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## Chartered Practice Manual

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## Foreword

*Now into its second year, and with over three thousand practices signed up, the Chartered Practice Scheme is promising to be a great success for all involved.*

*Chartered Practices benefit from the scheme's structured approach to quality and service, and clients from assurance that the Chartered Practice status offers. We look forward to welcoming many more members into the scheme over the coming 12 months.*

Sunand Prasad  
President, RIBA

*Greetings to all members of the RIBA Chartered Practice Scheme! Thank you for renewing your membership.*

*And a warm welcome to new members and those who are considering joining!*

*Building on the individual talents of architects, this scheme should help to make your practice's business offer as attractive as possible. For some this will be by accreditation and a marketing advantage. For others it will be by adding business effectiveness to the design skills and solutions which all provide to clients and the public.*

*With your experience and feed-back we can continue to develop the benefits of the scheme.*

Richard Hastilow  
Chief Executive, RIBA

## Background of the Chartered Practice scheme

### Objectives of the Chartered Practice scheme

The RIBA Chartered Practice scheme is an improvement to the previous RIBA Registered Practice system. The Chartered Practice scheme offers enhanced benefits to clients and architects. It arose from increased public and government pressure for consumer protection, client demands for a recognised system for selecting accredited architectural practices, and architects themselves seeking more robust promotion from the RIBA.

To qualify as an RIBA Chartered Practice, an architectural practice has to demonstrate high standards of professionalism and business effectiveness. Chartered Practices have to work to a common set of standards, and their clients can expect a high quality service. Practices participating in the scheme gain from better management systems and business information, improved employment support, and marketing promotion.

### Definition of the RIBA Chartered Practice scheme

The RIBA Chartered Practice scheme is a client-focused accreditation scheme for architectural practices. The criteria for acceptance have been chosen to meet the express requirements of clients, following client consultation and feedback. All types of architectural practice can qualify if they meet the criteria which take into account different practice sizes and specialisms.

The RIBA Chartered Practice scheme is not mandatory. However, the RIBA hopes that all practices will see it as a valuable benefit and seek to become a Chartered Practice. The value of the services and benefits provided by the RIBA exclusively to Chartered Practices greatly exceeds the costs of obtaining them elsewhere. Members can continue to practice without this accreditation but will not benefit from any of the Chartered Practice support activities offered by the RIBA.

### Replacement of the RIBA Registered Practice system

On July 2007, the RIBA Chartered Practice scheme replaced the Registered Practice system, which ceased to operate on 30 June 2007.

### Reasons for changing from Registered Practices to Chartered Practices

Since its inception in 1996, the RIBA Registered Practice system has become recognised by clients as a valuable asset in helping them to find a suitable architect for their project. However, over time, increasing pressures have arisen from all sides to enhance this service:

- **Clients** have highlighted the need for practices to strengthen their business skills and customer service delivery. Clients are seeking architects who will provide reliable services, technical competence, business skills and insurance protection, as well as design quality.
- **Government** is responding to increasing public demands for consumer protection by requiring more independent and third-party accreditation of professionals and business, rather than self-regulation. The public is putting more value on positive endorsement and checking by professional bodies.
- **Practices** are under increasing pressure to be competitive yet still be profitable and to attract good clients with rewarding, reliable work. Architects are seeking effective promotion of the profession and their businesses by the RIBA.
- **RIBA** seeks to further enhance the performance and effectiveness of the profession and to more pro-actively promote the value of good design architects.

## **Benefits of the Chartered Practice scheme**

The Chartered Practice scheme provides tangible benefits and preferential services to RIBA Chartered Practices, including:

### **PROMOTION AND MARKETING**

Chartered Practices are the only architectural practices endorsed and promoted by the RIBA.

#### **RIBA Client Services nominations**

- A free, unbiased and personalised nomination service, used by over 7,500 clients each year.
- Promotion at major exhibitions and conferences which are attended by around 150,000 visitors each year.

#### **RIBA Directory of Practices**

- Entry in the RIBA Directory of Chartered Practices.
- Distributed free to over 3,500 targeted key clients.

#### **www.architecture.com**

- Free entry in the online Directory of Chartered Practices.
- Fully searchable by name, location and/or areas of expertise.
- Links to own practice website.
- Over 4,000 visitors per day.

#### **Chartered Practice Status**

- Entitlement to use the Chartered Practice insignia on letterheads and other promotional materials.
- Entitlement to use the RIBA Chartered Practice site signboards.
- Chartered Practice certificate and registration number.

#### **RIBA Sector Reviews**

- Published annually, covering nine key sectors of the construction industry.
- Free entry into a review if the practice can prove it is experienced in that sector.
- Distributed to over 30,000 key clients.

#### **RIBA Corporate Adverts in Yellow Pages**

- Exclusive pages and discounts to RIBA Chartered Practices.
- Call Yellow Pages freephone 0800 371755 for prices.

#### **Buildstore**

- Opportunity to promote the practice at the Buildstore, the UK's largest self-build and renovation market specialist.
- Two free visitor tickets for each Chartered Practice.

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## **BUSINESS EFFECTIVENESS AND PERFORMANCE**

The Chartered Practice scheme is designed to assist practices in improving their business effectiveness and performance. Chartered Practices should operate efficient business systems and robust risk management procedures which enhance the services they provide to their clients.

The following business tools are provided **FREE** to Chartered Practices, as they are part of the qualification criteria. They are designed to provide practices with the most appropriate system suitable for their size, and many practices will already have either these or equivalent systems in place.

- **RIBA Quality Management Toolkit** with which practices will be able to meet the requirement for quality and risk management systems that are appropriate for their size, and focus on clients projects rather than internal office procedures.
- **Employment Policy** and model employment contracts that encourage the recruitment and retention of quality staff.
- **Health and Safety Policy** – a template of a generic policy document based on the general needs of a typical architects’ practice.
- **Benchmarking Service**

This is a new service to create the definitive benchmarking database for the UK architectural profession. It is intended that participation in the annual on-line benchmarking survey will be compulsory for Chartered Practices at a future date.

  - Assess your business performance against recommended benchmarks and similar practices.
  - Strategic business information and advice to inform your business planning.
  - Produce tailored benchmarking reports for your practice.
- **Employment and Human Resources helplines**

Consult GEE, a leading provider of employment and HR advisory services, has been appointed by the RIBA to provide Chartered Practices with a comprehensive online and telephone consultancy service.

  - **Legal Advice Line.** Access to advice on employment and HR information. Additionally, advice in other business areas, such as payroll, tax, compliance, and Health and Safety and the practicalities of implementing legislation and policy. Telephone helpline details are available from the ‘Resources’ area at [www.architecture.com/practiceupdate](http://www.architecture.com/practiceupdate) (Practices will be asked for their unique registration number and password).
  - **RIBA Online Advice Service.** An reference section for RIBA Chartered Practices. Practices can download standard employment contracts, employment guidelines, HR policies, latest employment legislation are available from the ‘Resources’ area at [www.architecture.com/practiceupdate](http://www.architecture.com/practiceupdate) (Practices will be asked for their unique registration number and password).

