



RIAI CPD – FAQs

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ANSWERS:

RIAI CPD Policy

1. What is CPD?

CPD, or Continuing Professional Development, is the term used to describe lifelong learning or continuing education as it relates to those active in the professions. There have been several attempts to define the concept, but this one has wide application:

'The systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life'.

CPD is the process of regularly assessing current and future skill and knowledge requirements relevant to your responsibilities, then planning and implementing an ongoing programme of training and development to address these needs.

In a rapidly changing environment CPD is the mechanism whereby we work to ensure that professionals are up to date in their fields. For the individual, in today's competitive and changing world, CPD is essential for continued employment and advancement. For the practice it is essential for survival. As for the RIAI, one of its most important roles is to provide Architects and Architectural Technicians/Technologists with the intellectual and technical support they need to continue delivering an effective service to society.

"The most precious asset any professional controls is knowledge of the discipline and the skill to apply it effectively. Over the long run it is more important to maintain the value of this asset than the office, the furniture, the computer hardware, or even the bank account." Professor Robert Gutman, Progressive Architecture, June 1992.

2. What is the RIAI CPD Policy?

It has always been implicitly understood that it is the responsibility of any professional to maintain his or her professional skills. In 1998 the RIAI introduced its first formal CPD policy. In 2008, responding to registration of the title of 'Architect', its new role as Registration Body, and an increasingly complex regulatory, technical, and professional environment, the RIAI drafted a new policy to protect the consumer, support the profession and promote the production of high quality architecture.

The [RIAI CPD Policy](http://www.riai.ie/cpd) can be downloaded from the CPD section of the RIAI website; www.riai.ie/cpd



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3. Does the *RIAI CPD Policy* apply to me?

The CPD policy applies to any person who is registered on the Register for Architects (registrants) and to RIAI members in all categories - Fellows, Members, Architectural Technologists and Graduates - , except those who are no longer professionally active.

See Q.23 below for further information on exemptions.

4. On what legal framework is the *RIAI CPD Policy* based?

Society, in the shape of the Civil Law, expects of a professional that he or she will exercise reasonable skill and care in the course of employment. The standard applied is "...the ordinary skill of an ordinary competent man exercising that particular art." (*Building and the Law*. David Keane, RIAI, 1993).

Article 22 of European Directive 2005/36/EC on the Recognition of Professional Qualifications requires that:

"in accordance with the procedures specific to each Member State, continuing education and training shall ensure that persons who have completed their studies are able to keep abreast of professional developments to the extent necessary to maintain safe and effective practice."

The Building Control Act 2007 Section 2 defines professional misconduct as "any act, omission or pattern of conduct of the registered professional that – (a) is in breach of the code prepared by the relevant registration body. . . ."

5. What does the *RIAI Code of Professional Conduct* say about CPD?

The new [RIAI Code of Professional Conduct](#), drafted under Section 2 provision of the Building Control Act 2007, includes requirements for the maintenance of professional skills.

Principle 1: Architects should act with honesty and integrity when providing architectural services.

1.2 Architects shall ensure that they continually maintain and develop their professional knowledge and skill in all areas relevant to their practice in the State to the standards established by the Registration Body.

1.3 Architects shall continually seek to raise their standards of excellence in all relevant areas including architectural education, research, training, design, technology, construction methods and practice."

Principle 3: Architects shall uphold the integrity and dignity of their profession.



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3.13 Architects at all times shall maintain a reasonable level of professional skill and competence and at least to the standards as established by the Registration Body.

These principles form the basis of the RIAI Policy on CPD, which applies to any person who is registered on the Register for Architects and to RIAI members in all categories - Fellow, Member, Technologist or Graduate - except those who are no longer professionally active.

6. What is the purpose of CPD?

The purpose of RIAI CPD is:

- To support architects and architectural technologists in the production of high quality architecture
- To protect the consumer
- To protect the public interest
- To increase client satisfaction
- To increase effectiveness (for the practice)
- To increase job satisfaction (for the architect or architectural technologist)
- To promote career advancement (for the employee)
- To promote the performance and the reputation of the profession

The pace of change has made keeping up-to-date an increasingly onerous task for the individual practitioner, while increasing expectations on the part of consumers put pressure on both practitioners and the professional bodies to ensure that skills are indeed being maintained. This updated RIAI Policy on CPD is intended to provide a support structure which will help individual registrants and members, and the RIAI as a body, to meet these demands.

7. What approach should I take when addressing my CPD requirements?

Professionals have a duty to ensure that they are capable of providing the services they offer. Within the context of RIAI CPD Requirements it is the responsibility of each registrant/member to judge the best approach to undertaking the CPD activity necessary to;

- a. maintain compliance with the relevant [RIAI Standards of Knowledge, Skill and Competence](#) and
- b. acquire and maintain the skills appropriate to their current activities and chosen career path.

What is appropriate for a partner in an architectural practice will differ from what is necessary for a junior employee; the needs of a lecturer in the history of architecture will differ from those of a technician/technologist working for a Local Authority.

It is important that any CPD activity undertaken, whether Structured or Unstructured, is deliberate, focused and planned with a particular educational end in view. To this end the RIAI recommends adoption of the cycle of Self Assessment – Planning – Learning – Reflection – Self



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Assessment which is supported by the RIAI CPDEngage system. This can result in what has been described as an upward “Virtuous spiral” of positive self awareness, self-confidence and professional improvement.

8. What are the RIAI Standards of Knowledge, Skill and Competence?

Professionals have a duty to ensure that they are capable of providing the services they offer. The [RIAI Standards of Knowledge, Skill and Competence](#) for Architects and for Architectural Technicians/Technologists represent the minimum standards required. Any person to whom the Policy applies must take all reasonable steps to maintain an appropriate level of professional skills and, at a minimum, to maintain on a consistent basis the requirements of the relevant [RIAI Standards of Knowledge, Skill and Competence](#).

While the *Standards* represent the baseline requirements that can be expected of a general practitioner at a given level, registrant/members can be expected to have greater expertise in certain areas, and indeed additional areas of expertise according to their specialism and/or career progression. The *Standards* provide a benchmark against which registrant/members can measure themselves and thus identify areas where development may be required or desirable.

9. How does the RIAI CPD cycle work?

The RIAI CPD cycle runs from 1 October to 30 September each year. A grace period of 6 weeks immediately follows the end of each cycle. See Q.49 for below further information on how to avail of the grace period.

10. How many CPD points do I need to complete for each cycle?

In the course of each year, each registrant/member must accumulate a total of 40 points/hours of CPD activity, at least 20 of which must be structured and the remainder unstructured.

Not more than fifty percent of CPD activity in any one year should be spent on any one topic or in any one activity. For example, serving on the RIAI Council is equivalent to approximately 25 structured hours per year. Only twenty of these hours can be counted towards the total CPD requirement; the other twenty hours must be spent other kinds of activities. This condition does not apply to someone engaged in a formal educational programme or working towards a particular qualification (certificate, diploma, degree, or accreditation).

11. Are there any mandatory subject topics?

Once you have ensured your compliance with the relevant [RIAI Standards of Knowledge, Skill and Competence](#) you are free to choose the CPD topics which are most relevant to your own interests and responsibilities. You are encouraged to consider your CPD activities in terms of both organisational and personal needs.



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You are required to read Practice Notes, Practice and/or Member *E-Bulletins*, the *CPD E-Zine* and all other circulated material which is given a 'CPD Designation' by the RIAI and to be familiar with the contents of those items which are relevant to your own responsibilities. Apart from the *CPD E-Bulletin*, this contributes to the Unstructured requirement. If carried out consistently and conscientiously this could in some cases meet the full requirement for Unstructured CPD.

If you are providing services on the basis of a specific RIAI Accreditation (e.g. Conservation, PSDP, etc.) at least 8 hours of the CPD you complete must relate to that topic, bearing in mind that not more than fifty percent of CPD activity in any one year should be spent on any one topic or in any one activity (see Q. 10 above).

12. What are my responsibilities as an employer in terms of CPD?

Where a registrant/member is responsible for the employment of others, he/she shall support them in meeting their CPD obligations and shall develop and maintain a CPD policy within the employing organisation.

13. I'm an EEA Registrant / Architect Member. Do any special CPD requirements apply to me?

EEA Registrants/and Architect Members who have been admitted without the requirement to complete an Irish examination in or assessment of professional practice have undertaken to ensure that they have sufficient knowledge of Irish Law, Regulations and Professional and Contract Procedures for practice in Ireland. This undertaking must be fulfilled within one year of the date of Registration/Membership by attendance at the lectures delivered at an RIAI approved course in professional practice. Where the CPD hours involved exceed 40, the balance of hours can be credited towards their CPD obligation for the following year.

Note: CPD completed to meet the requirements of other professional or registration bodies can count towards RIAI requirements provided that it relates to the relevant [RIAI Standard of Knowledge, Skill and Competence](#).

What counts as CPD?

14. Do CPD activities have to be approved by the RIAI to be eligible for CPD points?

CPD activities do not have to be provided approved or accredited by the RIAI. **Any learning activity that you complete can be counted as CPD** once you are satisfied that it complies with the relevant [RIAI Standard of Knowledge, Skill and Competence](#).

15. What is Structured CPD?

'Structured' CPD is a learning activity for which the learning outcomes are identified in advance. (A 'learning outcome' is a statement of what the learner intends or is expected to know, understand or be able to do on successful completion of the activity.)



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One of the most common subjects of member feedback on RIAI CPD Policy has been the issue of Structured v. Unstructured CPD. The RIAI's policy dated from 1998 and followed the model where 'Structured' CPD is conceived as involving interaction with other people and/or being 'classroom-based' (courses, lectures, seminars, workshops, conferences, etc.) or assessed, e.g. distance learning incorporating assessment exercises.

The RIAI CPD Policy was revised in March 2011, based on members' feedback, and a new approach was adopted placing more emphasis on the purpose and application of the CPD. So, research for an article or publication in the member's name, preparation of a lecture on a new topic or investigation of a new construction technique now counts as Structured CPD. The principle is that research carried out for a new piece of work is 'structured' because it is carried out with a specific objective and the knowledge gained will be actively applied. The logic of this approach is that the learner's objective (being properly equipped to deliver the lecture or to design the building, etc.) is the 'learning outcome' identified in advance. This approach, which incorporates the concepts of design research and of 'critical practice', tallies more closely with how RIAI members view and value their CPD.

16. What activities count as Structured CPD?

Activities qualifying as Structured CPD Activity can include:

- Relevant conferences, lectures, seminars and workshops (including in-house CPD sessions)
- 'CPD designated' RIAI events (including educational events organised by Regional Groups, etc.)
- Structured events recommended or listed by the RIAI
- RIAI/UCD Professional Practice Lecture Series
- Online seminars incorporating assessment
- Relevant educational events run by IEI, SCS, and other professional organisations
- Relevant courses/programmes run by recognised educational institutions
- Structured site visits and study tours delivered by a third party
- Technical demonstrations
- RIAI CPD Network seminars and visits
- Service on Council or on an appropriate RIAI Committee or Taskforce
- Active participation on relevant non-RIAI committees (e.g. BRAB, Timber Consultative Council, etc.)
- Case studies, other than for course requirements.
- Participation in structured and recorded QA or Peer reviews (routine in-house design reviews are excluded)
- Participation in formal mentoring sessions or organised study/discussion groups
- Original research
- Study/Investigation of new or unfamiliar concepts, systems, materials, processes, etc. for project purposes
- Preparation of lectures/training materials for first, but not subsequent, delivery (promotional lectures about one's own practice excluded)



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- Writing for publication (promotional books/articles about one's own practice excluded)
- Setting and marking examinations
- Attendance at relevant court cases, oral hearings, etc.

Note: Carrying out normal working activities is not CPD, either structured or unstructured, unless it involves research or study undertaken to improve one's ability to carry out the job.

17. What activities count as Unstructured CPD?

Activities qualifying as Unstructured CPD Activity can include:

- Reading *Architecture Ireland*
- Reading RIAI *E-Bulletins*
- Unstructured Site visits (site visits to one's own projects are excluded) and Study Tours
- Reading books, journals, technical literature, etc.
- Videos, TV, distance learning or online programmes without assessment

18. How can I claim CPD points for these activities?

- 1 hour of learning time = 1 CPD point unless otherwise specified by the RIAI.
- The number of Structured CPD points that can be claimed is limited to learning-time; time spent in registration or coffee/meal breaks does not count.
- Participation in Structured CPD must be supported by attendance records/certificates, test results or other evidence of participation. Further information is available in the [RIAI's Guide to Evidence Items for Structured CPD](#) (available from the CPD section of the RIAI website) and in Q20 below.
- No evidence is required for Unstructured CPD.

19. Why should I reflect on my CPD activities?

Experience has shown that operating a hardcopy mandatory CPD system places a huge administrative burden on the member and on the regulatory body. When 'reflection' is completed the activity automatically registered as complete on RIAI CPDEngage, avoiding the requirement for registrants/members to keep paper records, etc. and allowing restricted regulator access to assess compliance.

Whether Structured or Unstructured, each learning activity or event must be completed by a 'Reflection' prepared by the participant. This is an integral part of the process of adding the activity to the registrant/member's CPD Record. Completion of a reflection establishes whether there has been a learning outcome. You can review reflections through future cycles (wording) and the reflection can act as a reminder of what you have learned long after the detail of the activity is forgotten.



