

RIACPD LINKS

RIAI Recognised CPD Providers

A partnership between
Providers of Continuing
Professional Development
and the RIAI

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In response to demand from education providers the RIAI has launched an initiative for partnership with people and organisations who offer educational programmes, publications and events which would be useful for Architects and Architectural Technicians/Technologists.

The RIAI

The RIAI, founded in 1839, is the Registration Body and Competent Authority for the architectural profession in Ireland. The RIAI has over 3000 individual members (including Architects, Architectural Technicians/Technologists and Graduates) and 655 registered practices.

A high standard of professional competence is maintained by examination prior to admission, a policy of Continuing Professional Development, and an extensive service of information and support for all practitioners. The Institute's involvement with Architects and Architectural Technicians/Technologists starts when they are students and continues with advice and back-up throughout their professional lives.

RIAI Policy on Continuing Professional Development

Continuing Professional Development (CPD) has been defined as:

“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”

It has always been implicitly understood that it is the responsibility of any professional to maintain his or her professional skills, but in 1998 the RIAI introduced its first formal CPD policy. In 2009, 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 introduced a revised CPD policy, again aimed at protecting the consumer, supporting the profession and promoting the production of high quality architecture.

The Policy is underpinned by the terms of Article 22 of European Directive 2005/36/EC on the Recognition of Professional Qualifications which 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.”

and by the new *RIAI Code of Professional Conduct*, which was drafted under the provisions of Section 56 of the Building Control Act 2007 and includes requirements for the maintenance of professional skills.

The RIAI Policy on CPD applies to any person who is registered on the statutory Register for Architects and to all members of the RIAI (Architects, Architectural Technicians/Technologists and Graduates) except those who are no longer professionally active.

CPD Policy requirements for registrants and members, which are mandatory, are detailed below.

RIAI CPD Policy Requirements

Professionals have a duty to ensure that they are capable of providing the services they offer. Within the context of RIAI CPD Policy 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 Standard of Knowledge, Skill and Competence*,**

and

- b. **acquire and maintain the skills appropriate to their current activities and chosen career path.**

So members are free to choose the topics which are most relevant to their own responsibilities and interests. What is appropriate for a senior 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. However, any CPD activity must be deliberate, focused and planned with a particular educational end in view. All members are advised to develop a personal CPD strategy and to use the online system **RIAI CPD Engage** to assess, plan, record and reflect on their CPD activities.

Under the new Policy, which came into effect on 1st October 2009, each registrant/member must accumulate a total of 40 hours of CPD activity in the course of each year, divided as follows:

- a) 20 hours Structured CPD
- b) 20 hours Unstructured CPD

Compliance with these requirements is monitored through **RIAI CPD Engage** and there are sanctions for failure to meet them.

RIAI CPD Engage

RIAI CPD Engage, the RIAI's online CPD system, provides a centralised resource which includes all of the key information and the tools that members need to plan, undertake and record their CPD effectively. It includes the *RIAI Standards of Knowledge Skill and Competence* which provides a framework against which members assess themselves regularly to plan their CPD.

The system also includes a catalogue of upcoming CPD events and can alert members to programmes in their stated areas of interest. **RIAI CPD Engage** is available to everybody on the statutory Register for Architects and to all active Architect, Architectural Technician/Technologist, Associate and Graduate members of the RIAI.

Why RIAI CPD LINKS

As part of its CPD support system the RIAI itself provides members with a wide range of technical and professional information in the form of publications, lectures, courses and advice. However, it is recognised that many other organisations – professional, educational and commercial – deliver programmes and events which can be of educational value to registrants and RIAI members.

In 2000 the RIAI introduced the '**RIAI CPD Network**'. The objective of the Network was to improve the quality and content of information given to architects by manufacturers and suppliers of products and services to the construction industry. It was recognised that while some promotional material was of genuine educational value most of it was not. This represented a missed opportunity that the profession and the industry could ill afford. Participants in the Network work with the RIAI on developing the educational content of their trade literature and presentations. Once approved by the RIAI materials and presentations can carry the RIAI CPD Network logo. Attendance at approved presentations, which must be delivered free of charge, earns Structured RIAI CPD points for registrants and RIAI members.

The new **RIAI CPD LINKS** is intended to expand substantially the range, depth and quality of CPD opportunities available to RIAI members. This will bring to three the strands of CPD offered through the RIAI:

- RIAI Programmes, provided by the RIAI itself
- RIAI Recognised CPD Providers
- RIAI CPD Network

Who can join the RIAI CPD LINKS

The primary purpose of the programme must be educational. The RIAI makes a clear distinction between educational and marketing activities. People or organisations providing educational activities primarily as a vehicle for the promotion of their own product or service are excluded from RIAI CPD LINKS. The decision on whether an activity is primarily educational or primarily promotional rests solely with the RIAI.

People and organisations eligible for inclusion in RIAI CPD LINKS List may include:

- Educational Institutions
- Professional Bodies
- Individuals, companies, organisations, groups or associations offering educational activities or programmes relevant to architects and architectural technicians/technologists.

