

RIAI CPD SUBMISSION TEMPLATE

Registrant/members must use **RIAI CPD Engage** <http://cpd.riai.ie> to record their CPD. **Registrants/members who do not have access to a computer** may keep a hard copy record of their CPD activity. They must notify the RIAI of their intention to keep a hardcopy 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 this *RIAI CPD Submission Template*.

Please refer to the [RIAI CPD Policy July 2011](#) for guidance when completing this template. The policy can be downloaded from the link above or from the CPD section of the RIAI website www.riai.ie. The following text is extracted from the *RIAI CPD Policy July 2011*:

The RIAI requires the following minimum level of CPD involvement:

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

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

- The year runs from October to September.
- 1 hour of learning time = 1 CPD point unless otherwise specified by the RIAI.
- Up to 20 excess hours in one cycle may be carried over into the next cycle.
- 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.)
- Structured CPD does not have to be provided, approved or accredited by the RIAI.

Structured CPD

Activities qualifying as Structured CPD Activity can include:

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

The number of Structured CPD hours 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 evidence of successful completion of a course. Excess hours of Structured CPD can be offset against the 20 hour requirement for Unstructured CPD.

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 Council is equivalent to approximately 25 structured hours per year. Only twenty of these hours can be counted towards the required 20 hours of structured CPD; the other five 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).

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,

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.

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 and 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