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The reflection should sufficiently to describe what you have learned from the activity; this may be as short a couple of as a few sentences. Advice and worked examples are provided in the RIAI CPD Engage User Manual. However, someone engaged in a formal educational programme or working towards a particular qualification - certificate, diploma, degree, or accreditation - need complete only one Reflection for that activity at the end of the course or of the CPD year, whichever is earlier. (See Q.32 for information on how to carry out a reflection).

20. How can I establish what evidence is required for a particular activity?

Participation in Structured CPD must be supported by attendance records/certificates, test results or other evidence of participation. Further information is available in the [RIAI's Guide to Evidence Items for Structured CPD](#) (available from the CPD section of the RIAI website).

No evidence is required for Unstructured CPD.

21. Can I record original research or a body of study on a new or unfamiliar topic as Structured CPD?

Following a revision to the RIAI CPD Policy in March 2011 you can now record the following as structured CPD:

'Original Research'

'Study/Investigation of new or unfamiliar concepts, systems, materials, processes, etc. for project purposes'

The evidence required for this type of activity is 'A Summary report, as appropriate, on sources consulted, buildings visited, outline tests/experiments carried out and conclusions reached.' (See Q.20 for more information on evidence items for structured CPD).

It is recommended that you:

- Collate the information you have studied
- Define the learning outcome you set out to achieve
- Prepare a summary report, as appropriate, on sources consulted, buildings visited, outline tests/experiments carried out and conclusions reached
- Enter the activity as a self-defined structured activity on RIAI CPDEngage
- Add the summary report as an evidence item (max 1 page recommended as the max. file size that can be uploaded to RIAI CPDEngage is 2mb)

22. Can I record work on competitions as CPD?

The work of designing and collating the competition submission would not count as CPD as this work is considered part of the everyday practice of an architect but any study/investigation of new or unfamiliar concepts, systems, materials, processes, etc. carried out for the purposes of



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the competition submission could be counted as structured CPD and should be recorded as outlined in Q.21.

23. How should I record my time spent serving on RIAI committees/exam boards?

If you volunteer for RIAI committees and exam boards should contact the RIAI staff member who liaises with your committee/board to request confirmation of your attendance at relevant meetings as evidence for your CPD record. You should add your attendance at these meetings as a self-defined activity on CPDEngage.

24. Can I claim points for participation in / completion of a 3rd level course?

CPD points can be claimed for completion of / participation in relevant courses/programmes run by recognised educational institutions. You can add this type of activity to your CPD record on RIAI CPDEngage as a self-defined activity (see Q.__ below). The in-classroom element counts as structured CPD and any study/research you have completed counts as unstructured CPD. For the structured element you should upload an evidence item which can be exam results or a letter from the university confirming that you are/were enrolled as a candidate and giving an indication of the amount of time you would have spent in the classroom/lectures/workshops during the current CPD cycle.

25. Is further guidance available on types of CPD, evidence required, free activities, etc.?

Yes. See Q. 60 below.

RIAI CPDEngage

26. What is RIAI CPDEngage?

RIAI CPDEngage, the RIAI Online CPD system, was developed in response to a number of requests from members. The system provides a centralised source including all of the key information and tools members need to plan and undertake CPD effectively. It includes the [RIAI Standards of Knowledge, Skill and Competence](#) against which you should self-assess regularly to plan their CPD. The system also includes a catalogue of upcoming programmes and can notify you of programmes in your stated areas of interest. RIAI CPD Engage is available to all active architect, associate, architectural graduate and architectural technologist members and fellows who are up-to-date with their subscriptions and who have provided the Institute with a valid unique email address.

Some programmes are available to access online (so you can undertake CPD anywhere from the office to the sofa) which greatly increases access and flexibility for members and registrants all over the country; reducing time and money spent on travel, and letting you decide when it is the right time to undertake CPD.

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RIAI CPDEngage is a more flexible and economical way to source, record and complete CPD. CPD Engage has enabled contact with a significant number of members who did not previously engage with the RIAI.

27. How do I log in to RIAI CPDEngage?

You can log in to RIAI CPDEngage at <http://cpd.riai.ie>.

28. Where can I find my login details?

Username: **Your username is your RIAI member number preceded by the letters 'riai' in small case e.g. riai99999 or riai00001**

Password: **Your password is your RIAI web login password**

If you don't know your password, just enter your Username on the RIAI CPDEngage login page and select 'Forgotten Password'. You will receive an email confirming your password. Please contact the CPD section of the RIAI at 01 6761703 or cpd@riai.ie if you do not receive this email.

29. Is it mandatory to complete a self-assessment against relevant *RIAI Standards of Knowledge, Skill and Competence*?

Although CPD Engage invites you to carry out a self- assessment against the relevant [RIAI Standard of Knowledge, Skill and Competence](#) as a first step, this is a recommendation, **not a requirement**. From an educational, strategic and professional point of view it is a valuable exercise, but it is perfectly possible to carry out and record all of your CPD activities for the year, achieving full compliance with RIAI CPD Policy, without completing a self-assessment.

