RIBA

Royal Institute of British Architects

RIBA Tender Brief – RIBA Core CPD 2018 programme

1.0 Context

The RIBA CPD programme is designed to help delegates get the CPD they need. Methods of CPD learning are as diverse as the topics they can cover and can be completed easily through seminars, articles, podcasts and online learning, or even factory tours and trade show visits. However, the 2018 RIBA Core Curriculum Programme can provide delegates with all their core requirement needs. They are able to dictate the route their Continuing Professional Development takes, choosing the subjects that will strengthen their expertise and broaden their knowledge.

Requirements for RIBA chartered members:

- 35 hours of CDP 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
- Record CPD activities using the online CPD recording manager

The RIBA Core CPD 2018 programme will cover the 10 Core Curriculum topics, delivered in 13 English locations. Each seminar is 2.5 hours in length, aimed at RIBA members and other construction professionals. Each seminar consists of 2 sessions, including a 15 minute refreshments break in the middle.

In 2018, Core seminars will be delivered in Manchester, Chelmsford, London (in two locations), Gateshead, Crawley, Exeter, Nottingham, Cambridge, Bath, Birmingham, Leeds, and Reading. Majority of locations deliver the seminar between 2pm and 4:30pm. However, others have different timings – please see 2017 Core Programme for more information on timings.

RIBA is therefore inviting appropriate individuals and organisations to express an interest in developing one of the ten listed topics, and deliver these in above 13 locations. If required, more than one speaker (no more than 3) can share the delivery of each topic.

Speaker tender process commences on **Friday 21 July**, and final speakers are selected on Friday 8 September, by a selection panel. The framework for the proposed seminar is included in section 2 (summary briefs), but this should be taken as a guideline only.

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2.0 Summary Briefs

This tender calls for expressions of interest from individuals/organisations who have the necessary skills to develop seminars for roll-out by the RIBA. 10 topics included in the Core CPD 2018 programme are as follows:

Topic 1: Architectural ethics: from sourcing to staffing and labour

Summary brief:

Going through the RIBA Plan of Work 2013 stages, this seminar will explore the potential concerns and pitfalls, as well as what delegates can do to address them. Using practical case studies and scenarios, speaker(s) will elaborate on each area from ethical sourcing, to staffing and labour. Use of different project scales as case studies is essential. Seminar will include:

- How architects can influence decision makers?
- What is ethical sourcing?
- Ethics in practice: labour and staffing
- Practical scenarios using the RIBA Plan of Work

Topic 2: How to advise your clients on their CDM duties?

Summary brief:

This seminar will explore the role of the architect as the Principal Designer, in advising their clients in accordance with the latest CDM 2015 Regulation changes. Following topics will be covered:

- CDM 2015
- Clients' role on different projects (with examples)
- Architects and Principal Designer's role in advising clients at different stages of design and construction, including site safety
- PD and appointment of PD
- Taking on Client's duties on Domestic Contracts
- Scenarios and examples of good practice and pitfalls

Topic3: Win, retain, repeat: an essential guide to managing client relationships

Summary brief:

This seminar will focus on the relationship between an architect and the client. It will provide delegates with the necessary skills to understand clients better win projects and retain clients through effective and consistent communication. The seminar will be divided into three sections:

- First impressions: effective marketing
    - Know your client and understand what they want
- During project: communication
    - Consistent visual and verbal communication (BIM)
    - Managing expectation: clear fee quote including services and timelines
- Feedback, retention and referral
    - Common pitfalls

Topic 4: Flooding and drainage: design guidance and compliance

Summary brief:

Since 2008, more than 30,000 new homes have been built in areas with 10% or greater chance of flooding in the next ten years. With the average rainfall increasing by 6 to 8% since

the 1960's, and considering building regulations does not require flood resilience, what can architects do, to go beyond the current regulations?