The following groups should refer to the 'RIAI CPD Network' system:

- Manufacturers and suppliers of building materials, products, components or equipment
- Specialist service suppliers
- Associations of manufacturers or suppliers
- Marketing, management, IT, financial and other companies who are promoting a service to the architectural profession.

What are the Benefits for the CPD Provider?

Joining RIAI CPD LINKS RIAI Recognised CPD Provider offers you:

- Programme listing on RIAI CPD Engage
- Links from **RIAI CPD Engage** to your website
- The RIAI mark of approval for your authorised programme
- The right to use the RIAI CPD LINKS for approved materials/events*
- Promotion of your educational programmes to RIAI members, Registered Practices and others through the public area of the RIAI website
- Inclusion of new programme details in one issue of the fortnightly RIAI CPD *E-Bulletin*
- Assignment of RIAI CPD points to your training
- Model attendance certificate
- Model evaluation form
- Advice from people who understand the needs and attitudes of your potential audience.
- Opportunity to increase the relevance of your materials/events for the architectural market

* **Please note that the RIAI CPD LINKS Logo can be used only for the approved programme/s and not for other programmes offered by the same provider or by the provider's organisation itself.**

RIAI CPD Engage lists CPD programmes in the three categories;

- RIAI CPD Programmes,
- RIAI CPD LINKS
- RIAI CPD Network

RIAI CPD Engage users can navigate between these three course types and choose the CPD activity which best suits their current needs. They can also search all three course types for a particular topic of interest.

Where a Recognised RIAI CPD LINKS Provider's course or event is listed the member can view the following information:

- Course/event title
- Course/event description
- Participation mode (e.g. attendance, distance-learning / correspondence, online, etc.)
- CPD points (whether Structured or Unstructured)
- Pre-requisites for participation
- Speakers
- Scheduled dates
- Price
- Help URL (a link to the Provider's website for more information, booking/payment or to the course material itself)

Guidelines for CPD Activities

The aim of the RIAI CPD LINKS is to ensure that the quality and content of education offered by independent providers is relevant to RIAI members. Well-designed programmes, appropriately delivered by knowledgeable and experienced educators will result in successful and relevant learning outcomes.

Each registrant/member must accumulate a total of 40 hours of CPD activity in the course of each year, divided as follows:

- 20 hours Structured CPD
- 20 hours Unstructured CPD

The RIAI CPD Policy defines 'Structured' and 'Unstructured' CPD as follows: 'Structured' CPD is a learning activity for which the learning outcomes are identified by the provider in advance. (A 'learning outcome' is a statement of what the learner is expected to know, understand or be able to do on successful completion of the activity.) All other forms of CPD activity are regarded as 'Unstructured'.

1 hour of learning time = 1 CPD point unless otherwise specified by the RIAI. The number of CPD hours that can be claimed is limited to learning-time; time spent in travel, registration or coffee/meal breaks does not count.

Whether Structured or Unstructured, a member's CPD activity is not registered against his/her CPD obligations until it has been entered in his/her personal **RIAI CPD Engage** record, accompanied by a written 'Reflection' by the member on the learning achieved.

Structured CPD

Provided that they conform to the definition above, activities qualifying as Structured CPD can include, but are not limited to:

- Conferences, lectures, seminars, workshops, demonstrations, site visits and study tours
- Courses of any duration.

For RIAI Recognised CPD to count as Structured CPD, providers must issue RIAI members with attendance certificates, test results or other evidence of participation, in both hard and soft copy format.

Unstructured CPD

Activities qualifying as Unstructured CPD Activity can include, but are not limited to:

- Personal study or development
- Unstructured Site visits and Study Tours
- Exhibitions
- Reading books, journals, technical literature, etc.

Guidelines for CPD Activities

Content

The RIAI's membership includes fully qualified architects and architectural technicians/technologists and also graduates who are in training for their professional examinations. Members work in a wide range of roles in both public and private sectors, in practice, in industry and in education.

Architectural practices vary in size from the sole practitioner with minimal or no secretarial backup to firms of employing many architects and technicians or technologists. However, the functions and responsibilities of the smallest practice are essentially the same as those of the largest.

The core skills of Architects and Architectural Technicians/Technologists, which are wide-ranging, are set out in:

- The RIAI Standard of Knowledge, Skill and Competence for Practice as an Architect.
- The RIAI Standard of Knowledge, Skill and Competence for Practice as an Architectural Technologist.

CPD activities aimed at maintaining and updating skills listed in the Standards*, will always be relevant.

However the range of roles and activities in which architects and architectural technologists engage is constantly evolving. In addition, many have an interest in expanding their knowledge and skills beyond what is required for their core activities or chose to follow other related career tracks. So the range of topics which may have relevance is very wide indeed and the list of additional fields given here is non-specific and non-exhaustive.