## **PREFERENTIAL BUSINESS SERVICES**

RIBA Chartered Practices also benefit from a range of practice services at preferential rates. Taking advantage of savings on just one of these services can be worth more than the cost of the annual Chartered Practice registration fee. By being RIBA Chartered, a practice can save over £2,500 if it takes advantage of just some of the available benefits - a case study is available as an appendix to this manual.

### **RIBA/BCIS Building Cost Information Service**

- Preferential rates for access to an independent authoritative cost information service from the UK market leader, which provides:
  - A professional practice branded report, with RIBA/BCIS endorsement.
  - Accurate and realistic construction cost information and estimates based on UK's most comprehensive building cost database.
- For more details contact BCIS on 020 7695 1500 or visit [www.bcis.co.uk](http://www.bcis.co.uk).

### **RIBA Appointments**

- Discounted fees for recruitment.
- Online recruitment advertising available from [www.ribaappointments.com](http://www.ribaappointments.com).
- Call RIBA Appointments on 020 7496 8373 for details.

### **Heath Lambert Insurance Products**

- Range of personal insurance policies and services designed to meet practices' needs.
- Cover available includes: household-includes cover for home offices & architectural plans at home, travel, motor, private medical, personal accident, income protection.
- Legal helpline and financial planning (through independent financial advisers AWD)
- Call Heath Lambert on 01603 828 403 for more information or a free quotation.

### **Global Visas**

- Assistance for practices to obtain working visas for overseas recruits.
- Organise business visas for short-term trips to the UK.
- Provide working or business visas to many worldwide destinations.
- For more details contact Global Visas on 020 7190 6575 or visit [www.globalvisas.com](http://www.globalvisas.com)

### **RIBA Microsites**

- New flexible website development and maintenance service being offered to RIBA Chartered Practices through partner supplier Acefolio.
- Allows Chartered Practices to build and maintain an effective website, and also to exploit their portfolio online in more proactive ways.
- To find out more, please contact Acefolio's development team on 020 7870 1501 or 05601 411306, or visit [www.acefolio.com/AboutRIBA.asp](http://www.acefolio.com/AboutRIBA.asp)

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## Criteria and requirements for qualification as a Chartered Practice

In order to qualify as a 'Chartered Practice', each separate office within a practice which wishes to register must supply evidence of its compliance with the following criteria. Explanatory notes are provided on subsequent pages.

1. At least one of the full-time principals (**Director or Partner**) in the architects' practice **must be a Chartered Member of the RIBA**. For all UK based practices that Chartered Member **must also be registered with the Architects Registration Board**.
2. All architectural work must be under the **supervision of a Chartered Architect**. For all UK based work that Chartered Member **must also be registered with the Architects Registration Board**.
3. At least **1 in 8 of all staff** employed in the architect's practice must be a **registered architect** (on ARB register) **or chartered architectural technologist** (CIAT member) with RIBA Affiliate membership.
4. At least **1 in 10 of all staff** employed in the architect's practice must be a **Chartered Architect** (i.e. chartered RIBA member).
5. The architects' practice must have a current **Professional Indemnity Insurance** policy appropriate for the work undertaken.
6. The architects' practice must operate an appropriate **Quality Management System**.
7. The architects' practice must operate an appropriate **Health and Safety Policy**.
8. The architects' practice must have a written **Employment Policy** in place which address the principles of the RIBA policy statement on employment.
9. The architects' practice must have an appropriate **CPD Framework** in place.

To register as an RIBA Chartered Practice, a practice must:

- be able to demonstrate compliance with the nine criteria above;
- complete and return the Chartered Practice Annual Registration Form with declarations of compliance signed by a Chartered Architect principal (Director or Partner) of the practice, and
- pay the annual registration fee.

NB. The Chartered Architect principal of the practice (Director or Partner) who signs the **Chartered Practice declaration** on behalf of the practice holds the prime responsibility for meeting the criteria.

## Explanatory notes

### Registration and annual subscription

The accreditation year for Chartered Practices runs from 1 July to 30 June. Practices with more than one office should fill in a separate registration form and pay a separate annual subscription for each office. The annual subscription for inclusion in the RIBA register of Chartered Practices depends upon practice size (i.e. the total number of employees).

**Employees** include directors, partners, professional, technical and administrative staff and students directly employed by the practice on a full-time and part-time basis.

Chartered Practice subscriptions for 2008/9 - based on total number of employees

	Number of staff per office	Online subscription *	Off-line subscription
<b>Band 1</b>	sole practitioner	£100	£110
<b>Band 2</b>	1+ to 5	£130	£143
<b>Band 3</b>	5+ to 10	£170	£187
<b>Band 4</b>	10+ to 50	£240	£264
<b>Band 5</b>	50+	£350	£385

+ including part-time staff (i.e. 5.5 staff = Band 3)

\* 10% surcharge for 'off-line' paper-based applications to cover additional administrative costs.

### Chartered Practice declaration

The Director or Partner who signs the Chartered Practice declaration must be a Chartered Architect employed by the practice on a permanent full-time basis.

### Compliance and Monitoring

The RIBA Membership Administration team will monitor all practices' compliance with the current entrance criteria when processing the annual application form and will be implementing a system to check a random sample of Chartered Practices during the course of the registration year.

Details of any changes affecting compliance with the current criteria must immediately be reported in writing to the RIBA Director of Membership and Client Services. The Chartered Practice will be given 20 working days to provide satisfactory evidence that full compliance has been restored. Failure to provide such evidence could result in the Chartered Practice forfeiting its membership of the scheme (see section entitled 'Monitoring for Compliance' for details).

## Staff ratios (Criteria 1 – 4)

In accordance with **criteria 1, 2, 3 and 4**, the following information must be supplied:

- Names and ARB registration numbers of all registered architects in the architect's practice.
- Names and RIBA membership numbers of all Chartered Architects in the architect's practice.
- Names and RIBA affiliate membership numbers of all chartered architectural technologists (CIAT members) in the architect's practice.
- Number of all staff employed in the architect's practice.

## Multiple offices

A practice which operates from more than one office under a common name may aggregate its professional staff from its different offices in order to meet criteria 3 and 4 (staff ratios). Please contact RIBA Membership Administration on 020 7307 3800 to discuss compliance under these terms.

## Staff ratios – summary table

Bands	Total no of staff	Minimum number of ARB Registered Architects + CIAT members-RIBA Affiliate only	Minimum number of RIBA Chartered Members	Price per Office	Off line price per Office
Band 1	1	1	1	£100.00	£110.00
Band 2	2-5	1	1	£130.00	£143.00
Band 3	6 -8	1	1	£170.00	£187.00
	9-10	2	1	£170.00	£187.00
Band 4	11-16	2	2	£240.00	£264.00
	17-20	3	2	£240.00	£264.00
	21-24	3	3	£240.00	£264.00
	25-30	4	3	£240.00	£264.00
	31-32	4	4	£240.00	£264.00
	33-40	5	4	£240.00	£264.00
	41-48	6	5	£240.00	£264.00
	49-50	7	5	£240.00	£264.00
Band 5	51-56	7	6	£350.00	£385.00
	57-60	8	6	£350.00	£385.00
	61-64	8	7	£350.00	£385.00
	65-70	9	7	£350.00	£385.00
	71-72	9	8	£350.00	£385.00
	73-80	10	8	£350.00	£385.00
	81-88	11	9	£350.00	£385.00
	89-90	12	9	£350.00	£385.00
	91-96	12	10	£350.00	£385.00
	97-100	13	10	£350.00	£385.00
	101-104	13	11	£350.00	£385.00
	105-110	14	11	£350.00	£385.00
	111-112	14	12	£350.00	£385.00
	113-120	15	12	£350.00	£385.00
121-128	16	13	£350.00	£385.00	
129-130	17	13	£350.00	£385.00	
131-136	17	14	£350.00	£385.00	
137-140	18	14	£350.00	£385.00	
141-144	18	15	£350.00	£385.00	
145-150	19	15	£350.00	£385.00	
150+	1 in 8		1 in 10	£350.00	£385.00

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## **Professional Indemnity Insurance (Criteria 5)**

Appropriate Professional Indemnity Insurance (PII) cover is required for every architect's practice applying to become a Chartered Practice, in accordance with the RIBA Code of Professional Conduct Guidelines. For UK-based practices the insurance cover must also comply with the Architects Registration Board's (ARB) guidelines for PII.

Practices must have at least one month's cover to run under their current PII policy when applying to join the RIBA Chartered Practice scheme. Details of the PII policy provider, policy number, level of cover and policy renewal date must be supplied on the application form.

According to paragraph 5.5 of the RIBA Code of Professional Conduct's Guidance Note 5 (Insurance) 'Members should ... ensure that their professional work is protected by an appropriate insurance policy at a level of cover commensurate with the type of projects they undertake'. RIBA Code and Guidance Notes can be downloaded from

<http://www.architecture.com/TheRIBA/Organisation/Constitution/CodeofConduct.aspx>

Information about PII minimum requirements, including limit of indemnity and run-off cover, are also available from the ARB website at [www.arb.org.uk/regulation/pii-guidelines.shtml](http://www.arb.org.uk/regulation/pii-guidelines.shtml).

The RIBA Insurance Agency has developed PII policies specifically to meet the different insurance requirements of architectural practices of all sizes. For further details please call 020 7234 4025 or visit [www.architectspi.com](http://www.architectspi.com).

## **Quality Management System (Criteria 6)**

Chartered Practices must confirm that an appropriate formalised quality management system is in place and properly utilised. All quality management systems must provide for the establishment of a clear design leadership structure for each project, ensuring that the design work is the ultimate responsibility of a Chartered Architect.

Quality Management System requirements for different-sized practices:

- **Small practices** (up to 10 staff in total) are required at least to use the **RIBA Project Quality Plan for Small Projects (PQPSP)**, or equivalent, on each project. This is freely available from the 'Resources' area at [www.architecture.com/practiceupdate](http://www.architecture.com/practiceupdate) (Practices will be asked for their unique registration number and password).
- **Medium practices** (11 to 49 staff) are required to use the full **RIBA Quality Management Toolkit** (incorporating the RIBA Project Quality Plan for Small Projects), or equivalent, on all projects and for office procedures. This is freely available the 'Resources' area at [www.architecture.com/practiceupdate](http://www.architecture.com/practiceupdate) (Practices will be asked for their unique registration number and password).
- **Large practices** (50+ staff) are to have an **externally-certified BS EN ISO9001-2000 Quality Management System** in use. This could be based on the RIBA Quality Management Toolkit or an equivalent system.

## Using other Quality Management Systems

Practices may already have an existing quality management system in place, or may choose an alternative to the RIBA Quality Management Toolkit. If so, practices will need to compare their system with the RIBA Quality Management Toolkit and ensure that it covers the same points and it is of equivalent rigour to the RIBA minimum requirements.

## Elements of a Project Quality Plan

(Required for all RIBA Chartered Practices – Bands 1 to 5)

Chartered Practices who have their own Quality Management system, should ensure that their Project Quality Plans, that are applied to all their projects, include and record the following elements or at least identify separate documents that contain this information (*i.e. separate appointment agreement that describes the scope of services –item c*):

- a) **Record of the Project Details** – name, address and brief description of the project, name, address and responsibilities of the client, other design team members, specialist consultants, contractors and suppliers.
- b) **Definition of the client’s brief** to include outline of the client’s requirements including any schedules of accommodation, cost plan or limits, program or time limits, any key design, development and construction constraints; agreed level of specification (cost/durability) and particularly deviations from norms or standards.
- c) **Definition of the Scope of Services** with an outline of the services to be provided by the Chartered Practice for the project, generally based on the RIBA Plan of Work.
- d) **Record of any critical processes/procedures** to be followed particularly where they differ from accepted normal office practice.
- e) **Definition of approval/verification activities** such as design reviews, drawing and other document checks, submissions to statutory authorities client presentations and approvals.
- f) **Record of Changes and progress updates** to the agreed project plan or client’s brief, team members and other data. The Quality plan should be reviewed and updated at programmed intervals, usually related to plan of work stages and at the time of any significant individual changes.
- g) **Methods of measuring achievement** in the design and production processes, particularly on project completion and monitoring client satisfaction through the project, Including record of dealing with any client complaint.
- h) **Record of any other special actions** necessary to meet the project objectives and any unusual circumstances or uncertainties about the project or that require further investigations.

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## Elements of a Quality Management System

(Required for medium-to-large RIBA Chartered Practices – Bands 4 and 5)

Chartered Practices who have their own Quality Management system, should ensure that their system includes and records the following elements or at least identify separate documents that contain this information (*i.e. separate appointment agreement that describes the scope of services – item c*):

- a) **Quality Policy Statement** containing the organisation’s commitment to quality and meeting the needs of its clients, that is understood and implemented by all employees and includes a planned review and feedback procedure that measures effectiveness of the Quality Management system and enables continuous improvement.
- b) **Allocation of resources** to meet the objectives of the Quality Policy Statement, including the appointment of a “Quality Manager” with the responsibility of establishing, implementing and maintaining the Quality Management System.
- c) **Office Procedures** for document requirements, control of the quality records, selection of consultants, internal audits, control of any non-conforming processes and any correction and preventative action.
- d) **Project Quality Plan** applied to each project (see guidance notes above for details).

