



**RIAS-regs**

**Continuous Professional Development (CPD)  
Guidance**

Version 4.0 January 2021

**RIAS**  
The Royal Incorporation  
of Architects in Scotland

## 1. Guidance notes for Continuous Professional Development

All Approved Certifiers of Design have a professional obligation to undertake a minimum of ten hours structured CPD in any one year.

This is for the Approved Certifiers of Design's own benefit and it is embodied in the RIAS-regs Code of Conduct. Members should also, where possible and appropriate, support the professional development of fellow Approved Certifiers of Design.

It is worth remembering that knowledge obtained when qualifying will not remain at the same level but will be updated by training and personal experiences, ie by Continuing Professional Development (CPD).

CPD is defined as *"the systematic maintenance, improvement and broadening of knowledge and skill for the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life"*. This definition is shared by other professionals in the Construction Industry Council (CIC), of which RIAS, CIBSE and CIAT are members.

Approved Certifiers of Design are required to submit details of CPD undertaken annually, at the end of each January starting from the first full year of membership of a Scheme. Failure to submit this information could result in membership of the relevant Scheme being suspended. Any failure to undertake the CPD requirements could result in referral to the Conduct Panel for breach of the Schemes' Code of Conduct.

RIAS-regs considers that it is the responsibility of the individual to determine their own requirement for CPD. Members are required to develop their own Personal Development Plan (PDP) at the beginning of each year to identify CPD activities they wish to undertake in support of their own objectives.

**The PDP is for the members own personal use and does not require to be returned.**

## 2. Completion of the Personal Development Plan (PDP) and CPD Record Card

Your CPD is personal — you should complete your PDP at the beginning of each year, this will assist you in determining your CPD requirements which should be relevant to the Certification of Design Schemes. You are encouraged to consult with your employers when developing and reviewing your PDP.

You must keep a record of your CPD activity — you should then indicate the type of activity and the number of CPD hours undertaken on your CPD record card, an Excel copy of which is located in the Members Documents on the Schemes' website. CPD hours *only* include those where professional development has been achieved

You should keep a file of all CPD activity undertaken — you can show this to employers and clients. You should:

- use CPD as a necessary (and stimulating) experience to develop new talents and skills
- consider interests and responsibilities
- think about changes which affect you personally or the profession at large
- appraise present tasks and performance
- consider career development or transition to a new role
- consider how you will develop corporate, personal, management and technical skills
- define priorities; short, medium and long-term needs
- consider time and costs available
- think laterally; CPD is not necessarily expensive
- consider networking
- find practical ways to meet your needs
- expand on day-to-day maintenance of knowledge and skills
- record and re-assess your CPD efforts on a regular basis
- check progress and discuss with colleagues

- modify and improve your plan as necessary
- avoid downgrading CPD to a hunt for CPD certificates

### **3. Employers' involvement**

Many employers provide company CPD programmes to ensure employees are kept up to date. Once both your requirements and that of your employer have been identified, your employer should assist, where possible, in allocating time and resources for training.

### **4. CPD Activities Include**

- structured reading of books and periodicals
- use of distance learning text, DVDs and CDs
- reading and writing articles/technical papers
- private study including systematic study of literature or even learning a relevant language
- recording on-the-job research
- studies leading to a further qualification or academic award
- teaching — for those in practice
- practice — for those in teaching
- examining or tutoring
- committee/community/Institute work which extends peer group learning
- CPD clubs

### **5. Organised CPD Includes**

- in-house seminars
- joint programmes with other practices
- local CPD events
- Regional/Centre CPD events, courses and seminars
- conferences and courses
- structured trade presentations
- programmes organised by CPD consultants

CPD demonstrates to clients, colleagues and the public at large the commitment of Approved Certifiers of Design to be well informed and up-to-date in their sphere of involvement. It is a matter of record that exercising due skill and care depends upon keeping abreast of developments. Here is a reminder of the key benefits of completing CPD:

- it focuses the individual Approved Certifiers of Design's attention on what is necessary to remain competent by keeping up-to-date
- it allows the employer to develop a structured training scheme for employees
- it shows that RIAS-regs is promoting competence in its membership
- it shows the public that it is served by a profession intent on maintaining high standards

# Personal Development Plan

Approved Certifier of Design:

Name: \_\_\_\_\_ Membership Number \_\_\_\_\_

Record Card Dates: From \_\_\_\_\_ To \_\_\_\_\_

Future personal development

Career aims:

Future development of skills and knowledge to achieve aims

a) Short term:

b) Medium term:

c) Long term:

Methods of achieving aims:

Review of last year's CPD

Objectives yet to be achieved: