RIBA Core CPD Programme 2024

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Introduction

The 2024 RIBA Core CPD Programme will cover all your core curriculum needs and, if taken in its entirety, will fulfil your structured CPD requirements across all ten core curriculum topics.

Our 2024 programme has been developed by experts at RIBA to respond to the latest regulatory requirements and current developments. Each on-demand Core CPD module is delivered online by a leading specialist and is available for you to view whenever you want, at a time and place that suits you.

As part of the programme, you will also have access to free live Q&A follow-up sessions for each topic, allowing you to ask questions and engage with speakers.

You can access the programme through our online learning portal, RIBA Academy, home to over 20,000 active users and a wide range of RIBA-approved CPD content.

Flick through the rest of this brochure for detailed information on topics, speakers and prices.

CPD requirements for RIBA Chartered Members

- 35 hours of CPD input per year: at least 50% should be 'structured' learning
- 20 of the 35 hours should come from the 10 RIBA CPD core curriculum topics

*** RIBA members: Our courses automatically update your CPD records so you can stay compliant with ease.**

Programme Overview

Topics

1. Prioritising community through engagement
2. Managing Health & Safety in architectural design
3. Demonstrating the value of sustainability
4. Introduction to Part O & Key Design Considerations
5. Creating value with copyright
6. Materials and calculating carbon
7. Embedding Inclusive Design in the RIBA Plan of Work
8. Urban Regeneration & Circular Neighbourhoods
9. Improving environmental performance of heritage buildings
10. AI in Architecture

Topics and Speakers

Topic 1. Prioritising community through engagement

Course overview

This module focuses on the importance of engagement in community development and its impact on creating thriving communities. It highlights the value of collaboration with clients, stakeholders, and the community to achieve sustainable and ethical outcomes. The module explores various aspects of engagement, including its relevance to social value, climate change, and biodiversity emergencies.

Learning outcomes

The presentations within the module cover different aspects of engagement, incorporating case studies and examples:

1. Assess the significance of engagement in community development
2. Analyse successful engagement approaches by identifying key elements contributing to effective collaboration with all stakeholders
3. Apply engagement strategies across project stages, aligning with RIBA stages.
4. Evaluate inclusive engagement methodologies and their impact
5. Synthesize the multidisciplinary benefits of collaborative engagement, understanding the contribution of diverse perspectives

Core Curriculum:

1. Architecture for social purpose

Speakers

Nataly Raab

Nataly is a community engagement leader, creative facilitator, and co-design specialist with 10 years' experience in managing innovative, sustainable participatory architecture projects and community-driven initiatives. She has delivered projects across London, including estate regeneration and local co-design initiatives. Nataly is currently running a consultancy supporting London Local Authority Councils in combining digital and on-the-ground engagement strategies. She became co-director of The Association of Collaborative Design CIC (ACD) in 2021 and has led six events, including the international World Urban Campaign Event for UN-Habitat. ACD: The Association of Collaborative Design CIC responds to a growing number of built environment collaborative and participatory design practitioners and community groups who felt the need to come together to have a stronger voice in advocating for empowering people and nature to have agency. For more information www.theacd.org.uk

Rachel Goater

Rachel Goater is an engagement professional with over 15 years' experience working in community development, engagement and capacity building within the voluntary and community sector. She has worked with and alongside local authorities and the voluntary sector to shift power to communities and ensure diverse community voices are heard in decisions affecting them and the places they live.

Rachel has managed community benefit funding programmes to ensure decision-making on local investment, sits with communities and has developed national services aimed at poverty reduction and welfare rights.

Rachel works for Sustrans, running a support and advice service on engagement, inclusive design and behaviour change in relation to walking, wheeling and cycling infrastructure projects in Scotland, funded by Transport Scotland through the Places for Everyone programme.

Rachel is part of the joint team with RIBA and ACD on the research project on the Engagement Overlay for the RIBA Plan of Work.

Sustrans collaborates with communities to promote walking, wheeling, and cycling, aiming to create healthier, happier lives. They involve communities in shaping towns and cities, encouraging safe transportation, reducing traffic, and fostering connections for a sustainable society.

Learning Support from Sarah Jones-Morris

Sarah Jones-Morris is an award-winning landscape architect and urbanist with over 25 years' experience in stakeholder and community engagement, and citizen science projects, across diverse built environment projects.

