
RIBA CPD COMPLIANCE POLICY

19.11.2024

RIBA Byelaws and Regulations related to CPD

A1 Byelaw 5.1.4 provides as follows.

“Any member of the RIBA who ... contravenes ... the Code of Professional Conduct ... shall be liable to disciplinary action in accordance with the Regulations which may result in such sanctions as shall be provided for in the Regulations including but not limited to suspension or removal from membership.”

A2 Regulation 2.2.3 states as follows.

“Lifelong learning requirements

(a) All practising Chartered Members are required to undertake CPD activities in accordance with the CPD compliance policy which the Standards Committee shall publish from time to time.

(b) The Standards Committee shall monitor and record compliance in accordance with the policy including by requiring Chartered Members to submit records to the RIBA as evidence of the CPD activities they have undertaken.

(c) If a practising Chartered Member is unable or unwilling to demonstrate compliance with the CPD compliance policy, he or she may be subject to disciplinary action under Byelaw 5 (Conduct).”

A3 Paragraph 1 of the Introduction to the ‘RIBA: Code of Professional Conduct’ explains that the Code applies to all members, irrespective of the nature of their work. It states that:

“The Code applies to all Members, whether they are working in traditional architectural practice or have followed a different career path, such as in a multidisciplinary organisation, academia or a construction company”.

A4 The specific requirements of the ‘RIBA: Code of Professional Conduct’ in relation to CPD are set out at Principle 2, paragraphs 1.11-1.14.

“1.11 Members must continue to develop and update their skills, knowledge and expertise to maintain and improve their competence throughout their careers for the benefit of the public, their clients, the natural environment and the quality of the built environment.

1.12 Practising Chartered Members must undertake and record continuing professional development (CPD) and lifelong learning for as long as they continue in practice (Byelaw 5.1.3 and Regulation 2.2.3).

1.13 Practising Chartered Members must comply with any current RIBA scheme or guidance for continuing professional development.

[GN 1.13: The RIBA CPD Core Curriculum and further information can be found on the [RIBA website](#).]

1.14 Members should reflect on and evaluate their own work.”

A5 The requirements of the ‘RIBA: Code of Professional Conduct’, in relation to CPD are underpinned by the Code of Practice, at Principle 2, paragraphs 1.12-1.14.

“1.12 Chartered Practices must continue to develop and update the skills, knowledge and expertise of their employees throughout their careers for the benefit of the public, their clients, the natural environment and the quality of the built environment.

1.13 Chartered Practices must ensure that all architect employees each undertake and record continuing professional development for as long as they continue in practice, in line with current RIBA CPD requirements.

[GN 1.13: The RIBA CPD Core Curriculum and further information can be found on the RIBA website: <https://www.architecture.com/education-cpd-and-careers/cpd/cpd-core-curriculum>.]

1.14 Chartered Practices should reflect on and evaluate their own work.

1.15 Chartered Practices must be familiar and up to date with relevant codes of practice and guidelines which may be issued or endorsed by the Institute from time to time, especially those concerned with health and safety, ethical practice, sustainability and protection of the environment.”

RIBA CPD Requirements

- B1. Practising RIBA Chartered Members must comply with our continuing professional development (CPD) requirements, whatever the nature of their work or office and wherever they may work or reside.
- B2. There are two elements to our CPD requirements – Undertaking and recording annual CPD and passing Mandatory Competence Tests,

Undertaking and recording annual CPD

- B3. The basic requirement is to undertake and record at least 35 hours of CPD every year. At least 20 of the 35 hours are to be directed to the ten mandatory RIBA core curriculum CPD topics.
- B4. The ten topics have been defined in response to the skills our members need to practise architecture now, and in the future, are as follows:
- [Architecture for Social Purpose](#)
 - [Health, safety and wellbeing](#)
 - [Business, clients and services](#)
 - [Legal, regulatory and statutory compliance](#)
 - [Procurement and contracts](#)
 - [Sustainable architecture](#)
 - [Inclusive environments](#)
 - [Places, planning and communities](#)
 - [Building conservation and heritage](#)
 - [Design, construction and technology](#)
- B5. Underpinning each of the ten is a set of suggested learning topics, offering many ideas and suggestions. CPD choices are entirely flexible and personal. It is expected that the overall requirements must be met but CPD should be tailored to the individual's specific needs or that of their practice or business and can be structured or informal.
- B6. CPD undertaken should reflect the statutory and regulatory rules wherever in the world the architect is practising and may be from any source (such as other professional bodies around the world).
- B7. The ten topics have been defined as “core” topics for all Chartered Members. Many Chartered Members have specialised, however, and an exemption from this obligation may be granted, at the discretion of the RIBA Practice and Professional Standards Departments, if it can be shown that the nature of the Chartered Member's practice makes any of them unnecessary.
- B8. Practising Chartered Members are required to record their CPD electronically, on the RIBA CPD Recording Platform. The RIBA will be unable to accept alternative forms of records or proof other than in exceptional circumstances, at the discretion of the RIBA Practice and Professional Standards Departments.
- B9. CPD does not have to be supplied by, be accredited by, or approved by the RIBA to be valid. Any relevant structured or informal learning from any source

can count towards the 35 hours requirement (including the core requirement). If the member considers that any given learning activity is relevant to their own practice (bearing in mind the nature of the work being undertaken), it can be considered to qualify as CPD. The RIBA does not require attendance notes or CPD certificates.

