

City CPD Club 2019

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Norwich



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The RIBA Core Curriculum and your Continuing Professional Development

We have updated the 10 mandatory RIBA CPD Core Curriculum topics in response to the skills our members need to practise architecture, now and in the future. The topics listed below, will help you maintain competence, update your knowledge, acquire new skills, future-proof yourselves and your businesses and deliver socially purposeful architecture.

RIBA Core Curriculum topics

Use the chart below as guidance when referencing the RIBA Core Curriculum topics.

- | | |
|---|---|
| 1. Architecture for social purpose | 6. Sustainable architecture |
| 2. Health, safety and wellbeing | 7. Inclusive environments |
| 3. Business, clients and services | 8. Places, planning and communities |
| 4. Legal, regulatory and statutory compliance | 9. Building conservation and heritage |
| 5. Procurement and contracts | 10. Design, construction and technology |

Requirements for RIBA chartered members:

- 35 hours of CPD input per year: at least 50% should be 'structured' learning e.g. seminars
- 20 of the 35 hours should come from the 10 RIBA CPD Core Curriculum topics
- Award at least 100 points to the annual CPD activities carried out

The benefits the RIBA City CPD Club brings when you join

- The City CPD Club 2019 programme immerses you immediately in the updated RIBA Core Curriculum

- The seminars cover the 10 Core Curriculum topics and provide the minimum two hour annual requirement per topic
- The calendar enables you to plan your CPD days in your diary well in advance
- The 10 events are organised over four days only, concentrating the time dedicated to achieving your annual CPD requirement
- The schedule offers an innovative programme of seminars and workshops delivered by industry experts
- For further information and advice, please contact riba.cpd@riba.org

Seminars	Core Curriculum topic covered	1	2	3	4	5	6	7	8	9	10
1 Business of architecture: exploring ethics in practice		✓	✓	✓							
2 CDM 2015: your essential guide to Designer duties			✓	✓	✓						
3 Business planning: key to running a successful practice				✓	✓	✓					
4 Fire safety for designers Post-Grenfell			✓		✓				✓		
5 Project management: delivering high quality outcomes				✓	✓	✓					
6 The big wins: deliverable and cost-effective sustainable design solutions				✓			✓				✓
7 Strategies and solutions for designing inclusive environments		✓	✓					✓			
8 Community engagement: collaborative design techniques			✓					✓		✓	
9 Plan of Work through the conservation lens					✓				✓	✓	
10 A common sense primer on implementing BIM for any size practice				✓		✓					✓

City CPD Club 2019

Venues, dates and timings

Please refer to the email confirmation sent prior to each event for directions to the venue, parking access and detailed programme of the day.

Norwich

Brown & Co, The Atrium, St George's Street, Norwich, NR3 1AB

Thursday 14 March

9.30am-11.30am	Fire safety for designers Post-Grenfell
11.45am-2.30pm*	Business planning
2.45pm-4.45pm	Designing inclusive environments

Thursday 27 June

9.30am-12pm	Cost-effective sustainable design solutions
12.45pm-3.15pm	Plan of Work through the conservation lens

Thursday 3 October

9.30am-11.30am	Project management
11.45am-2.30pm*	Your essential guide to Designer duties
2.45pm-4.45pm	Community engagement

Thursday 21 November

9.30am-12pm	Exploring ethics in practice
12.45pm-3.15pm	Implementing BIM for any size practice

* Includes 45min lunch break at 12.45pm

Seminars

1

Business of architecture: exploring ethics in practice

Architects face ethical dilemmas on a daily basis, from employment decisions to selecting projects and specifying materials. Whilst there is an increasing awareness of these challenging and sometimes complex issues, there are few opportunities to reflect and discuss them with fellow professionals and decide how best to take an ethical stance in today's world.

