

## Evidence Items for Structured CPD

Type of CPD	Evidence
<ul style="list-style-type: none"> <li>• Relevant conferences, lectures, seminars and workshops (including in-house CPD)</li> <li>• 'CPD designated' RIAI events (including educational events organised by Regional Groups, etc.)</li> <li>• Structured events recommended or listed by the RIAI</li> <li>• RIAI/UCD Professional Practice Lecture Series</li> <li>• Relevant educational events run by IEI, SCS, and other professional organisations</li> <li>• Structured site visits and study tours delivered by a third party</li> <li>• RIAI CPD Network seminars and visits</li> <li>• Technical demonstrations</li> </ul>	Certificate of Attendance
<ul style="list-style-type: none"> <li>• Relevant courses/programmes run by recognised educational institutions</li> </ul>	Certificate of attendance <u>or</u> Assessment result <u>or</u> Copy of Award
<ul style="list-style-type: none"> <li>▪ Online seminars incorporating assessment</li> </ul>	Assessment Result
<ul style="list-style-type: none"> <li>▪ Preparation of lectures/training materials for first, but not subsequent, delivery (promotional lectures about one's own practice excluded)</li> </ul>	Copy of course prospectus/schedule/details identifying lecturer and date/s of delivery, as issued by educational institution.
<ul style="list-style-type: none"> <li>▪ Service on Council or on an appropriate RIAI Committee or Taskforce</li> </ul>	Front page of Minutes for each meeting attended.
<ul style="list-style-type: none"> <li>▪ Active participation on relevant non-RIAI boards. (e.g. BRAB, Timber Consultative Council, etc.)</li> </ul>	Letter from relevant organisation confirming membership and attendance.
<ul style="list-style-type: none"> <li>▪ Participation in structured and recorded QA or Peer reviews (routine in-house design reviews are excluded)</li> </ul>	Written confirmation of participation by review organiser.
<ul style="list-style-type: none"> <li>▪ Participation in formal mentoring sessions or organised study/discussion group</li> </ul>	Record of topics/learning outcomes and signed and dated attendance sheet.
<ul style="list-style-type: none"> <li>▪ Writing for publication (promotional books/articles about one's own practice excluded)</li> <li>▪ Published research reports</li> </ul>	Copy of title page and reverse (book) or of article (periodical) from document as published, showing member's name and the date of publication.
<ul style="list-style-type: none"> <li>▪ Setting and marking examinations</li> </ul>	Written confirmation from examining body
<ul style="list-style-type: none"> <li>▪ Original research (unpublished)</li> <li>▪ Study/Investigation of new or unfamiliar concepts, systems, materials, processes, etc. for project purposes</li> <li>▪ Case studies, other than for course requirements.</li> </ul>	Summary report, as appropriate, on sources consulted, buildings visited, outline tests/experiments carried out and conclusions reached.
<ul style="list-style-type: none"> <li>▪ Attendance at relevant court cases, oral hearings, etc.</li> </ul>	Summary report on dates, issue, parties, arguments, outcome.