See the [RIAI CPDEngage User Manual](#) for further details on how to carry out a CPD self-assessment.

30. How do I add an activity to my record which is not listed on RIAI CPDEngage? (i.e. a self-defined activity)

- Log in to RIAI CPD Engage at <http://cpd.riai.ie>. (Your login is your member number prefaced with the letters riai e.g. riai99999 or riai00001; your password is your RIAI web login password.)
- Once you've logged on click on **Record** at the top of the homepage.
- Under **Record** click on either **Add my own structured activity (self-defined)** or **Add my own unstructured activity (self-defined)**. See the 'FAQ's' section of RIAI CPD Engage for more information on RIAI CPD policy and definitions of structured and unstructured CPD.



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- Insert the **Title**, relevant **CPD points**, **learning mode**, **start date**, **goal** if this activity relates to one of your previously identified goals, **description** of the activity and any notes as relevant. 1 hour of learning time = 1 CPD point unless otherwise specified by the RIAI.
- Then click **OK**.
- On the **View Activity Details** page scroll down to the bottom of the page and click on **Reflect**.
- Complete the **Activity Reflections** and click **OK**.
- You will return to the **View Activity Details** page. If you would like to **upload an evidence item** (e.g. Notes of lecture, Certificate of attendance, etc.) you can do so at the bottom of this page. Otherwise click **Return**.
- You have now recorded and reflected on this activity.

31. How do I add an evidence item on RIAI CPDEngage?

- On the homepage click on **Record** and in the table at the lower half of the page select the activity for which you would like to add evidence.
- On the **View Activity Details** page scroll down to the bottom of the page and click on **Add an evidence item**.
- Insert a title for the evidence item e.g. RIAI CPD Certificate “Insert Course Title”. You can also insert a note if you like. Otherwise click on **type** and select **file upload**. Click on **Browse** and go to the location on your system where you have saved the attached certificate pdf file. **Note: Your evidence item must be under 2mb or 2000kb in size.**
- Select the certificate file (usually *.pdf) and click **Open**.
- You will return to the **Add Evidence** page, click **OK**.
- You will be directed to the **Evidence Item Details** page. Click **Return**.
- You will be directed to the **View Activity Details** page and your Certificate will appear under **Evidence**. Click **Return** to return to the Record page.

32. How do I carry out a reflection on RIAI CPDEngage?

- Log in to RIAI CPD Engage at <http://cpd.riai.ie> . (Your login is your member number prefaced with the letters riai e.g. riai99999 or riai00001; your password is your RIAI web login password.)



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- Once you've logged on click on the **My CPD Record** tab at the top right hand corner of the homepage.
- Under the **My CPD Record** tab click on Record.
- The table at the bottom of the page displays the activities which you have added to your record to date. Activities without a reflection will display as **Not yet completed** in the **Completed** column. Select an incomplete activity to reflect on from this table.
- On the **View Activity Details** page scroll down to the bottom of the page and click on **Reflect**.
- Complete the **Activity Reflections** and click **OK**. Your reflection can be as simple as a couple of lines describing what you learned from the activity.

Note:

For security reasons the system automatically times out after a specified period. If you intend to work on this page for longer than 15 minutes you should tick **OK** at the bottom of the page to save your work. Alternatively you can complete your reflection in the Activity Reflection Template (download from **Resources** at the top of the webpage) and copy the information into the relevant fields on this page.

- You will return to the **View Activity Details** page. If you would like to **upload an evidence item** (e.g. Notes of lecture, Certificate of attendance, etc.) you can do so at the bottom of this page. Otherwise click **Return**.
- You have now reflected on this activity.

33. Do I have to 'Submit' my CPD record on RIAI CPDEngage?

You can only submit your CPD record on CPDEngage if you are selected for audit. Members who are selected for Audit will be notified by email on the 1 June in the relevant year (see Q53 for further information on the CPD Audit). **If you have not been selected for audit you do not need to submit your CPD record.**

If you have completed (and reflected on) the required number of CPD points and achieved your CPD target you will receive an automatic notification from RIAI CPDEngage, after 1 October or at the end of the CPD grace period on the 12 November as applicable, confirming that your record is **complete**.

34. Is further guidance on the RIAI CPDEngage system available?

The [RIAI CPDEngage User Manual](#) provides further guidance on use of the system. You can claim CPD points for reading the *RIAI CPDEngage User Manual* and completing a short assessment online. Search for engage under **Find CPD** on CPD Engage to add this activity to your record.