## External certification of ISO Standard for Quality Management

(Required for large practices only – Band 5)

The UK Accreditation Service (UKAS) is a body recognised by the Government which accredits certification bodies. These are listed at

[http://www.ukas.com/about\\_accreditation/accredited\\_bodies/certification\\_body\\_schedules.asp](http://www.ukas.com/about_accreditation/accredited_bodies/certification_body_schedules.asp). However, Chartered Practices which need ISO 9001 certification will not be required to use a certification body on this list.

For background information on implementation of ISO 9001:2000, you may find it useful to visit <http://www.thecqi.org/resources/iso9k2kworkbook.shtml>

## Health and Safety Policy (Criteria 7)

Chartered Practices must set out their health and safety policy in writing and apply it to all employees in both the workplace and on site visits. The policy should set out how the practice manages health and safety and should identify who does what, when and how. Chartered Practices must also operate health and safety risk management in their project work.

For practices with over 5 staff, a person must be nominated and qualified to be responsible for health and safety matters, the maintenance of the health and safety policy and its communication to all staff. Provision must be made within the practice for adequate health and safety training for all staff. This could include attendance on courses which provide CSCS cards enabling access to construction sites.

The RIBA provides a generic Health and Safety Policy Template for guidance, based on the general needs of a typical architects’ practice. This is a key tool for practices as it sets out a clear structure for a policy for practices. For those that do not already

have a H&S policy, it explains the basic elements of a system both for the practice as a business and employer and for project work and employees safety on site. For those with established procedures, it will act as a checklist against a common standard.

The Health and Safety Policy Template template is available from the 'Resources' area at [www.architecture.com/practiceupdate](http://www.architecture.com/practiceupdate) (Practices will be asked for their unique registration number and password). Note: The health and safety policy of any architects' practice must address the specific needs and requirements of that practice and its staff. The RIBA does not accept any responsibility for the content of the guidance contained in the template in its application or use by a practice.

The Health and Safety Executive (HSE) publishes the leaflet, *An introduction to health and safety*, which provides a model Health and Safety policy statement and a template that can be used to record the significant risk assessment findings. The leaflet can be downloaded from <http://www.hse.gov.uk/pubns/regindex.htm>.

The HSE Infoline on 0845 345 0055 also provides access to health and safety information, expert advice and guidance.

The RIBA has appointed Consult GEE to provide health and safety advice to practices. It can offer legal guidance on health and safety topics as well as the practicalities of implementing legislation and policy. For assistance, Chartered Practices can call Consult GEE's telephone helpline, details are available on the 'Resources' area at [www.architecture.com/practiceupdate](http://www.architecture.com/practiceupdate) (Practices will be asked for their unique registration number and password).

### **Employment Policy (Criteria 8)**

Chartered Practices are required to have a formalised written employment policy in place. This criteria is applicable for all practices that employ staff. In general terms, the policy should include the following:

- Declaration of intent to abide by the principles of the RIBA Employment Policy.
- Provision of written formal employment contracts for all staff. (This requirement is obviously not applicable to sole practitioners, with no employees.)
- Study leave entitlements for architecture students (Part 1 and Part 2).
- Provision for staff training and Continuing Professional Development (CPD).

For useful information on employment issues and guidance on developing a practical employment policy, see the RIBA Good Practice Guide: Employment (ISBN 1-85946-182-4) available from RIBA Bookshops [www.ribabookshops.com](http://www.ribabookshops.com)

### **Employment and Human Resources helplines**

Consult GEE has been appointed by the RIBA to provide Chartered Practices with a comprehensive online and telephone HR consultancy service. Consult GEE telephone and online helplines are available from the 'Resources' area at [www.architecture.com/practiceupdate](http://www.architecture.com/practiceupdate) (Practices will be asked for their unique registration number and password).

### **RIBA Employment Policy**

The RIBA has adopted a policy statement on employment practice aimed at the profession as a whole, which was approved by Council in May 2004. The RIBA Employment Policy is available as an appendix to this manual and can also be downloaded from the RIBA website at <http://www.architecture.com/TheRIBA/WhatTheRIBADoes/Policy/RIBAPolicies/RIBAPolicies.aspx>

## **Employment Contracts**

Written employment contracts of employment must contain the following particulars:

- names of the employer and employee
- the date the particular employment commences
- the date continuous employment started
- pay intervals
- normal hours of work
- holiday entitlements, including public holidays and holiday pay
- amount and frequency of pay, or method of calculating pay
- terms as to sickness or injury and sick pay
- length of notice period
- job title and description
- duration of employment
- place of work
- any collective agreements affecting or governing employment
- if the employee is required to work outside the UK, the length of that period of work, the currency of pay and any additional pay resulting from work abroad
- whether or not there is a contracting-out certificate in force for the purposes of the Pensions Schemes Act 1993
- disciplinary and grievance rules – all employers, irrespective of their size, must specify any disciplinary rules applicable to the employee or refer to an accessible document containing information about disciplinary rules, and also details of a person to whom the employee can apply for the purposes of bringing any grievance.
- staff training and CPD provision.

## **Architecture students on RIBA validated courses**

The 'Employing Students' section of the RIBA Professional Education and Development Resource website [www.pedr.co.uk](http://www.pedr.co.uk) provides an employers guide to students' professional experience. The section includes two model professional experience and development employment contracts for architecture students, for Stage One Professional Experience and Stage Two Professional Experience respectively. Each model contract reflects the different levels of ability, learning expectations, work experience requirements and study commitments of these two stages. The 'Employing Students' section also includes, under 'Duties and Responsibilities of the Employer', the RIBA's minimum requirements for paid study and professional development leave for students on Stage One and Stage Two Professional Experience, which Chartered Practices must comply with.

## **RIBA/archaos indicative rate of pay for post Part 1 students**

In October 2000 RIBA Council accepted archaos's paper for the introduction of RIBA/archaos recommended minimum conditions of employment and indicative rates of pay for students undertaking Stage One Professional Experience. This guidance was prepared by archaos (the national student architectural society) in conjunction with the RIBA, and has been subsequently directed to employers, employees, students and academic staff. The purpose of this guidance is to raise awareness amongst the architectural community of the RIBA/archaos benchmark conditions of employment and indicative rates of pay. More information on the

current indicative rate of pay is available on the PEDR website (see link above) under ‘RIBA policy on pay and conditions for Stage 1 students’ in the ‘Employing Students’ section.

### **Staff training and CPD**

For larger practices (Band 5 – 50+ staff) a full staff employment handbook or manual, an appraisal system and Investors in People accreditation may be desirable. For smaller practices, it would be more appropriate to use the RIBA Good Practice Guide: Employment (ISBN 1- 85946-182-4) to formulate an employment policy statement and to formalise their commitment to good employment practice. For more details on staff training and CPD, please refer to section on CPD Framework (Criteria 9).