The seminar will cover:

- Your people: HR and employment best practice
- Your projects: better projects: better outcomes
- Your clients: how to influence the decision makers
- Your supply chains: people and products
- Social value: defining and improving your impact
- Community work: how to work directly with community groups and consider varied perspectives
- The UN Sustainable Development Goals: a framework for ethical practice

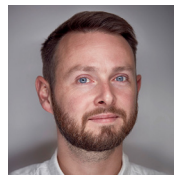
The speakers will explore the topics above through practical scenario workshops, which will present examples from practice to encourage dialogue and debate. Some of the tools and materials available to support ethics, ethical

decision-making and ethical practice will be explored and you will be guided through the significant evidence base around why it's important for you and your practice to engage with these issues today. The speakers will challenge and discuss the evidence and data which currently mounts to a strong business case in favour of ethical and sustainable practice.

This session is for architects working in small, medium and large practices; those working both nationally and internationally. It will explore a broad evidence-base and scalable steps towards ethical practice.

Alasdair Ben Dixon Collective Works

Alasdair is a founding partner of Collective Works and trustee of Architecture for Humanity UK. He has long held a commitment to finding a better way for architects to balance the needs of the wider community with the needs of their clients and stakeholders. During his career, he has advised on ethical issues within a large established practice, an architectural charity and in the day to day running of a small practice. He has been recognised for his work and is now contributing to the RIBA Commission on Ethics and Sustainable Development as well as speaking on topics such as responsibility and social value. Alasdair is also a fellow of the RSA.



Carys Rowlands Royal Institute of British Architects

Carys Rowlands is a barrister and the Head of Professional Standards at the RIBA. Carys' work for the RIBA involves professional standards, professional conduct issues, dispute resolution and ethics in architecture. Carys has written publications in collaboration with the UN Global Compact titled 'The UN Sustainable Development Goals in Practice' and 'Ethics in Architectural Practice' and has supported the RIBA Ethics and Sustainable Development Commission throughout 2018. Carys has also overseen the Institute's external work on Equality, Diversity and Inclusion and continues to lead the RIBA's engagement with the work being undertaken across the industry, aiming to eliminate modern slavery in construction. Carys is passionate about raising standards of professionalism and driving forward ethical practice through debate and discussion.



CDM 2015: your essential guide to Designer duties

You, as architects, are best placed to manage the health and safety risks of your designs on the construction workforce and must apply practical knowledge in design risk management. The speaker will aim to demystify the regulations and help you understand how to deliver your duties. CDM should be utilised as a collaborative tool, developing the design and construction process to enhance health and safety in the built environment, ensuring that we consider design implications through reductive steps. This forms an integral part of the review process; it is not a 'bolt-on' considered after design decisions have been made.

This seminar will illustrate how CDM can add coherency in the consideration of design implications, while also adopting a 'practicable' approach to risk. This will give you, as Designers, an appreciation of your obligations within CDM 2015 and provide guidance on how to critically examine your work, giving proportionate consideration to avoiding, reducing and controlling hazards.

This seminar will cover:

- Background to the passing of the CDM legislation and its development to today
- Other relevant construction legislation of which you should be aware

- The CDM process timeline on projects
- CDM 2015 Duty Holders and their obligations
- CDM as a creative and collaborative process
- CDM as the management of risk, rather than of health and safety
- Considering the hierarchy of risk
- The differences between 'safety' and 'health'
- The definition of 'Designer' as described under CDM2015
- Understanding the Designer's duties with regard to hazard and risk
- Practical guidance in the understanding of hazards to consider in the design process

Peter Waxman Multiplex CDM

Peter Waxman, director of CDM at Multiplex Construction, has been a RIBA Chartered architect for nearly 30 years, and has undertaken the coordination of CDM for over nineteen years. He has delivered more than 200 successful CDM projects and he has extensive experience in providing CDM workshops to architects and other construction professionals. Peter is a Technical Member of IoSH and an incorporated member of the APS (2015). He also holds a further master's degree in Art and Architecture. Peter is a member of the RIBA Health and Safety Expert Panel and the APS' London Regional Committee.