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Once you've added the activity to your record proceed to the **View Activity Details** page for that activity and under **Online Assessment** select **Launch**. The assessment will open in a separate window. Answer the multiple choice questions, select finish and close the window. To update your result of the online assessment simply refresh the **View Activity Details** page.

35. Is my CPD record confidential?

Every RIAI member has password-protected access to their own RIAI CPD Engage account, and should not divulge their password to any third party. RIAI education staff will have no function in monitoring members' records. Any procedures relating to non-compliance will be carried out under the supervision of the Registrar on terms of strict confidentiality. Every member's CPD record is given by the member on the basis that the RIAI will keep it confidential and the RIAI agrees to do so. The RIAI regards the CPD record as personal information for the purposes of the Data Protection Acts and the Freedom of Information Act 1997, as amended.

36. Can I submit my CPD record in hardcopy?

Exceptional provision has been made for Registrants/members who do not have access to a computer and so are unable to use CPDEngage. However, the costs to the RIAI of processing hard copy submissions is substantial, so a member must notify the RIAI by 1 May in the year of the relevant cycle and must provide a valid reason, in writing, for not using the online system. Hardcopy submissions will only be accepted in the format of the [RIAI CPD Submission Template](#) which is available for download from the RIAI website.

Exemptions

37. Who can apply for a CPD exemption?

For those on maternity, parental, carer, or long-term sick leave, not involved in architecture or construction, or unemployed it will be deemed sufficient to complete 20 CPD hours through Structured or Unstructured CPD including, where possible, relevant online programme provision. See Q.39 below for details of how to apply for an exemption.

38. I am on maternity leave / long term sick leave / not working in the field of architecture – do the requirements of the RIAI CPD Policy apply to me?

For those on maternity, parental, carer, or long-term sick leave, not involved in architecture or construction, or unemployed it will be deemed sufficient to complete 20 CPD hours through Structured or Unstructured CPD including, where possible, relevant online programme provision. See Q.39 below for details of how to apply for an exemption.



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39. How can I apply for a CPD exemption?

If you would like to claim an exemption for the CPD cycle 2010-2011 please fill out the [RIAI CPD Exemption Request Form](#) (which can be downloaded from the CPD section for the RIAI website) and return it with evidence of your status (i.e. letter/receipt from social welfare with your name on it). CPD exemptions can only be approved if this form is submitted with evidence and no members will be considered to have an exemption unless they receive written confirmation from the RIAI CPD section.

40. What happens if I opt to retire from the Register of Architects for a period of time?

The CPD obligations of a registrant who resigns his/her membership for a year or more and then seeks reinstatement are subject to the *Rules for Registration*, currently being developed. The reason is to ensure that a person re-joining the Register/RIAI is still professionally competent. The draft rules suggest that persons seeking re-registration will be required to demonstrate they have taken all reasonable steps to maintain an appropriate level of professional skills and, at a minimum, to maintain on a consistent basis the requirements of the relevant [RIAI Standards of Knowledge, Skill and Competence](#) during the period for which they were not listed on the Register of Architects.

41. As a retired architect do I have to comply with the RIAI CPD policy?

The CPD policy applies to any person who is registered on the Register for Architects (registrants) and to RIAI members in all categories - Fellows, Members, Architectural Technologists and Graduates - , except those who are no longer professionally active.

As a retired architect it is assumed that you are not professionally active and are not providing advice to the public so the requirements of the RIAI CPD Policy do not apply to you.

42. I consider myself to be 'semi-retired'. Do I have to comply with the RIAI CPD Policy?

The fact that the Policy applies, as has always been the case, to RIAI members in all categories except those who are no longer professionally active, is emphasised. Following changes to the RIAI CPD Policy in December 2010 **semi-retired members are no longer exempt from the requirement to complete 20 Structured and 20 Unstructured CPD points in each cycle.** The *RIAI Code of Practice* requires that members providing architectural design services at any level remain up to date. Inclusion in the Register for Architects implies that Registrants have the knowledge and skills set out in Article 46 of Directive 2005/36/EC on the Recognition of Professional Qualifications as described in the relevant [RIAI Standards of Knowledge, Skill and Competence](#).

43. I am not currently working in the field of architecture. Do I have to complete CPD?

Registrants/members involved in professional roles other than the provision of architectural design services are reminded that their inclusion in the Register for Architects implies that they have the knowledge and skills set out in Article 46 of Directive 2005/36/EC on the Recognition of



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Professional Qualifications. Consequently they need to maintain a general awareness of developments relating to the relevant [RIAI Standard of Knowledge, Skill and Competence](#).