### **CPD Framework (Criteria 9)**

While CPD is an individual obligation for RIBA Chartered Members, an RIBA Chartered Practice needs to have a CPD framework and strategy in place. To help practices achieve this, the RIBA has developed guidelines for CPD management in the practice, which you can download from

<http://www.architecture.com/EducationAndCareers/CPD/CPDInThePractice.aspx> .

Alternatively, a copy of the guidelines is also available as an appendix to this manual.

Chartered Practices should appoint a member of staff within the practice to be responsible for ensuring that the CPD framework and strategy are in place. The RIBA recommends that a written CPD framework is incorporated into the practice’s employment handbook or into staff contracts of employment.

It is a requirement for Chartered Practices to provide the opportunity for all staff members (not just RIBA Chartered Members) to undertake 35 hours of CPD per year. RIBA Chartered Members are required to do at least 19.5 hours per year from the RIBA’s prescribed core curriculum for CPD, and at least 17.5 hours of professional development in other subjects relevant to their own CPD needs. This can be provided by a mixture of:

- structured CPD (such as RIBA Regional CPD; courses, seminars, workshops and conferences, Diploma and Certificate courses, etc).
- general CPD (such as informal in-house CPD presentations, shadowing and mentoring, study tours, etc).

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## Chartered Practice Standards and Enforcement Procedures

### 1. Maintaining Standards for the Chartered Practice Register

- 1.1 It is essential to maintain the value of RIBA Chartered Practices as a quality mark of architectural practice both for clients and for architects. Practices that fail to meet the required standards and membership criteria cannot become or remain a Chartered Practice. The forfeiture of Chartered Practice status will be administered by the Membership Department and a members' **Chartered Practice Panel** (see sections 5-10). This will be separate from the disciplinary procedure for professional misconduct.

### 2. Becoming a Chartered Practice

- 2.1 All practices will have to meet the agreed criteria for a Chartered Practice before being entered on the RIBA Chartered Practice register. Only currently-registered Chartered Practices will be able to describe and promote themselves as an RIBA Chartered Practice and enjoy the benefits of the RIBA Chartered Practice scheme for the licensed year of registration. Applications will be checked by the RIBA Membership Administration team and any queries or disputes will be decided by the RIBA Director of Membership and Client Services.

### 3 Annual Renewal as a Chartered Practice

- 3.1 All Chartered Practices will have to re-apply annually to continue in the Chartered Practice scheme. Practices will not be eligible to continue as a Chartered Practice if they:
- a) have ceased to meet the current eligibility criteria, or
  - b) make a false or incorrect statement on the application form (see below),
- 3.2 If a Chartered Practice applying for annual renewal is the subject of a complaint (see section 8), re-registration may be deferred until the complaint has been resolved.
- 3.3 If a principal of a Chartered Practice applying for annual renewal is the subject of a professional misconduct complaint currently under disciplinary investigation, the Head of Professional Conduct, after consulting the Assessment Panel, may advise the RIBA Director of Membership and Client Services that re-registration should be suspended until the disciplinary procedures have been concluded (see section below on suspensions and temporary withdrawals). If the Hearings Panel imposes a sanction on the principal, it may also recommend to the RIBA Director of Membership and Client Services that the practice's registration as a Chartered Practice is forfeited in the applied-for registration year.

### 4. False Applications

- 4.1 Untruthful statements or declarations regarding compliance with the Chartered Practice criteria may be treated as a breach of the Code of Professional Conduct (Principle 1 – integrity) and the RIBA Director of Membership and Client Services may refer the signatory/ies of an untruthful declaration to the Head of Professional Conduct for investigation under the Disciplinary Procedures.

**5. Changes in Circumstances – consequences of ceasing to meet the criteria**

- 5.1 If the circumstances of a Chartered Practice change during the course of the registration year to the extent that the practice ceases to be compliant with the eligibility criteria, the practice must immediately report the change to the Director of Membership and Client Services. The practice must explain what steps are being taken to re-establish compliance, or declare that compliance will no longer be possible.
- 5.2 Where compliance is no longer possible, the practice must **resign** from the scheme.
- 5.3 If compliance can be re-established **within three months** the Director of Membership and Client Services may
- a) at his or her discretion, permit the practice to continue in the scheme until compliance is re-established by an agreed date, or
  - b) **suspend** the practice from the scheme until it again meets the eligibility criteria.
- 5.4 If a suspended practice is unable to re-establish compliance within three months, the practice will forfeit membership of the Chartered Practice Scheme.

**6. Temporary Loss of Scheme Entitlements**

- 6.1 A practice which is suspended from the Chartered Practice scheme will lose its rights to the scheme's benefits (including the title 'RIBA Chartered Practice', and the bespoke site signboard) for the duration of the exclusion. All scheme benefits may be resumed when Chartered Practice status is restored. If a practice is found to have persisted with its use of the bespoke site signboard and the Chartered Practice title and crest (or has used any other scheme benefits) during a period of exclusion, the Director of Membership and Client Services may refer that practice's principal(s) to the Head of Professional Conduct for investigation under the Disciplinary Procedures.

**7. Monitoring for Compliance**

- 7.1 The RIBA Membership Administration team will monitor all practices' compliance with the current entrance criteria when processing the annual application form and by checking a random sample (approximately 5%) of Chartered Practices during the course of the registration year.
- 7.2 Any RIBA Chartered Practice found not to be fully compliant with the currently-agreed criteria will be:
- a) informed in writing by the RIBA Director of Membership and Client Services of the details of the non-compliance and given appropriate notice (20 working days) to provide satisfactory evidence that full compliance has been restored, and
  - b) asked to explain why the Practice failed to notify the RIBA Director of Membership and Client Services of its change in circumstances.
- 7.3 If, by the given deadline, the practice has failed to submit satisfactory evidence that it has already re-established compliance, or will shortly be able to, it will forfeit its membership of the Chartered Practice Scheme. Where the practice is

able to provide an acceptable assurance regarding the future re-establishment of compliance, the provisions in sections 5 and 6 above will apply.

## **8. Complaints about Chartered Practices**

8.1 Any complaint the RIBA receives that a Chartered Practice is in breach of the agreed **service quality standards** will initially be investigated and assessed by the RIBA Membership Administration team.

### **8.2 Procedure**

The Chartered Practice will be informed in writing that a complaint has been received (with a copy of the complaint enclosed) and asked to provide a response within 20 working days.

8.3 If, following consideration of the practice's response, the Director of Membership and Client Services is satisfied that the evidence supports a breach of the Chartered Practice criteria, he or she will warn the Chartered Practice in writing that it risks being de-registered in one month's time. The provisions in paragraphs 5.3 and 5.4 above will apply. Where the practice fails to provide a satisfactory response (i.e. evidence or assurance that the cause of the complaint has been, or will shortly be, rectified), the practice will be de-registered.