She has delivered 12. Continuing Professional Development (CPD) sessions for the Landscape Institute and other organisations. She's a Fellow of the Landscape Institute and serves as Co-CEO of the Association of Collaborative Design. She led the research project on Engagement Overlay for the RIBA Plan of Work on behalf of ACD with Sustrans and RIBA.

Topics and Speakers

Topic 2. Managing Health & Safety in architectural design

Course overview

This course aims to equip architects and project managers with a professional understanding of Construction Design Management (CDM) and Building Regulations (BSA). It covers how to integrate a Health and Safety review into project meetings, capture significant issues in a CDM & BSA Analysis document, and produce an integrated Health & Safety file. The course aims to help architects/PDs orchestrate the design team to integrate CDM and BSA requirements into all projects, not just higher risk buildings, with minimal prosecution risk and additional Principal Designer fees. The goal is not to become a Health & Safety expert but to enhance skills and knowledge.

Learning outcomes

1. Identify and interpret relevant CDM & BSA guidance documents, enabling professionals to utilize these resources effectively in project scenarios.
2. Demonstrate the integration of Health & Safety reviews into Project Design Team meetings through practical application
3. Create a comprehensive CDM & BSA Analysis document that captures and evaluates significant issues
4. Effectively relay project-specific Health & Safety information to a Principal Contractor (PC) for specialized Health & Safety design
5. Lead project design teams in integrating CDM & Building Regulations requirements into diverse project scopes

Core Curriculum:

2. **Health, safety and wellbeing**

Speaker

Paul Bussey

Having qualified as an architect and worked both as an assistant and project architect for small & large practices in the UK & abroad on a multitude of complex buildings including theatres, auditoria, railway stations and airports, together with offices and high rise residential-Paul progressively developed a specialism for regulatory compliance. Having such an additional technical aptitude is increasingly valuable in architectural practices, limiting the need for excessive external consultancy but also balancing the recommendations of specialist consultants with the holistic design. Balancing architectural knowledge with that of Fire, Health and Safety and Inclusive design has allowed Paul to liaise with other specialists, the statutory authorities and contractors. The processes of risk assessment, fire engineering and value engineering have however become somewhat blurred since Grenfell. From that one 2017 disaster Paul has been reassessing, re-evaluating and redefining how architects should address these important but previously neglected area of architectural design.

Topics and Speakers

Topic 3. Demonstrating the value of sustainability

How to win clients

Course overview

This module will emphasise the importance of understanding clients' sustainability business ambitions, people objectives, and building project targets. It will also discuss the role of architects in future-proofing ambition, longevity, and costs. It includes the importance of practicing environmental management systems, self-learning, baseline measurement, and the Business Toolkit steps. It highlights the need for openness, relationships, and behaviour change.

Learning outcomes

1. Listening
   Your client's current context & future ambition, and understanding your clients' drivers: Sustainability business ambitions and objectives
2. Responding
   The importance of future-proofing ambition and design work
3. Sharing
   How to walk the talk
4. Inspiring
   Some case studies, lived experience and lessons learnt

Establishing fees and project scope

Course overview

This module will help you to gain an understanding into how to value sustainable design appropriately for yourself and others and how to ensure the design team is complete and has the skills required to complete the job.

Learning outcomes

1. Aspiration vs compliance
   We will consider the question 'What is the value of sustainable design?'.
2. Incremental scope & variations
   Additionally, we will examine methods to offer fee clarity and advice on how to cope with changes to the brief / contract.
3. Plugging the gaps
   Finally, we will demonstrate how to identify any missing expertise within the design team, and advice about how to pick up some of those roles, thereby ensuring sustainable choices are carried through from inception to completion.

Core Curriculum:

3. **Business, clients and services**

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Speakers

Jess Hrivnak

Jess nurtures a belief that sustainability goes beyond environmental impact and is passionate about the social and cultural aspects of how we engage with the topic. She is RIBA's Practice Technical Adviser on Sustainability and is passionate about bridging the gap between technical and creative specialisms. She represented RIBA to work on the Value Toolkit, a decision-making framework launched by the Construction Innovation Hub and has been involved in RIBA's 2030 Climate Challenge since its inception. Jess guest tutors and lectures on environmental design and sustainability at universities in the UK. She has worked in the industry for over 15 years, working at Hopkins Architects, BioRegional, 3Adapt and Max Fordham LLP, where she was a Partner. She is the founder and organiser of Bath Ocean Plastic Day, an education and outreach summit.

