction costs
- Financial skills pertinent to managing building costs
- Understanding client funding mechanisms and the requirements thereof
- Managing change if necessary, and the impact on cost and timing

### Project management

- Site organisation, mobilisation and the establishment of appropriate lines of communication in relation to the specific responsibilities of the project team
- The resources necessary for the particular project
- Project planning, documentation and execution

### Risk management

Manage commercial, statutory and technical risk in relation to building operations, construction and consultants contracts, liabilities, indemnities and insurance and awareness of mechanisms such as insurance to deal with liabilities.

### Dispute resolution

Methods of dispute resolution, including conciliation, adjudication, arbitration and litigation.

### Facilities management

- Creation of maintenance manuals and post completion information for clients and building users
- Post completion assessment and appraisal and methods of de-briefing