Introduction
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’.

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.

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.

Performance Standards
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. . . ."
The new RIAI Code of Professional Conduct, drafted under this provision of the Act, 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.**

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 or Technologist - except those who are no longer professionally active.

**Purpose**
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.

**RIAI Policy**
RIAI Policy on CPD can be summarized under the following headings:

- Application
- Standards
- Requirements
- Recommendations
- Sanctions
- Confidentiality
- Supports

**Application**
This Policy comes into force on 1st October 2009 and applies to any person who is registered on the Register for Architects (registrants) and to RIAI members in all categories - Fellows, Members and Architectural Technologists - except those who are except those who are: no longer professionally active; or are registered on a temporary and occasional basis under Part 7 of the Building Control Act 2007. 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.

For new registrants/members (i.e. people who have not heretofore been registered or held RIAI membership in any category) admitted before 1 June 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 June are exempt from the CPD requirement for the remainder of the cycle during which they join.

For Architectural Graduate members and Architectural Technology Graduate members recording and completion of CPD activities is recommended and encouraged, but not mandatory, as graduates are generally already engaged in a structured programme of study and professional development.

The RIAI, or the case of registrants the Registrar, may, at its absolute discretion waive or relax CPD requirements in any particular case if its satisfied that doing so will not result in undue risk to clients or the public.

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.

Standards
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 Standard 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.

Requirements
The RIAI requires the following minimum level of CPD involvement.

1) 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 CPD cycle runs from 1 December in any one year to 30 November the following year.
   - 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 (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)
● 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 other evidence of participation*. 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 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).

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. 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.

2) Where the registrant/member is providing services on the basis of a specific RIAI Accreditation (e.g. Conservation, PSDP, etc.) at least 8 hours of CPD must relate to that topic.

3) Every registrant/member must read RIAI Practice Notes, RIAI Practice and/or Member Newsletters, RIAI CPD News Alerts and all other circulated material which is given a ‘CPD Designation’ by the RIAI and make themselves familiar with the contents of those items which are relevant to their own responsibilities. Apart from the CPD News Alerts, this contributes to the unstructured requirement. If carried out consistently and conscientiously this could in some cases meet the full requirement for Unstructured CPD.
4) Registrant/members must use **MyRIAI CPD** to record their CPD. Registrant/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 hard copy 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 Hardcopy CPD Submission Template** which is available for download from the RIAI website.

5) EEA Registrant/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. Further information on RIAI approved courses in professional practice is available at [http://www.riai.ie/education/riai_examinations/professional_practice_exam/](http://www.riai.ie/education/riai_examinations/professional_practice_exam/)

**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**.

**Recommendations**

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 **Standard 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. Many registrants and members are involved in professional roles other than the provision of architectural design services, and this will clearly influence what topics are most relevant to their responsibilities. However, registrants should be mindful 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 Professional Qualifications. Consequently they need to maintain a general awareness of developments relating to the **RIAI Standard of Knowledge, Skills and Competence for practice as an Architect**.

Each registrant/member should carry out a self-assessment against the relevant **Standard of Knowledge, Skill and Competence**, develop a personal CPD strategy, and at least once a year should review progress and consider an outline plan of action for the months ahead.

Once a registrant/member has ensured his/her compliance with the relevant **Standard** he/she is free to choose the CPD topics which are most relevant to his/her own interests and responsibilities. Registrant/members are encouraged to consider their CPD activities in terms of both organisational and personal needs.

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

**Monitoring**

Compliance with RIAI CPD Requirements is mandatory. Registrants/members must keep records to demonstrate their compliance and should do so using the online system provided by **MyRIAI CPD**. Members will periodically receive notifications of their current CPD status. At the end of each cycle the
number of CPD hours recorded for each member will be monitored automatically through MyRIAI CPD. In addition, a proportion of CPD records will be randomly selected by computer for detailed audit each year. Registrants/members whose records are being audited will be notified on 1 June each year and will be required to submit their completed accounts for audit on CPD Engage (or in hardcopy if applicable*) by the CPD Deadline on 30 November of that year. The CPD audit will be carried out in the weeks following the CPD deadline each year. RIAI education staff will have no involvement in monitoring members’ records. The monitoring function will be carried out separately under the supervision of the Registrar.

Sanctions
Any person failing to achieve 100% of their CPD requirement by the cycle deadline on 30 November each year will have their CPD record display as “Incomplete” for that cycle.

If a person whose account is selected for CPD audit fails to demonstrate the requirements of RIAI CPD Policy for that cycle, their MyRIAI CPD account will be included in the CPD audit for the following two CPD cycles. Failure to demonstrate compliance with RIAI CPD Policy on MyRIAI CPD for three consecutive CPD cycles will result in referral to the Professional Conduct Committee (PCC) for a serious breach of the Architects’ Code of Conduct.

A registrant/member whose CPD record is “Incomplete” at the end of the CPD cycle 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 Processional Conduct Committee include censure, fines, suspension, conditions for continued registration, and removal from the register.

Reinstatement
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.

Confidentiality
Every RIAI member has password-protected access to their own MyRIAI CPD 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.

Supports

1. **RIAI Online CPD System**
   MyRIAI CPD 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 Competences against which members should self-assess regularly to plan their CPD. The system also includes a catalogue of upcoming programmes and can notify members of programmes in their stated areas of interest. MyRIAI CPD is available to all active architect, architectural technologist, architectural graduate and architectural technology graduate members and fellows who are up-to-date with their subscriptions and who have provided the Institute with a valid unique email address. Architectural graduate members and architectural technology graduate members are encouraged to use MyRIAI CPD to record their CPD however, as compliance with RIAI CPD Policy is recommended but not mandatory for these classes of membership, their CPD target on MyRIAI CPD display as zero.

2. **RIAI Resources**
   Available on the members’ area of the RIAI website is all basic RIAI documentation, including Practice Notes, Standard Documents, lists of relevant legislation and of essential reference publications.

3. **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.

4. **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 Architecture Ireland, CPD related material included in RIAI circulations, and on the RIAI website.

5. **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 is deemed by the CPD Network Assessor panel to meet the required RIAI CPD Network standard it is given RIAI approval, and the company is allowed to publish the material or launch the event under the ‘RIAI CPD Network’ logo.

   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.

6. **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. MyRIAI CPD provides tools for CPD planning and recording.

7. **CPD Advisory Committee**
   The CPD Advisory Committee includes representatives from Administration, the Board of Architectural Education and other Divisions of the RIAI. Its role is to:
   - Identify CPD needs of the profession
   - Provide professional input to planning of the RIAI CPD Programme
   - Instigate new or other courses as necessary
   - Accredit CPD events/materials
   - Review performance of CPD policy in action.

8. **Privacy Statement**
   Please see our Privacy Statement which has been created to demonstrate our commitment to the privacy of your personal information and explain our use of your personal information under applicable Data Protection legislation. [http://www.riai.ie/about_this_site/privacy_statement/](http://www.riai.ie/about_this_site/privacy_statement/)