## **9. Appeals**

9.1 A practice will have the right to appeal to the **Chartered Practice Panel** against a decision to reject an application or remove a practice from the Chartered Practice Scheme.

## **10. Chartered Practice Panel**

10.1 The Chartered Practice Panel shall consider appeals against decisions to reject or discontinue Chartered Practice status.

The panel shall comprise:

- RIBA Vice-President Membership (Chair)
- RIBA Vice-President Practice
- 2 non-executive, non-architect Directors of a RIBA Board
- 1 Council Member of either Membership and Regions Committee or Practice Committee.

10.2 The panel shall be nominated by the Nominations Committee and elected by Council. The decisions of the Chartered Practice Panel are final. There will only be a right of appeal to the RIBA Council against a breach of procedures of the Chartered Practice Panel.

## **11. Professional Misconduct**

11.1 If the RIBA receives a valid complaint of professional misconduct against a member in a Chartered Practice, it will be dealt with by the RIBA's established disciplinary procedures. Where the Disciplinary Committee's Hearings Panel finds a member to be in breach of the Code of Professional Conduct, it will determine the appropriate sanction to impose. Additionally, and depending on the nature of the professional misconduct, and the position of the member in

the Chartered Practice, the Hearings Panel shall have the discretion to recommend to the Director of Membership and Client Services or the Chartered Practice Panel that the practice should forfeit its Chartered Practice status.

- 11.2 An upheld complaint against a Chartered Practice for breach of the Chartered Practice criteria may also be serious enough to be considered as a potential case of professional misconduct by a RIBA member in the Chartered Practice. This will then be referred to the Head of Professional Conduct for investigation under the Disciplinary Procedures.

**12. Misrepresentation of a Chartered Practice**

- 12.1 Any practice which relinquishes or forfeits its Chartered Practice status must immediately cease to describe or promote itself as an RIBA Chartered Practice from the notified date of forfeiture. This will include the removal of any RIBA Chartered Practice insignia or registration number from all practice promotional materials, letterheads, web-sites, signboards etc. Any ineligible practice which uses RIBA Chartered Practice insignia or purports to be a RIBA Chartered Practice, shall be liable for prosecution for misrepresentation and the Directors or Partners of the offending practice who are RIBA members will be in breach of the RIBA Code of Professional Conduct and disciplinary procedures may be taken against them.

- 12.2 A copy of the RIBA Code of Professional Conduct is available as an appendix to this manual and can also be downloaded from the RIBA website at <http://www.architecture.com/TheRIBA/Organisation/Constitution/CodeofConduct.aspx>

**13. Chartered Practice Directories**

- 13.1 The RIBA will publish paper and electronic annual directories of RIBA Chartered Practices. There will be a prominent disclaimer in all of these directories advising that Chartered Practices appearing in the directory were valid and compliant at the time of publication and only for the annual period of the directory. The online web-based directory ([www.architecture.com](http://www.architecture.com)) will be kept up-to-date and clearly note Chartered Practices that have been added or removed from the register during the course of the registration year. In all paper directories, readers will be invited to check the updated records of the online directory.

**14. Publication, review and update of quality control, registration, complaint and discipline procedures for Chartered Practices**

- 14.1 The RIBA will annually review the entrance criteria and the quality control, complaint and forfeiture procedures for the Chartered Practice Register. These will be available for all Chartered Practices and applying practices at the start of each annual registration period (generally October-December prior to the registration year).

## Contacts

For further information about the scheme, please contact:

**RIBA Chartered Practice Information Line**

Tel: 020 7307 3725

Email: [info@inst.riba.org](mailto:info@inst.riba.org)

(Please quote your practice registration or RIBA membership number)

For information about applying to become a Chartered Practice, please contact:

**RIBA Membership Administration**

Tel: 020 7307 3800

Email: [practice.administration@inst.riba.org](mailto:practice.administration@inst.riba.org)

Further information on the RIBA Chartered Practice scheme can be obtained on the RIBA website at [www.architecture.com/charteredpractice](http://www.architecture.com/charteredpractice)

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**Appendices**

## Case study practice taking advantage of benefits

By being **RIBA Chartered**, a practice can save over **£2,875.00** if it takes advantage of just *some* of the available benefits.

**Based on Practice paying annual subscription of £187, a small to medium sized practice**

Benefit	Saving	
Free listings in RIBA directories and sector reviews	Listings in other/similar industry directories can cost up to £200, Chartered Practices get these listings free	£200.00
Preferential rates in Yellow Pages and on Yell.com	Discount can save RIBA Chartered practices over £30	£30.00
RIBA/BCIS Building Cost Information Service	Discount available to Chartered Practice, non chartered would pay £115 more.	£115.00
Business Skills Masterclass Training	Chartered Practice get a reduced rate for courses. Non Chartered Practices pay full price. Saving per Masterclass is £50, potential to go to 5 masterclasses, total saving £250	£250.00
RIBA Appointments Discount	For an advert with text, www link, email link, logo or graphic: Chartered Practices pay £160+VAT, Non Chartered would pay £210+VAT If you would prefer to use an agency, RIBA Appointments offers their <a href="#">consultancy service</a> with fees of 12% to Chartered Practices and 15% to non Chartered. Therefore for someone on £35,000 a Chartered practice would pay £4,200+VAT compared to £5,250+VAT for Non Chartered Practices.	£1,100.00
Employment and HR advice	Chartered Practices are getting online information with expert helpline which would cost them at least £1,000 per annum to purchase a like-for-like product at usual rate card price. Provided by Consult Gee	£1,000.00
Global Visas	Chartered Practices will receive a 20% discount on services offered by Global Visas. For example it would cost a non Chartered Practice £900 to get an EC Business Visa, compared to £720 for a Chartered Practice.	£180.00
<b>Total Potential Saving</b>		<b>£2,875.00</b>

Please note all costs were correct at time of publication - June 08

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## RIBA Employment Policy

The Royal Institute of British Architects is committed to promoting best employment practice and equal opportunities in the architecture profession. The following policy statement applies to the RIBA and its members:

*The RIBA believes that good employment practice, by and for its members, will contribute positively to the effectiveness and influence of the architectural profession. It will also improve business opportunities, employment diversity and personal development, and is vital to the profession's role in raising the quality of our built environment and benefiting society.*

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### Purpose

The benefits of adopting good employment practice are numerous and well documented. Business benefits can include reduction in turnover of employees and therefore costs associated with recruitment and training; increased staff morale and productivity; and a diverse workforce that brings a wider knowledge base and experience and skills to offer to clients.

Improving employment practice in the architectural profession is also about providing wider benefits to society. Architecture reflects the society that builds it, but it also affects the way that society develops. This means we need to recruit, retain and promote architects who can respond to the different needs and values of all sections of the community.