- B10. The RIBA offers face-to-face and digital CPD, either delivered by RIBA on [RIBA Academy](#) or accredited by RIBA through the [CPD Providers Network](#). Questions on fulfilling CPD requirements can be answered by the CPD Team and the RIBA [CPD quick guide](#) answers some common questions regarding CPD for international members, members on maternity leave, retired members, academics, and others.

Passing Mandatory Competence Tests

- B.11 Practising Chartered Members must pass all Mandatory Competence Tests that they are required to pass on the chosen RIBA Testing Platform within the stipulated time frame (the Relevant Test). The nature and frequency of these Mandatory Competence Tests are determined by the RIBA Standards Committee and are set out in Annex 1 to this CPD Compliance Policy.
- B.12 Compliance with the requirement to pass Relevant Test(s) will be assessed in accordance the Auditing and Disciplinary Policy set out in section C of this CPD Policy.

RIBA CPD Auditing and Disciplinary Process

- C1 All practising Chartered Members are required to pass any Relevant Tests due in the current cycle on the RIBA Testing Platform and record the CPD they have undertaken, up to (or exceeding) the number of hours set out above, on the RIBA CPD Recording Platform, which will be monitored by the RIBA Practice and Professional Standards Departments. The record should be completed for a CPD recording cycle (January to December), within three months of the end of the cycle (that is, by 31 March the following year).
- C2 Practising Chartered Members will periodically receive automated notifications of their current CPD status. Practising Chartered Members will be notified in January of each year and must submit their completed records for the previous CPD recording cycle and pass any Relevant Tests due in the previous cycle by 31 March.
- C3 Practising Chartered Members failing to have a CPD record online and /or failing to pass any Relevant Tests due by the CPD recording cycle deadline on 31 March each year will have their CPD record categorised as “Incomplete” for that cycle. They will be given a further cycle to comply.
- C4 Practising Chartered Members failing to demonstrate the requirements of RIBA CPD compliance policy (by way of an online CPD record and /or passing any Relevant Tests due) for two consecutive CPD recording cycles will be considered to have breached the Code of Professional Conduct, Byelaw 5.1.4 and Regulation 2.2.3.c.
- C5 There will be an automatic sanction of suspension for all Practising Chartered Members without a CPD record and/or without passing any Relevant Tests due for two consecutive cycles (that is for two years), although such suspensions will not be formally publicised. Suspension will be lifted if the practising Chartered Member passes any Relevant Tests and /or records CPD in the CPD Recording Platform for the previous two CPD recording cycles.
- C6 Practising Chartered Members suspended due to non-compliance with the CPD requirements, who fail to undertake CPD and record it on the RIBA CPD Recording Platform or pass any Relevant Tests due for a third consecutive CPD recording cycle will be expelled from Chartered Membership of the RIBA.

Registering a Deferral

- C7 Practising Chartered Members may, during their careers, find they are unable to undertake or record CPD due to personal circumstances. These might include long term sick leave, maternity or parental leave or other carer leave. Practising Chartered Members with personal circumstances can chose to register a deferral on the RIBA CPD Recording Platform promptly. Registering a deferral will mean that the Practising Chartered Member is exempted from their CPD obligations during the period of deferral. Deferrals can be made for up to 1 year at a time and can be renewed annually.

- C8 Practising Chartered Members who have been notified that their CPD records are being audited for a period when they had personal circumstances, but who have not yet registered a deferral, may still do so for the relevant time period.
- C9 Practising Chartered Members returning to practice, after their personal circumstances no longer apply, should attend a RIBA return to practice course if their deferral was longer than 2 complete CPD recording cycles. Any Relevant Tests due during a registered deferral must be passed before the end of the CPD recording cycle following the practising Chartered Members return to practice.

Annex 1: RIBA Mandatory Competence Requirements (September 2024)

1. From 1 January 2025, practising Chartered Members must take and pass the RIBA Health and Safety test if their work requires them (and their organisations) to carry out ‘designer’s duties’ under the Construction (Design and Management) Regulations 2015 and Building Regulations (Amendment) Regulations 2023 (in England). The test is free for all RIBA Chartered Members and must be passed every 5 years.
2. Practising Chartered Members will be asked to declare that their work does, or does not, require them to undertake designer duties when they join the RIBA and annually thereafter.
3. The RIBA Health and Safety Test will be updated from time to time to incorporate necessary changes in legislation and best practice.