Mhairi Grant

Mhairi is a co-Director of Paper Igloo, a micro practice specialising in high quality, high performance residential projects, with an emphasis on Passivhaus and climate change-mitigating design using natural materials. In conjunction with being a Scottish Government Approved Certifier of Design (Energy), a Certified Passivhaus Designer and a RIAS Sustainability Accredited Architect, Mhairi was a founding member of ACAN Scotland, and joint coordinator of ACAN Natural Materials thematic group for several years. These professional and voluntary activities represent her long-standing commitment to embedding sustainable design into practice.
As an experienced chartered architect, she has presented on diverse sustainability topics both online and throughout the UK. In 2020 she completed the construction of her RIAS Award-winning certified Passivhaus house with home-office. Through both practical experience and a robust understanding of building physics she regularly demonstrates the value of sustainability to clients and how to win jobs on this basis.

Topics and Speakers

Topic 4. Introduction to Part O & Key Design Considerations

Course overview

With this CPD, you'll journey with me into the intricacies of understanding the Part O regulations and practical ways you can consider this in an informed and proactive manner.

Are you ready to dive deeply into one element of future sustainable architecture? This 3-part CPD series will equip you with the knowledge, insights, and strategies you need to navigate the complexities of Part O and stay ahead of emerging trends. From understanding contextual overheating to leveraging advanced sustainable strategy and exploring the exciting possibilities of future design principles, we've got it all covered.

Whether you're a seasoned professional or taking your first steps in architecture, this course is designed to empower you. The shift towards a sustainable built environment is here, and you can be an integral part of it.

Learning outcomes

1. Introduction to Part O & Key Design Considerations
   - Understand Part O regulations and their implications in modern architecture.
   - Learn mitigation strategies for contextual overheating in building designs.
   - Explore the balance between design, functionality, and evolving sustainability standards.
2. Advanced Strategies for Part O Compliance
   - Differentiate between dynamic and simplified methods in Part O compliance.
   - Utilise advanced simulation tools for enhanced sustainability in building design.
   - Influence user behaviour to optimise building performance and energy efficiency.
3. The Future of Part O: Sustainable Trends and Innovations
   - Recognise emerging sustainable construction trends and their impact on Part O.
   - Apply biophilic design principles in future building projects.
   - Understand circular economy principles in sustainable architectural practices.

Core Curriculum:
4. Legal, regulatory and statutory compliance

Speaker

Darren Evans
"Sawubona"! The greeting is a Zulu expression, meaning "I see you; you are important to me. I value you." The ethos runs through every interaction and project my organisation undertakes, including this CPD. As the founder of Darren Evans Ltd, I've dedicated years to transforming sustainability in the built environment into more than bricks and mortar and tick boxes. I aim to help you create sustainable spaces where people live, work, play and thrive. I firmly believe that building a future-yours, mine, and that of the planet-doesn't have to "cost the earth," either literally or figuratively.

Topics and Speakers

Topic 5. Creating value with copyright

Course overview

This module covers various aspects of copyright, intellectual property rights (IPR), and patents, including their legal framework, historical provenance, and general context. It also covers copyright issues for design and creative work, RIBA Professional Services Contracts, professional ethical issues, asserting and protecting copyright, and key risks of assigning copyright to others.

Learning outcomes

1. Understanding Legal Frameworks: Learners will grasp the legal frameworks governing copyright, intellectual property rights, and patents, including their historical evolution and the global context in which they operate.
2. Application of Copyright in Design and Creative Work: Learners will be able to identify and analyse copyright issues specific to design and creative work, assessing how copyright laws apply and protect these domains.
3. Comprehension of Professional Ethical Issues: Learners will explore and evaluate professional ethical dilemmas related to copyright, intellectual property rights, and patents within the context of RIBA Professional Services Contracts, fostering ethical decision-making skills.
4. Asserting and Protecting Copyright: By the end of the module, participants will be equipped with strategies and knowledge to assert and safeguard copyrights, understanding the practical steps and legal avenues available for protection.

Core Curriculum:

5. Procurement and contracts

Speaker

Richard Brindley

Richard is a chartered architect with over 25 years' experience in architectural practices. He has led large, medium, and sole-practitioner practices, including as an Operations Director for a design consultancy and Chief Architect for a residential developer. Richard served as RIBA Director of Practice and Executive Director of Professional Services, developing RIBA's CPD programme and Chartered Practice scheme. He is now lead Director of R Brindley Consult Ltd, a consultancy providing strategic management advice and project delivery support to professional membership and educational bodies.

