

Summary of Changes to RIAI CPD Policy

March 2011



This presentation will cover:

- **The basics of RIAI CPD Policy**
- **Some FAQ's**
- **Changes made to the CPD Policy in 2011**
- **What is structured and unstructured CPD?**

RIAI CPD POLICY & CPDEngage

The Basics:

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

*Unless they qualify for a CPD exemption (see later slides)

- The year/cycle runs from 1st October to 30th September.
- 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.)

RIAI CPD POLICY & CPDEngage

FAQ's:

- **CPD does not have to be provided, approved or accredited by the RIAI.**
- **Any learning activity you complete can be counted as CPD** once you are satisfied that it complies with either of the following as applicable:

The RIAI Standard of Knowledge, Skills and Competence for Practice as an Architect.

or

The RIAI Standard of Knowledge, Skills and Competence for Practice as an Architectural Technologist

- **Participation in Structured CPD must be supported by attendance records /certificates, test results or evidence** of successful completion of a course.
- **1 hour of learning time = 1 CPD point** unless otherwise specified by the RIAI.

RECENT CHANGES TO RIAI CPD POLICY

RIAI CPD POLICY WAS REVIEWED IN MARCH 2011 AND SUBSTANTIAL CHANGES MADE INCLUDING:

General:

- The range of activities qualifying as Structured CPD has been greatly expanded
- Excess hours of Structured CPD can be offset against the Unstructured CPD requirement
- Up to 20 excess hours in one cycle may be carried over into the next.
- Not more than 50% of CPD activity in any one cycle should be spent on any one topic or in any one activity.
- Registrants/members are reminded that they need to maintain a general awareness of developments relating to the *RIAI Standard of Knowledge, Skills and Competence for Practice as an Architect* or the *RIAI Standard of Knowledge, Skills and Competence for Practice as an Architect Technologist*.

RECENT CHANGES TO RIAI CPD POLICY

Targets & Auditing:

- Registrants/members whose records are due to be audited will be notified on 1 June each year.
- Any person failing to achieve at least 70% of their CPD requirement by the cycle deadline on 30 September will have their CPD record display as “Incomplete” for that cycle.
- Registrants/members who have completed 70% of the full CPD requirement by the cycle deadline on the 30 September will be granted a period of 6 weeks grace within which to complete their CPD requirement.
- Failure to achieve 100% of the CPD requirement by the grace period deadline will result in an “Incomplete”.

RECENT CHANGES TO RIAI CPD POLICY

Special Exemptions:

- Registrants/members wishing to avail of a CPD Exemption must submit an application form and evidence by 31 August each year.
- **Semi-retired members** are no longer exempt from the requirement to complete Structured as well as Unstructured CPD.
- **Members who do not have access to a computer** must provide a valid reason, in writing, for not using the online system by 1st May each year.
- CPD requirements for **new registrants/members** are clearly defined
- 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.

RIAI CPD POLICY – STRUCTURED CPD

- Relevant conferences, lectures, seminars and workshops (including in-house CPD sessions)
- 'CPD designated' RIAI events
- 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

RIAI CPD POLICY – STRUCTURED CPD

GREEN TEXT INDICATES ACTIVITIES ADDED WHEN WAS POLICY REVISED IN MARCH 2011

- 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)

RIAI CPD POLICY – STRUCTURED CPD

GREEN TEXT INDICATES ACTIVITIES ADDED WHEN WAS POLICY REVISED IN MARCH 2011

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

Summary

CPD is any learning activity relating to your practice as an architect / architectural technologist.

The CPD Policy has been revised to expand the range of activities that count as CPD.

CPD doesn't have to cost the earth....or anything at all.

Start early and plan your CPD for the year.

If in doubt contact the RIAI CPD section for help at cpd@riai.ie