44. I am a new member – do the requirements of the RIAI CPD Policy apply to me?

For new registrants/members (i.e. people who have not heretofore been registered or held RIAI membership in any category) admitted before 1 May in any year it will be sufficient to complete a total of 20 hours of Structured and/or Unstructured CPD in that cycle.

New registrants/members admitted after 1 May in any year are exempt from the CPD requirement for the remainder of the cycle during which they join.

45. I live/work outside Ireland. How can I complete CPD?

If you are living/working abroad you can complete your CPD in your country of residence and the CPD can be based on your practice as an Architect in that country. Alternatively you can complete some of the free online CPD activities available via RIAI CPDEngage. [A Guide to Free CPD](#) is available to download from the CPD section of the RIAI website.

Excess CPD points

46. Can I carry over excess points from the previous cycle to the next cycle? How?

Following revisions to the RIAI CPD Policy in 2011 up to 20 excess hours in one cycle may now be carried over into the next cycle*. You should re-enter excess CPD points in the next cycle when it opens on the 1 October, RIAI CPDEngage does not automatically carry excess points over the next cycle for you.

47. Can I offset excess structured points against the structured requirement?

Following changes to the RIAI CPD Policy in 2011 excess hours of Structured CPD can now be offset against the 20 hour requirement for Unstructured CPD*.

*Remember that not more than fifty percent of CPD activity in any one year should be spent on any one topic or in any one activity unless the activity relates to a formal educational programme or work towards a particular qualification (certificate, diploma, degree, or accreditation).



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CPD cycle end and the Grace Period

48. When is the CPD deadline?

The CPD cycle ends on the 30 September each year. On the 1 October each year RIAI CPDEngage automatically moves into the next CPD cycle and when you open your account no CPD activities will be displayed on your record for the new cycle.

49. What percentage of my CPD requirement/target must I complete by the CPD deadline?

Any person failing to complete 70% of their CPD requirement by the cycle deadline on 30 September each year will have their CPD record display as “Incomplete” for that cycle.

50. What is the grace period? Can everyone access the grace period?

Registrants/members who have completed 70% of the full CPD requirement on CPDEngage by the cycle deadline on the 30 September will automatically be granted a period of 6 weeks grace within which to complete their CPD requirement.

51. Once the cycle has changed on the 1 October can I view my CPD record for the previous cycle in RIAI CPDEngage?

To view your record for the previous cycle on RIAI CPDEngage click on the **Cycle Selector** at the top of the home page. You’ll notice that the current cycle is selected / ticked. Select the cycle you would like to view. You can now view CPD activities for the previous cycle by selecting the **Record** tab. To return to the current cycle simply readjust the cycle in the **Cycle Selector**.

52. How do I record points for the previous cycle, during the grace period, once the cycle has changed on the 1 October?

Follow the steps set out in Q.32 and follow the usual steps to add a self-defined activity or an activity listed under **Find CPD**. To return to the current cycle simply readjust the cycle in the **Cycle Selector**.

CPD Audit

53. What is the CPD audit?

A proportion of CPD records will be randomly selected by computer for detailed audit each year. The CPD audit is a dialogue between the CPD Verifier and the Registrant/member. The Registrant/member submits their completed RIAI CPDEngage account for audit on the 1st September and the verifier reviews and approves each individual activity. If there is a question about the validity of a particular activity the verifier will communicate with the Registrant/member via their RIAI CPDEngage account giving them an opportunity to address any issues that arise with their record.



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54. How will I know if I have been selected for audit?

Registrants/members whose records are being audited will be notified on 1 June each year.

55. What do I need to do if I am selected for audit?

If you are selected for audit you will be asked to submit your CPD record (using the **Submit** tab on RIAI CPDEngage), or in hardcopy if applicable, by the CPD Deadline on 30 September of the relevant year. When you submit your CPD record elements of your record will become visible to the CPD Verifier. The CPD audit will be carried out during the 6 week grace period. RIAI education staff will have no involvement in monitoring members' records. The monitoring function will be carried out separately the CPD Verifier under the supervision of the Registrar.

56. How is the audit selection carried out?

A proportion of CPD records will be randomly selected by computer for detailed audit each year. The statistical method employed for selection of those to be audited is Simple Random Sampling. A key factor in this method of sampling is there is no tampering with the 'population' from which the sample is drawn. The sample is drawn from the full current RIAI membership subject to CPD requirements on the first of June every year. It is therefore possible that a member included in the random sample exercise in one year may also be included in a subsequent year.