Alan Mead Multiplex CDM

Alan has over 17 years' post-qualification experience and has been responsible for the delivery of professional health and safety advice and CDM services to a range of public and private Clients. Alan joined Multiplex in July 2015 and provides CDM advice to Principal Designers and Clients on a number of projects. Previously, Alan worked for Capita Symonds in a similar role. He is a chartered member of the Institution of Occupational Safety & Health, an incorporated member of the Institute of Building, an incorporated member of the APS and is registered with Occupational Safety and Health Consultants.



Business planning: key to running a successful practice

This seminar will be a lively mix of theory and practical exercises on four themes:

- Business by design: an introduction to business strategy and business planning, including templates for architects and long-term questionnaire. This session includes answering the strategic questions: Where are you now? Where do you want to be in the future?
- Marketing and winning work: an explanation

of key marketing frameworks that work for architects: segmentation, AIDA, funnel, push-pull. This session will define three target sectors for each architect; matching three actions to each sector

- Managing people and projects: a review of best management tools to improve productivity; from resource planning software to simple checklists and KPIs. What to change first? Identifying key issues and focus on effective solutions
- Making money: discussion on the levers of profitability; how to increase revenues and when to cut costs. Reminder of 80/20 framework

The speaker will share real life problems related to winning work and managing a business, with a focus on identifying actions you can implement immediately to see concrete results.

Lucy Mori **KLMORI Business** **Consultancy**

Lucy Mori is a RIBA qualified architect, an experienced business manager and an independent business consultant. Lucy has helped dozens of architects and directors of small businesses, who had been challenged by winning enough work and making enough money. Issues often relate to business planning, business development,



marketing, PR, organisational structure, growing, shrinking, succession-planning or operational efficiency. Lucy facilitates discussions between directors, structures team discussions, provides analysis and develops strategic action plans. She also lectures graduate and Part 3 students on practice management and entrepreneurship, mentors young architects, is a judge for AJ Architecture Awards and a trustee of the Architects Benevolent Society.

4

Fire safety for designers **Post-Grenfell**

Since the introduction of CDM 2015, architects have welcomed the role of the Principal Designer and integrated health and safety into architectural design; in a similar way, so too can fire safety design be embedded. By working with other specialists in the industry such as the fire brigade, suitable methods of fire safety can be developed, which meet the recommendations of the Independent Review of Building Regulations and Fire Safety and create a protocol for the industry to deliver fire safety in all types of buildings.

The Building Regulations Approved Documents Part B include sound guidance but have become an over-complicated, semi-prescriptive, quasi-interpretive set of documents with too many options and alternatives. They are set out in an order that does not reflect the design

process and are infamously difficult to follow without a clear and easily recorded statement of completion or compliance.

This seminar will introduce the RIBA Plan of Work for Fire Safety and demonstrate methods of producing suitable fire strategy drawings, fire specifications, schedules of fire resisting and stopping components and materials, management tools to ensure these are delivered on site and records of these issues for the Fire and Emergency File at hand-over. The industry must now show leadership to ensure fire safety in all our buildings and these are the first industry-changing steps.

Paul Bussey **Allford Hall Monaghan** **Morris**



Paul is a RIBA Chartered architect who has diversified into a variety of technical design fields relating to statutory legislation and assisting designers with their integration into architectural practice. Leading AHMM's CDM and fire design and research consultancy, he has developed a methodology for integrating the Principal Designer role into everyday architectural practice. Paul is a fellow of the Institute of Fire Engineers and has helped develop the RIBA Plan of Work for Fire Safety, in collaboration with the Association for Specialist

Fire Protection. This is a framework for the delivery of projects, clarifying procedures, roles and responsibilities of those involved in building projects in the Post-Grenfell era.

5

Project management: delivering high quality outcomes

Project management is a key skill for delivering successful, quality outcomes on projects. This seminar will provide an overview of key project management principles and processes from the initiation of the project, through to completion and use. It will cover the phases, scope and capturing expectations, scheduling the programme and proactively managing risks and change. Critical elements such as communication and interacting with the team and individuals will also be covered and tools and techniques and useful documents for managing the project will be outlined.

The seminar will provide awareness of key project management competencies linked to the APM Body of Knowledge with reference to the RIBA Quality Tracker and the Plan of Work.

Learning outcomes will include:

- Increased understanding of projects, their lifecycle, processes, key terminology and the architect/project manager role
- Awareness of the key considerations in setting up projects to incorporate best

practice processes to ensure the client brief/project scope, design and outcome are aligned

- Awareness of change control and risk management processes in order that change is adequately evaluated and managed; also risks including those relating to cost, approvals, safety etc.
- Principles of managing quality from the outset and tips to ensure this is not compromised
- Knowledge of key documents for managing projects and tailoring approach to the project scale and complexity
- Awareness of further project management learning needs and options

Teri Okoro TOCA

Dr Teri Okoro is director of TOCA, a design and project management consultancy. Dual qualified as an architect and registered project professional, she is a fellow of both the RIBA and the APM. Teri was in the first cohort to obtain the RIBA Certificate in Project Management and has over twenty years' experience of delivering complex residential, commercial and healthcare projects in the UK and abroad. She presents extensively on project management and project leadership internationally. Based on her architect/project



manager and client/sponsor perspective, Teri believes that project management competencies are a core requirement for successful and quality project outcomes.

6

The big wins: deliverable and cost-effective sustainable design solutions

In a changing world, where the ethical function of architecture is in a state of flux, is it possible for the architecture we create to contribute to sustainable development that is not only good for the planet but is also affordable? The answer lies in a design where cost and sustainability are integral from the outset. Throughout the early stages in the design process, big decisions are made that will affect both the cost and the sustainability of the building and yet, at this time, there is little input from cost or energy consultants. So, you, as the architect, need to take the lead.

This seminar will give you the knowledge to make these decisions with an understanding of the implications on energy and cost; this is the true process of value engineering as opposed to cost cutting.

Whilst there will be examples of real projects of every size, the seminar will focus on strategies for assessing cost and sustainability so that you can find your own solutions. At the core of this is an understanding that design is an iterative

process: we do, we reflect and then optimise and do again. This seminar will investigate what practices need to be put in place to get the most out of design evolution.

You will come away with tools, techniques and mindset to apply to every project you are involved with, irrespective of size or sustainability, design and budget aspirations. A wholly interactive seminar, it will provide you with multiple design exercises to challenge, bring a deeper understanding and to learn from other participants.

Nick Grant **Elemental Solutions**

Nick is the principal of Elemental Solutions, a sustainable building consultant with a lifelong passion for doing more with less. His interest in closing the performance gap between design and reality led him to the Passivhaus Standard of which he is one of the UK pioneers. Nick also works on building related eco-design including lighting, sanitary ware and composting toilets. He is an active contributor to discussions on sustainable design but is also a practical engineer and self-builder. He was a long time trustee of the AECB and is technical director of the Passivhaus Trust.



7

Strategies and solutions for designing inclusive environments

An inclusive environment removes physical barriers and ensures the widest possible number of people can participate in all social, educational and work aspects of life irrespective of their personal circumstances. This seminar will cover three key areas:

- Users and the barriers that can prevent or limit access. This session will explore why even some small features are important, but often omitted, and how they impact on individuals
- A succinct overview of the Equality Act, Public Sector Equality duty and best practice and what this means for you, as architects, when advising clients
- Inclusive design through each RIBA Stage, highlighting the pitfalls and reasons projects may fail to reach their inclusive design potential. This will include a mini access appraisal of a design to allow you to identify potential inclusive design issues and discuss solutions

The seminar will be interactive with questions and interrogation of the issues encouraged. There will be an emphasis on the practical approach to inclusive design using photos and real examples to explore.

Simone West **Atkins**

Simone has specialised in inclusive design for 18 years and has had the opportunity to work on exciting projects, developing a greater understanding and knowledge of what inclusive design means. Perhaps the most notable of these was the London 2012 Games. She has combined this with completing her MSc on inclusive design, talking at international conferences and providing lectures and training events. Simone sits on the board of the National Register of Access Consultants (NRAC) and Chair of the RICS Inclusive Design Working Group. Simone is a member of the British Standards drafting committee responsible for BS8300: 2018.