Topics and Speakers

Topic 6. Materials and calculating carbon

Course overview

In this module you will learn about embodied and Whole Life Carbon analysis, how to embed it into an iterative design process, where to find the data you will need, questions to ask manufacturers, and carbon passports. Understanding and thinking about materials and their impact in a wider context will help add a deeper layer to your decision making on projects, ultimately reducing carbon emissions and the impact of our choices on the planet.

Learning outcomes

1. Integration of Carbon Analysis in Design Iterations: Learners will acquire the ability to integrate embodied and Whole Life Carbon analysis seamlessly into iterative design processes, ensuring sustainability considerations are foundational throughout the design lifecycle.

2. Data Sourcing and Evaluation Skills: Learners will develop competency in identifying and evaluating relevant data sources necessary for conducting carbon analysis, including understanding the questions to ask manufacturers and utilising carbon passports effectively.

3. Holistic Understanding of Material Impact: Participants will gain a holistic understanding of materials and their wider contextual impact, enabling them to consider the environmental implications of material choices in diverse project scenarios.
4. Application of Sustainable Decision-Making: Through this module, learners will enhance their decision-making abilities by employing a deeper understanding of materials' environmental impact, aiming to minimize carbon emissions and make informed, sustainable choices in design projects.

These outcomes aim to equip learners with the practical skills and knowledge necessary to incorporate carbon analysis into the design process, emphasising the broader understanding of material impact and its direct application to sustainable decision-making.

Core Curriculum:
6. Sustainable architecture

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Speaker

Louisa Bowles
Louisa Bowles is a Partner and Head of Sustainability at Hawkins\Brown. She has led several multi-disciplinary projects from inception to completion and now leads the practice's dedicated team of sustainability specialists. She has structured the practice's Whole Life Design strategy, and the development of the in-house H\B:ERT whole life carbon tool. She is a Mayor's Design Advocate, won the 2022 AJ100 Sustainability Champion award 2022, NLA Net Zero Expert panellist 2021-2023 and is a co-author of the RICS Professional Standard for Whole Life Carbon Assessment 2023 updates. She talks widely about the topic of sustainable design in the built environment, including embodied and whole life carbon and actively contributes to a number of industry groups including LETI, UK NZCBS and the UKGBC.

Topics and Speakers

Topic 7. Embedding Inclusive Design in the RIBA Plan of Work

Course overview

As an Architect and NRAC Access Consultant working for over three decades in inclusion, it seems that there is a lack of a common understanding on what inclusion means for the construction industry. It is essential that the client, design and construction teams should understand and commit to the commercial, legal, and moral benefits of inclusive environments.

The Plan of Work embeds inclusive design into programme delivery that can be applied to all built environmental professionals, equipping them with a framework from inception right through to management. It outlines and emphasises that it is more cost effective to be embedded early into the process and identifies that, regulations alone may not be sufficient. It encourages developing a strategy at the outset and shows how this can be implemented throughout a building's useful life.

Learning outcomes

We aim to cover the following points in the three CPD modules:

1. Explain the relevance and context of the document against legislation and regulation.
2. Outline the reasoning, approach and contents of the document.
3. Provide detailed guidance on the roles outlined and the lessons which can be learned by other design team members.
4. Finishing by adding detail. We will review one stage and consider all the relevant constructional professionals, showing how all the roles will work in unison.

Core Curriculum:
7. Inclusive environments

Speaker

Jane Simpson
Jane is a chartered architect and registered NRAC access consultant with over 30 years' experience in inclusion. She provides advice on various issues, including equality legislation, and has experience in training professionals and projects. Jane has worked on various sectors, including The National Gallery, Manchester City Council's £300m refurbishment of the Grade 1 listed Town hall, and numerous educational settings. She has contributed to the development of inclusive design practices and standards nationally and internationally. Jane is a member of the Selwyn Goldsmith Awards Judging Panel and contributes to RIBA, representing them on various committees. She advises on Regulations and Standards, Equality and Equity, and Continual Professional Development.

Topics and Speakers

Topic 8. Urban Regeneration & Circular Neighbourhoods

Course overview

The circular economy is based on three principles that are driven by design to; eliminate waste and pollution, circulate products and materials at their highest value and regenerate nature. By rethinking how we design places at a neighbourhood scale and the role of buildings, places and landscapes within this we can start to generate positive carbon cycles.

This module will introduce circularity principles and why the neighbourhood scale is key to thinking about cities. It will explore how the relationship between people and nature can be regenerated and the role of buildings and systems in conserving and generating resources. The module will introduce key thinkers, sources of best practice guidance and give case study examples.