The RIBA expects that its members will follow their legal obligations as employers and their professional obligations as set out in the RIBA Code of Conduct. The purpose of this policy is to encourage RIBA members as employers and employees to promote best practice in employment and to support members in fulfilling their professional obligations.

N.B. The resolution of disputes concerning employment matters will generally be outside the Institute's competence, and should therefore be referred to appropriate complaints procedures such as an employment tribunal.

To achieve this policy, the RIBA is committed to the following:

**1. Supporting members' awareness of their legal requirements as employers and rights as employees**

<b>Role of the RIBA:</b>	<b>The practice/employer:</b>	<b>The employee:</b>
Include employment matters in the Code of Conduct	Be aware of and abide by employment legislation and the RIBA Code of Conduct	Be aware of and abide by employment legislation and the RIBA Code of Conduct
Develop and maintain a model employment policy	Adopt and monitor an employment policy; ensure that training and promotion of employees is carried out regardless of age, race, gender, sexuality, etc	Encourage your employer to have an employment policy in place and monitored
Publish model employment contracts for qualified employees	Provide your employees with a written contract (e.g. based on the model contract)	Make sure that you have a written contract (e.g. based on the model contract)
Publish model employment contracts for students; ensure architecture schools are aware of these	When employing students, use model contracts and training guidance provided by the RIBA	As a student, check that you are being employed using model contract conditions
Inform RIBA members and students of architecture of employment obligations and rights, changing legislation and new employment practice, with case studies (e.g. through RIBA website, articles in RIBA Journal, Practice e-bulletins, members information line, etc)	Use the RIBA and other employment information sources to gain a full understanding of employment issues and stay up to date with changing employment legislation	Use the RIBA and other employment information sources to gain a full understanding of employment issues and awareness of your rights and obligations as an employee
Organise CPD events linked to employment guidance to cover e.g. setting up a business, hiring employees, changing employment legislation, etc	Include employment matters in your CPD plans and those of your employees	Include CPD events on employment matters within your CPD programme

**2. Encouraging best practice in employment**

<b>Role of the RIBA:</b>	<b>The practice/employer:</b>	<b>The employee:</b>
Recognise best practice by adding Investor in People listings to the practice directory and encourage membership through articles in RIBA Journal	Achieve Investor in People status, or follow its principles (see website <a href="http://www.iipuk.co.uk">www.iipuk.co.uk</a> )	Encourage your employer to apply for Investor in People status, or to follow its principles
Reward best practice by the introduction of a Student Employer of the Year Award	Comply with student employment guidance and enter the award	Advise your employer of the award if they are unaware of it
Provide information on good practice in student employment and professional training through the Professional Experience Development website ( <a href="http://www.pedr.co.uk">www.pedr.co.uk</a> )	Employ students according to good employment guidance. Consider mentoring schemes to supervise the development of employees.	Offer to act as a mentor to a student in your office
Update the education criteria to further promote good business/employment practice. Encourage schools of architecture to provide structured support and advice for students on their rights and expectations on entering the workplace	Ensure that all students know their rights and are offered opportunities for training and experience equally in the workplace.	Know your rights and support students in your office
Provide a diverse range of CPD training courses and promote the overall benefits of CPD training	Review training needs or opportunities in the practice and ensure that all staff are given the opportunity to develop their skills and put them into practice	Suggest training to your employer that would benefit you and the practice
Address the long hours culture by promoting work/life balance and researching how it can be addressed in architectural practice	Promote a healthy work/life balance for your employees. Keep records of working hours and overtime. If excessive investigate different working methods to reduce this without detriment to the practice.	Keep records of your working hours and suggest to your employer any ideas for improving working methods, efficiency and conditions

**3. Promoting the business, social and environmental benefits of good employment and diversity in architectural practice**

<b>Role of the RIBA:</b>	<b>The practice/employer:</b>	<b>The employee:</b>
Promote the added value of diverse architects to the built environment (the <b>business case</b> for using architects)	Promote diversity at <i>all</i> levels within your organisation and publicise the added value that the diverse skills of your practice brought to a scheme (financially, socially or environmentally), via articles, participation in seminars, etc	Ensure your employer is aware of your skills; be confident in promoting yourself
Continue to improve the image of the profession and encourage new members and retention of membership by using a range of role models	Allow a diverse range of employees to act as mentors or company representatives at RIBA or industry events and to clients and other architects	Offer to act as a mentor or company representative at RIBA or industry events, etc
Inform and maintain dialogue with government on the implications of legislation and procurement methods that discourage good employment practice and diversity	Make the RIBA and your MP aware of problems and barriers to improving employment practice and diversity	Make your employer aware of barriers to improving your employment conditions

**4. Recruiting, retaining and promoting RIBA members throughout life and career changes**

<b>Role of the RIBA:</b>	<b>The practice/employer:</b>	<b>The employee:</b>
Provide and promote returners courses for members who have taken time out from practice	Inform, train and support employees returning after a long absence	Consider attending a returners course to re-enter practice after a long absence
Find out why members join or leave the RIBA and what would make them return; encourage all graduates to join	Encourage your employees to be members of the RIBA and to participate in RIBA activities	Become and stay a member of the RIBA throughout your working life and participate in RIBA activities
Promote benefits of RIBA membership continuity to non-practising architects e.g. maintaining skills, value of informal networks, etc	Promote CPD courses, events or social opportunities to employees on career breaks such as maternity/paternity leave	Attend CPD courses, events or social opportunities while on career breaks if possible
Investigate reduction of RIBA membership costs and CPD requirements for part time or career break practitioners	Inform employees taking a career break/working part time that these benefits exist	Retain membership of the RIBA during part time work/career breaks

**CPD Provision: Advice to Practices**  
**RIBA CPD Department**  
**6 April 2006**

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
- 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](http://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](mailto:cpd@inst.riba.org)

Department for Education and Skills [www.dfes.gov.uk](http://www.dfes.gov.uk)

Department of Trade and Industry [www.dti.gov.uk](http://www.dti.gov.uk)

Investors in People [www.investorsinpeople.co.uk](http://www.investorsinpeople.co.uk)

Construction Industry Training Board: [www.citb.org.uk](http://www.citb.org.uk)

Confederation of British Industry: [www.cbi.org.uk](http://www.cbi.org.uk)

Small Business Service: [www.sbs.gov.uk](http://www.sbs.gov.uk)

ACAS: [www.acas.org.uk](http://www.acas.org.uk)

Business Link: [www.businesslink.gov.uk](http://www.businesslink.gov.uk)

Chartered Institute of Personnel and Development: [www.cipd.co.uk](http://www.cipd.co.uk)

Personnel Today: [www.personneltoday.com](http://www.personneltoday.com)

# **Code of Professional Conduct**

January 2005

# Code of Professional Conduct

## For Members of the Royal Institute of British Architects

### Introduction

1. This Code and its accompanying Guidance Notes set out and explain the standards of professional conduct and practice that the Royal Institute requires of its members.
2. This Code comprises:
  - **three principles** of professional conduct
  - **professional values** that support those principles
  - **Guidance Notes** which explain how the principles can be upheld.