- Arbitration, Mediation and Negotiation
- Archaeology
- Art (all fields)
- Business (including marketing, finance, etc.)
- Communication and Languages
- Design (urban, landscape, furniture, product, graphic, etc.)
- Education, Training and Mentoring
- Economics and Politics
- Engineering
- Environmental Studies
- IT
- Law
- Management
- Multi-media (Web Design, CAD, Photography, etc)
- Planning, (Spatial, strategic, etc.)
- Property and Development Economics
- Psychology and Sociology
- Research
- Technology

Any provider uncertain as to whether a field or topic might be suitable is invited to contact the RIAI for guidance before submitting a formal application for approval.

*The *Standards* can be found in the 'Education' section of the RIAI website www.riai.ie

Guidelines for CPD Activities

Interactive Learning

Regardless of content or format, how the CPD course or event is structured and presented will affect the amount of learning achieved. It is not just the amount of time spent in the activity, but the degree of involvement of the participant that matters. Involvement can occur at different levels and information acquired during a higher level activity is more likely to be retained by the learner. The Levels might be defined as follows:

- **Level 1:** Reading trade literature, listening to a lecture or viewing a video, CD or online material in a relatively passive manner, perhaps taking some general notes in the process, but without a particular end in view.
- **Level 2:** Attending a lecture or seminar that involves structured Q&A sessions, group discussions based on real situations, or workbook or computer exercises to be completed by participants during the event.
- **Level 3:** A CPD activity at this level requires participants to demonstrate what they have learned. This can be done through workshops with pre- and post- evaluations, courses which incorporate tests or are followed up by examinations.

So CPD courses or events should preferably include an interactive component that permits learners to engage with the instructor, other learners, or the learning resources.

Examples include:

- case studies;
- discussions with instructor or other learners;
- workshops, group exercises or “break-out” discussion groups, round tables or focus groups;
- hands-on activity or interactive computer software or workbook exercises;
- problem-solving exercises;
- simulation or role-playing
- tests or other forms of assessment

Distance Education

So as to facilitate access to CPD for all of its members the RIAI encourages the provision of Distance Learning either as the primary mode of delivery or in addition to any live, real-time or face-to-face delivery. Acceptable modes of distance learning include:

- Audio/video tape
- Interactive CD-ROM or other software
- Video/Teleconference
- Internet based-learning
- TV
- Correspondence

All CPD delivered through a mode of distance learning should include a test or series of questions for assessment or self-evaluation by the participant.

Guidelines for CPD Activities

Course Materials

Whether delivered in the form of hard or soft copy, any CPD materials should meet the following conditions:

- Use good clear page or screen layouts.
- Incorporate good drawings and/or photographs where appropriate to explain the content.
- Include contents list, index or other search mechanism for finding required information quickly.

Qualifications of Providers

The Provider shall have available qualified trainers or instructors in the location(s) proposed. All instructors and course developers shall be professionals within their sphere of instruction with an appropriate licence or membership in a professional association, or recognised in their field of expertise. The following are considered appropriate backgrounds:

- independent expert or consultant
- in-house expert
- industry representative
- practitioner in the field
- academic

The Providers shall submit the necessary curricula vitae and other relevant documentation to support their qualifications (see the RIAI CPD LINKS Application Form). Where appropriate, the Provider shall also submit details of experience in the delivery of continuing education to professionals.

Where the course or event is provided specifically for an architectural audience, the Provider should be prepared to evaluate the success of the activity, share this evaluation with the RIAI and make any necessary adjustment for future delivery.

Review of Content

The RIAI reserves the right to thoroughly review any applicant Provider and/or its course or event in its entirety to ensure that it qualifies as RIAI-Recognised CPD. RIAI Education staff or their designated experts will conduct the review. The purpose of this review is two-fold:

- To ensure that the Core Learning Activity is applicable to practice as an architect or architectural technician/technologist in Ireland.
- To respond to feedback from members and provide a mechanism to withdraw courses

Schedule of Fees

Fees for the Evaluation of a programme for RIAI approval and for Advertising by the RIAI are shown separately below.

2010 Evaluation Costs:

A 3-year approval contract applies to all applications. Providers are re-evaluated after 3 years and their listing is updated or terminated. The RIAI reserves the right to reject an application which does not meet the relevant requirements. Application fees are non-refundable.

Standard applications

€750 - 1st programme evaluation
€250 - per subsequent programme or 3 year re-evaluation

RIAI member applications

€450 - 1st programme evaluation
€150 - per subsequent programme or 3 year re-evaluation

Accredited educational institutions

No evaluation for 1st or subsequent programme

Advertising Costs:

Cost includes promotion of your educational programmes to RIAI members via:

- Programme listing on RIAI CPD Engage the RIAI Online CPD System
- Opportunity to provide links to providers online programmes from RIAI CPD Engage
- Programme listing on RIAI website
- Inclusion of programme details in one issue of the RIAI CPD Bulletin
- Links from the RIAI website and **RIAI CPD Engage** to your website

RIAI member applications

Submission of 1 course for listing on RIAI CPD Engage together with schedule dates -
€50 per year

Subsequent addition or revision to schedule dates or course description - €20 per revision

All other applications

Submission of 1 course for listing on RIAI CPD Engage together with schedule dates -
€100 per year

Subsequent addition or revision to schedule dates or course description -€35 per revision

RIAI CPD LINKS

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