- Current Regulations
- Flood resilience
- Effective drainage
- Design solutions

Topic 5: Going out to tender: skills and strategies

Summery brief:

This seminar will give essential guidance on the tender process, through the use of practical examples. The seminar will explore:

- Different types of tenders and process using examples: different scale projects, (extensions and larger scale projects)
- The architect's role in the tender process:
    - Advising the client
    - Selecting the form of procurement and contract
- Specification and tender package
- How to select the right contractor
- Know your contract and what you've committed to

Topic 6: Pick and Mix: the best of Passivhaus

Summary brief:

This seminar is an introductory session and practical workshop for architects and construction professional to understand the Passivhaus principles and approach. The 2.5 hour session includes the following:

- Passivhaus standards: what to aim for?
- Passivhaus principles and approach
- Passivhaus designer
- Passivhaus Planning Package (PHPP)
- Passivhaus design solutions (practical workshop): low-energy design and construction examples
    - Indoor air quality/ventilation and moisture
- Attention to details and workmanship on site: what architects can do?

Topic 7: Designing for a changing population

Summery brief:

Since 1975, the UK population has grown by 8.4 million, with the number of UK residents ages 90 and over almost tripling since the early 1980s. These figures, combined with the fact that 19% of the working population are living with a disability, have raised an important question regarding designing inclusive spaces. This seminar will explore the architect's role in designing for a changing population.

- Changing population: context and background
- Different users and their needs: mental and physical health
- Good practice and considerations: case studies (buildings and built environments)
- Inclusive design: design principles
- Sustainability and inclusive design
- How to measure success?

Topic 8: Bringing your designs to life: how to integrate green spaces and elements

Summary brief:

Green spaces have always been a significant part of any design. This seminar evaluates the challenges designers and architects face today when it comes to green spaces, including:

- What? Background and context
  - Background case studies to initiatives happening around the world
  - Tips and case studies on how these elements and design approaches can optimise success in the planning process
- Why? Benefits and rewards
  - The need to and benefits of incorporating nature into design (Bibliophilic design)
- How? Practical examples and solutions
  - Vertical Forests and green designs (why not the UK?)
  - Living walls and green facades
  - Pocket habitats
  - Using trees and greenspaces to regulate indoor and city temperatures
  - Specifying Bird and Bat boxes on new builds
  - Green Roofs
  - Case studies – how to lubricate the planning process (getting consent easier)

Topic 9: Appreciating the old, incorporating the new

Summary brief:

Historic England defines Conservation as "the process of maintaining and managing change to a heritage asset in a way that sustains and where appropriate enhances its significance… Indeed change is often vital to facilitate the optimum viable use of an asset so that it continues to receive investment." This seminar will explore the changes architects and designers can make to 'facilitate' the use of a historic asset. This includes:

- Adaptation of historic buildings
- Misconceptions and practical solutions
- Fire safety
- M&E
- Access
- Glazing
- Energy saving solutions

Note: speaker may choose to focus on some of the above adaptations.

Topic 10: Is off-site the future of construction?

Summary brief:

This seminar will identify different methods of offsite construction in UK and worldwide, focussing on the role of the architect:

- Offsite construction methods (from Structural Insulated Panels (SIP) to Modular construction and beyond)
- Know all about it: benefits and disadvantages of offsite construction
- Designing for offsite-manufacture and on-site assembly
- Offsite construction in UK: pitfalls and guidance
- Is this the future of construction?

3.0 Tender Process

Expression of interest can be submitted from **Friday 21 July**, and no later than **5pm** on **Friday 1 September**. An appointment will be made by **Friday 8 September** with the initial seminar development running through to the end of **October 2017**. Applicants must confirm that the work can be undertaken within this timeframe.

Please email your expression of interest including:

1. Creative response to the brief including vision for the sessions, key components and learning outcomes. Maximum of 300 words
2. Speaker (s) profile including accreditations and past training experiences. If more than one speaker is delivering seminars, please include assigned individuals and their speaker profile. Maximum of 100 words per speaker
3. Fee breakdown for delivery (per seminar), inclusive of all expenses

Venue, marketing and administrative costs will be covered by the RIBA.

An email of your proposal should be sent to:

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Start date: Friday 21 July 2017
Last date for submissions: Friday 1 September 2017, 5pm