## The Royal Institute's Values

Honesty, integrity and competency, as well as concern for others and for the environment, are the foundations of the Royal Institute's three principles of professional conduct set out below. All members of the Royal Institute are required to comply.

### The Three Principles

#### Principle 1: Integrity

*Members shall act with honesty and integrity at all times.*

#### Principle 2: Competence

*In the performance of their work Members shall act competently, conscientiously and responsibly. Members must be able to provide the knowledge, the ability and the financial and technical resources appropriate for their work.*

#### Principle 3: Relationships

*Members shall respect the relevant rights and interests of others.*

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## Upholding the Principles

The notes below offer some brief guidance on how members can uphold the three principles. More detailed advice is set out in Guidance Notes to the Code, which are available separately from the Royal Institute.

### 1. Principle 1 – Honesty and Integrity

- 1.1 The Royal Institute expects its Members to act with impartiality, responsibility and truthfulness at all times in their professional and business activities.
- 1.2 Members should not allow themselves to be improperly influenced either by their own, or others', self-interest.
- 1.3 Members should not be a party to any statement which they know to be untrue, misleading, unfair to others or contrary to their own professional knowledge.
- 1.4 Members should avoid conflicts of interest. If a conflict arises, they should declare it to those parties affected and either remove its cause, or withdraw from that situation.
- 1.5 Members should respect confidentiality and the privacy of others.
- 1.6 Members should not offer or take bribes in connection with their professional work.

### 2. Principle 2 – Competence

- 2.1 Members are expected to apply high standards of skill, knowledge and care in all their work. They must also apply their informed and impartial judgment in reaching any decisions, which may require members to balance differing and sometimes opposing demands (for example, the stakeholders' interests with the community's and the project's capital costs with its overall performance).
- 2.2 Members should realistically appraise their ability to undertake and achieve any proposed work. They should also make their clients aware of the likelihood of achieving the client's requirements and aspirations. If members feel they are unable to comply, they should not quote for, or accept, the work.
- 2.3 Members should ensure that their terms of appointment, the scope of their work and the essential project requirements are clear and recorded in writing. They should explain to their clients the implications of any conditions of engagement and how their fees are to be calculated and charged. Members should maintain appropriate records throughout their engagement.

- 2.4 Members should keep their clients informed of the progress of a project and of the key decisions made on the client's behalf.
- 2.5 Members are expected to use their best endeavours to meet the client's agreed time, cost and quality requirements for the project.

**3. Principle 3 – Relationships**

- 3.1 Members should respect the beliefs and opinions of other people, recognise social diversity and treat everyone fairly. They should also have a proper concern and due regard for the effect that their work may have on its users and the local community.
- 3.2 Members should be aware of the environmental impact of their work.
- 3.3 Members are expected to comply with good employment practice and the RIBA Employment Policy, in their capacity as an employer or an employee.
- 3.4 Where members are engaged in any form of competition to win work or awards, they should act fairly and honestly with potential clients and competitors. Any competition process in which they are participating must be known to be reasonable, transparent and impartial. If members find this not to be the case, they should endeavour to rectify the competition process or withdraw.
- 3.5 Members are expected to have in place (or have access to) effective procedures for dealing promptly and appropriately with disputes or complaints.

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## The supporting Guidance Notes

Guidance Note	Related Principle(s)
1. Integrity, Conflicts of Interest, Confidentiality and Privacy, Corruption and Bribery	Principle 1, Principle 3
2. Competition	Principle 1, Principle 3
3. Advertising	Principle 1
4. Appointments	Principle 2
5. Insurance	Principle 2
6. CPD	Principle 2
7. Relationships	Principle 3
8. Employment and Equal Opportunities	Principle 3
9. Complaints and Dispute Resolution	Principle 3

## Application of the Code

1. **Professionalism**  
The purpose of this Code is to promote professional good conduct and best practice. Members should at all times be guided by its spirit as well as its precise and express terms.
2. **The Law**  
Members must comply with all relevant legal obligations. It is not the remit of this Code to duplicate the provisions of business, employment, health and safety, environmental and discrimination law.
3. **Amendments and Additions**  
Periodically the Royal Institute will publish further guidance on specific aspects of professional practice and conduct. Members must observe such amendments and additions as they come into effect.

## Other Applicable Codes

1. **United Kingdom Codes**  
Chartered Members who are also registered in the United Kingdom are subject to **The Architects' Code**, published by the **Architects Registration Board** (ARB).
2. **Other National Codes**  
A member practising in a country outside the United Kingdom may be required to be a member of, or registered by, that country's professional or regulatory body for architects. If this is the case the Royal Institute recognises that a member's first obligation will be to comply with the rules of conduct published by the local professional or regulatory body.
3. **Other Professions' Codes**  
This Code applies to all members regardless of their fields of activity, contracts of employment or membership of other professional organisations. The Royal Institute recognises that members may participate in other professional activities and that when they do so the rules of the relevant professions' governing bodies will take precedence over this Code. Under normal circumstances the Royal Institute would take no action under this Code if the matter is also under consideration by another, more directly involved, professional body. However, such action may be considered necessary if the matter raises issues connected with a member's status as a member or an architect.

## Discipline

1. **Contraventions of this Code**

Any member who contravenes this Code shall in accordance with **Byelaw 4** of the Royal Institute's Charter and Byelaws, be liable to reprimand, suspension or expulsion. The power to sanction a member for professional misconduct is exercised by the Disciplinary Committee on behalf of the Royal Institute's Council through a delegation of authority made under Byelaw 4.4.
2. **Remit**

Members' conduct outside the practice of architecture will not normally fall within the remit of this Code and the Royal Institute's Disciplinary Procedures, unless the Disciplinary Committee determines that such conduct generally offends against the honour and integrity of the profession.
3. **Judgments from External Competent Authorities**

A judgment from a competent court or tribunal against a member in his or her professional capacity as an architect may be considered sufficient evidence of a breach of this Code.
4. **Investigations**

Any member, against whom a complaint of professional misconduct has been received, may be required to answer inquiries arising under the **Disciplinary Procedure Regulations**. At the conclusion of an investigation, the Disciplinary Committee may reprimand, suspend or expel any member whose conduct is found to be in contravention of this Code or otherwise inconsistent with the status of a member.
5. **Professional Conduct Committee Judgments from the ARB**

Where a member is sanctioned by the ARB's Professional Conduct Committee, the Disciplinary Committee shall determine whether or not to impose the same, or an alternative, sanction on behalf of the Royal Institute.