8

Community engagement: collaborative design techniques

It is an ever-evolving landscape for design professionals, with increasing expectations placed on them to deliver community engagement for their commissioning clients, and a growing movement of community clients commissioning architects. There is also a shift in policy and financial constraints that place even more pressure on the design professions to be skilled and confident design enablers able

to conceive and deliver effective community engagement strategies.

This interactive seminar will explore how to work with community stakeholders and clients through collaborative design processes. It will explore design engagement from the perspective of the designer, the commissioning client and a member of a local community invited into a design engagement process.

The session will include presentation material and case studies, discussion and interactive workshop activities focusing on:

- Place quality and equality: how to engage non-professionals in conversations about how we shape our places and about the potential of great design to improve our opportunities, experiences and interactions
- Defining and exploring community-led, participatory and co-design processes
- Developing and implementing a strategy for community engagement in a design process
- Defining parameters and expectations for community engagement with both commissioning clients and local stakeholders
- Practical tools and approaches for engaging community stakeholders and local people in design processes
- Building social value and empowerment opportunities into design processes
- Working with community clients: what to expect and what to ask for

The seminar will provide you with practical tools and approaches to use in your own work.

Sophia de Sousa **The Glass-House**

Sophia joined The Glass-House as chief executive in 2005. She is an impassioned champion of design quality and enabler of design practices that empower people and organisations and that help communities thrive. She is also a leader in the field of research on community-led, participatory and co-design practices. Sophia plays an active role in designing and delivering training and support to communities and practitioners, interactive events, and in co-designing research, innovation and resources. She is also an active contributor to a number of panels and advisory groups and to policy responses.



9

Plan of Work through the conservation lens

The delivery of projects involving historical buildings requires a considered approach that uses the understanding of historical significance and conservation principles as the basis for decision making throughout the life of the project. This seminar will utilise practical project examples of varying scales to highlight the challenges encountered

and will be structured based on the RIBA Plan of Work, covering:

- The strategic brief stage: the importance of understanding significance and how this influences the brief, establishes the framework for development and the importance of identifying opportunities, constraints and potential risks. The level of survey information required will also be covered
- The developed design stage: the level of information required for approvals, including Listed Building, Planning, Conservation Area and Scheduled Ancient Monument consents and the complexity of dealing with detailed Planning and Listed Building conditions will be discussed
- The technical design stage: appropriate procurement methods and contract management, the level of detail required and the importance of clear recording methods to convey complex information will be covered. The impact of Building Regulations, including fire safety, will also be included
- The construction stage: the impact of discovering unforeseen issues on site, the challenges of managing unknowns within the constraints of restricted budgets and the importance of a team approach to issue resolution will be explained

Following completion of the session, you will have developed an understanding of the complex issues to consider when dealing with projects involving historic buildings and how conservation principles are applied throughout a project's development.

**Lisa Mcfarlane
Seven Architecture**

Lisa has been passionate about conservation throughout her 20-year career and has a master's in Conservation of the Historical Environment. Lisa has led a variety of heritage projects, including Bretton Hall at YSP and the HLF funded Long Street Methodist Schools in Middleton, both of which Grade II*. She is active in promoting conservation, is appointed panel member on the Manchester City Council Conservation Panel and is involved in the North West branch of the IHBC. Lisa is also a judge for the Civic Trust Awards, RICS Awards and was Conservation Specialist on the RIBA North West Awards judging panel, in 2018.



10

**A common sense primer on
implementing BIM for any size practice**

The effective adoption of BIM is a challenge faced by many architectural practices. BIM offers the opportunity to deliver better projects more effectively. However, to transition to a different method of production and delivery, a coordinated, structured change management approach is required. Through the presentation, the goals to be achieved and the sequential process of decisions and actions will be described.

Initially, the external drives behind the adoption of BIM in the UK will be explained and the fundamental differences between delivery using CAD and a BIM approach will be expanded on. In addition, the requirements of associated disciplines and clients will be discussed. This seminar will explore the implication of key documents such as PAS 1192, the use of Cobie and common data environments.

