

---

## What is valid CPD?

Any learning activity that contributes to your ability to practice architecture or to competently manage your practice is valid CPD.

You are required to do 19.5 hours each year in the RIBA's core curriculum for CPD. However, the subjects of your remaining 15.5 hours of the yearly quota are entirely up to you, as long as they contribute to your abilities as an architect.

We ask that wherever possible you aim for half as structured CPD. Structured CPD is generally anything course related.

However, we recognise that fulfilling the requirement for structured CPD is not always possible – for example, if you are on maternity leave, sick for a long while, or working alone in a remote location. If this is the case, we would ask you inform us of your circumstances if you are chosen by random sample to supply evidence of CPD undertaken.

Below are some examples of what might constitute CPD – you may know of others relevant to you, your business or your staff. If you are having difficulty accessing courses, or are in doubt about anything, you should contact the RIBA for advice.

**Types – some ways of doing CPD. You may think of others not on this list.**

### Structured CPD

Examples:

- RIBA regional or branch events
- RIBA CPD Providers Network events and materials
- Allied construction institutions' CPD events
- CPD clubs and self-help groups
- Teaching (for those normally in practice)
- Practice (for those normally in teaching)
- Courses, seminars, workshops and conferences
- Online learning
- Distance learning
- Relevant second degrees, MA's, MSc's
- Courses leading to diplomas or certificates
- In-house organised lectures, seminars or workshops
- Writing for commissioned publication

### General CPD

Examples:

- RIBA CPD modules in RIBA Journal
- Reading, taking reference notes and in-depth project research
- Training videos and television programmes
- RIBA, BRE, BSI or similar committee meetings
- Volunteering for Architecture Week, Architect in the House or CRASH
- Shadowing and mentoring
- Study tours
- Visits to sites other than your own
- Visits to relevant exhibitions
- Outreach to schools

66 Portland Place  
London W1B 1AD UK  
Tel +44 (0)20 7580 5533  
Fax +44 (0)20 7255 1541  
info@inst.riba.org  
www.architecture.com

Public Information line  
0906 302 0400\*

Registered Charity Number 210 566  
VAT Registration Number 232 351 891

\*call charged at 50p per minute

## **Planning your CPD - the CPD cycle**

- Analyse your strengths and weaknesses
- Determine your development needs
- Plan your CPD/training
- Undertake the training
- Review and reflect on what you learned
- Implement learning
- Review, analyse and re-appraise
- Make it really benefit you
- Keep records and plan up to date
- Make it a regular part of business planning, appraisal and review
- Repeat the process!

The RIBA regional network runs a series of tailor made, high quality CPD courses and seminars all over 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 per session. To find out more contact your regional office (see [architecture.com](http://architecture.com)) and look out for regional bulletins and newsletters.

The RIBA CPD Providers Network offers free or low cost RIBA assessed CPD in your practice at lunchtime. The members of the Network can help you with your technical CPD requirements. Visit [www.riba-cpd.com](http://www.riba-cpd.com) for details.