Completion/Non-completion

57. When will I be notified that I have/have not achieved my CPD targets for this cycle?

- If you have completed your CPD requirement by the CPD deadline on the 30 September you should receive an automatic notification from RIAI CPDEngage after 1 October confirming that your record is **complete**.
- If you have completed 70% or greater of your total CPD requirement by the CPD deadline on the 30 September you will automatically be permitted to complete the remaining CPD points during the 6 week CPD grace period, ending on the 12 November. After this date you will receive an automatic notification from RIAI CPDEngage confirming your **complete** or **incomplete** status as applicable.
- If you have completed less than 70% of your CPD requirement by the CPD deadline on the 30 September you will receive an automatic notification from RIAI CPDEngage after 1 October confirming that your record is **incomplete**.

58. What will happen if I do not complete the required CPD points at the end of the cycle?

A registrant/member whose CPD record is "Incomplete" at the end of the grace period will be asked to provide an explanation for non-compliance. Unless there is good reason the matter will be referred to the Professional Conduct Committee. Sanctions open to the Professional



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Conduct Committee include censure, fines, suspension, conditions for continued registration, and removal from the register.

Further Information & Support

59. What CPD Supports are available?

- *RIAI CPDEngage - Online CPD System- See Q.26 above.*
- *RIAI CPD Resources* - Available in RIAI CPDEngage, includes all basic RIAI documentation, including Practice Notes, Standard Documents, lists of relevant legislation and of essential reference publications.
- *On-Going RIAI CPD Courses* – The RIAI provides a range of CPD activities, in response to external events such as new legislation, the needs of members’ and recommendations of the CPD Advisory Committee. The development of CPD events by Regional Groups is to be encouraged and supported. See the [RIAI CPD Events](http://www.riai.ie/cpd/events) page on the RIAI website www.riai.ie/cpd/events
- *CPD Designation* - To help members identify CPD content, the RIAI will assign a ‘CPD designation’ together with Credit Hours and Learning Outcomes to suitable RIAI events, service on RIAI Council and Committees, relevant articles in Irish Architect, CPD related material included in RIAI circulations, and on the RIAI website.
- *RIAI CPD Network* - Under the RIAI CPD Network system, building industry manufacturers and suppliers active in Ireland can submit specially designed trade literature, design guides, seminars, etc. to the RIAI for assessment. Once a proposal meets the standards set out in the *RIAI Guidelines for the Preparation of CPD Publications or Events* it is given RIAI approval, and the company is allowed to publish the material or launch the event under the ‘RIAI CPD Network’ logo.
- *RIAI CPD Links* – This is an RIAI initiative for partnership with people and organisations who offer educational programmes, publications and events which would be useful for Architects and Architectural Technicians/Technologists. See the [RIAI CPD Links](http://www.riai.ie/cpd) course listing on the RIAI website www.riai.ie/cpd.
- Members can use materials or events carrying the RIAI CPD Network logo for their own personal CPD or as a source for In-house CPD sessions in a Practice, knowing that they have been subject to RIAI educational evaluation. See the [RIAI CPD Network](http://www.riai.ie/cpd) course listing on the RIAI website www.riai.ie/cpd.



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- *CPD Certificates and Recording* - To assist members in maintaining a record of their CPD activities the RIAI will issue evidence of attendance for all RIAI CPD events. The online system provides tools for CPD planning and recording.
- *RIAI Skillnet* - The RIAI Skillnet network receives and distributes government funding for attendance at certain RIAI CPD Courses. For further information contact the RIAI Skillnet at skillnet@riai.ie.

60. Where can I find further guidance on RIAI CPD Policy, RIAI CPDEngage and RIAI CPD courses?

Further guidance is available as follows:

- [RIAI CPD Policy](http://www.riai.ie/cpd) available from the CPD Policy section of the RIAI website www.riai.ie/cpd
- [RIAI's Guide to Evidence Items for Structured CPD](#)
- [Key dates in the 2010-2011 RIAI CPD cycle](#)
- [RIAI Standard of Knowledge, Skills and Competence for Practice as an Architect](#)
- [RIAI Standard of Knowledge, Skills and Competence for Practice as an Architectural Technologist](#)
- [RIAI CPDEngage User Manual](#)
- [A Guide to Free CPD](#)
- [Sample Member's Compliant CPD Record](#)
- [RIAI CPD Events](#) page on the RIAI website www.riai.ie/cpd/events
- [RIAI CPD Network](#) course listing on the RIAI website
- [RIAI CPD Links](#) course listing on the RIAI website
- **Find CPD** and **Resources** section of RIAI CPDEngage <http://cpd.riai.ie>
- The new [RIAI Code of Professional Conduct](#) available from the RIAI website www.riai.ie/cpd