During the second session, BIM as a delivery system and how this will change the practice deliverables will be considered. In addition, the speaker will discuss how BIM will affect specification creation and project interactions.

The typical stages of BIM adoption and continual improvement will be expanded on. This seminar will elaborate on developing BIM maturity and the ongoing process of developing efficiencies and effectiveness through BIM.

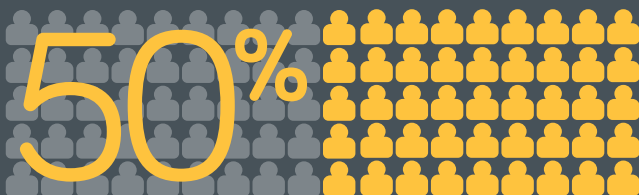
Finally, the speaker will discuss some case studies of BIM adoption in different practices and appropriate references and sources of information will be provided.

**Paul Coates
University of Salford
Manchester**

Dr Paul Coates is BIM Specialist with over 30 years professional experience adapting technologies for the use in architectural practice. Roles undertaken in architectural practice have included those of design architect, CAD manager, IT manager, quality manager and process improvement manager. Recent work has included the development of BIM methodologies and applications. As part of a KTP research investigation, Paul has carried out BIM implementations and has developed strategies on how best to integrate BIM into architectural practice. Paul has also written many journal articles on BIM implementation and lectures on the BIM master's program at the University of Salford on BIM implementation.



Seminar fees and how to book



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Fees

Club Ticket (four days)

- **RIBA/CIAT members**
£292 + VAT
- **RIBA Chartered Practices**
£400 + VAT
- **Non-RIBA members**
£585 + VAT

Pay-as-you-go Ticket (single days)

- **RIBA/CIAT members**
£105 + VAT
- **RIBA student members**
£50 + VAT
- **Non-RIBA members**
£210 + VAT

Booking and payment

- 1 Request your booking form
- 2 Email completed form to: riba.east@riba.org or send to **RIBA East, The Studio, High Green, Great Shelford, Cambridge, CB22 5EG**
- 3 Alternatively, submit your online booking form by visiting: <https://bit.ly/cityclubbooking>

We will send a confirmation upon receipt of your booking form and payment.

You will be issued a reminder with map/directions seven days before the event date.

Information/Queries

If you need more information or have a query, please contact **RIBA East** on **01223 566285** or email riba.east@riba.org.

Two ways to book

- **CPD Club Ticket:** one single booking for all 10 seminars (four days)
- **Pay-as-you-go:** purchase single days individually

Club ticket benefits

The City CPD Club Ticket provides a great-value, structured approach to training for architects and other construction professionals, helping them to meet their CPD obligations.

City CPD Club Ticket holders benefit from the following:

- A significant saving of up to £128 compared to pay-as-you-go day tickets
- One single booking for the Club Ticket that lasts 12 months
- One place at each of the 10 City CPD Club events
- Documentation, refreshments and lunch at each event
- Over 20 hours of structured CPD covering the Core Curriculum
- Two hours per Core topic being the minimum training required annually
- When joining City CPD Club as a RIBA chartered practice, any staff can attend the seminars, whether they are a RIBA chartered member or not

Terms and conditions • City CPD Club Tickets are non-refundable • Cancellation is only possible for pay-as-you-go bookings and refunds for cancellation can only be made up to 10 working days before the event • Delegate substitutions are permitted at any time for City Club Ticket holders if they have joined as a practice • No substitutions of delegates are permitted for Club Ticket holders if they have joined as an individual • If you are unable to attend any seminar, or substitute a delegate, please inform RIBA regional team • Invoices are payable within 30 days, or at least one day prior to the date of the first event in the Club Ticket or selected Day Ticket, whichever is earliest • If the RIBA has to postpone or cancel the event the booker is entitled to a full refund of the ticket price only.

City CPD Club 2019

RIBA East

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Norwich Cathedral Refectory, a RIBA Award
2005 winner for Hopkins Architects.
Photo © Paul Tyagi

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