Learning outcomes

1. Comprehension of Circular Economy Principles: Learners will gain a comprehensive understanding of the fundamental principles of the circular economy, focusing on waste elimination, material circulation at optimal value, and regenerative practices, particularly in the context of neighbourhood-scale design.
2. Integration of Circular Design Thinking: Learners will develop the ability to apply circular design thinking in conceptualising and planning neighbourhoods, considering the role of buildings, landscapes, and infrastructures in fostering positive carbon cycles and sustainable resource management.
3. Exploration of Human-Nature Relationship: This module will enable learners to explore and critically evaluate the relationship between human communities and the natural environment, emphasising the regeneration of this relationship within the context of neighbourhood-scale design.

These outcomes aim to equip learners with a deep understanding of the circular economy principles, their application in neighbourhood-scale design, and the ability to critically assess and implement these principles through case studies and best practice examples.

Core Curriculum:
8. Places, planning and communities

Speaker

Juliet Bidgood
Juliet is an RIBA Client Adviser and experienced Design Review Panel Chair with a wide-ranging knowledge of design for public space, public buildings and residential neighbourhoods. She has experience of developing neighbourhood strategies for sustainable neighbourhoods and advises Homes England, on the design of new residential neighbourhoods. She led the co-design of Placemaking Strategies for Two Towns in North Somerset. These identify how to adapt and reinvigorate town centre neighbourhoods, empowering communities to generate local investment, support health and wellbeing and action for the climate emergency. For Design West she convened multi-disciplinary discussions to shape the West of England Placemaking Charter defining a shared vision for future-ready, connected, biodiverse, characterful and healthy and inclusive places. She is passionate about the relationship between design policy, research and innovation stemming from her time as a senior advisor at CABE and as a founder of the award-winning practice muf architecture/art.

Topics and Speakers

Topic 9. Improving environmental performance of heritage buildings

Course overview

To meet the UK's carbon targets an estimated 25 million existing homes will need to be energy retrofitted over the next 30 years, including historical, listed, and hard-to-treat buildings. These buildings are particularly affected by heating cost increases, with forecasts indicating a further two to three-fold price rise by the end of the decade due to the UK's decarbonisation drive. Failure to act now could lead to the heritage built environment becoming unaffordable to heat, ventilate or maintain and falling into disrepair. The module will cover various energy retrofit strategies and standards, and benefits in terms of energy savings, comfort, wellbeing, and related costs.

Learning outcomes

1. Why invest in deep energy retrofits?
2. What retrofit standards for historical buildings are out there and what's the difference ?
3. What design and energy modelling tools to use, good practice guidance and industry standards
4. The role of the architect as retrofit designer
5. How to develop a retrofit masterplan that allows for phasing of retrofit measures
6. Comparison on an item-by-item basis which measures have the greatest impact on heat loss, comfort, costs and energy saving and why fabric first is not (just) about U- values
7. How to avoid the pitfall: potential risks from insulating historic construction and best practice guidance relating to rising damp, condensation, radon, ventilation, mould and wellbeing

Core Curriculum:
9. Building conservation and heritage

Speaker

Tomas Gaertner
Tomas is a RIBA chartered architect and Passivhaus Certifier, specialising in low energy building design. He has been involved in deep energy retrofits of existing buildings to Passivhaus, Carbon Lite, EnerPHit, Energie Sprong, and PAS2035 standards for 15 years. Tomas worked as an architect in Germany before joining a UK practice in 2007. In 2018, he joined SE3D as managing director, specialising in Passivhaus design and working with architectural practices globally on various projects.

Topics and Speakers

Topic 10. AI in Architecture

Course overview

This module will guide you through the rapidly evolving world of AI, focusing on principles from architecture to shape comprehension and engagement. Ethical considerations such as data bias and authorship will be central, as well as the implications of AI replacing humans in tasks. Practical guidance will be provided on harnessing AI's power in daily tasks and professional pursuits. The series caters to a broad spectrum of attendees, from those new to data to data enthusiasts, and covers technical, social, practical, and philosophical issues. The goal is to provide a comprehensive understanding of AI's exciting and daunting world, irrespective of comfort level or knowledge in AI.

Learning outcomes

1. Demonstrate a comprehensive understanding of the parallels between architectural principles and AI concepts
2. Evaluate and critique ethical considerations such as data bias, authorship, and the potential implications of AI replacing human tasks
3. Apply ethical frameworks to real-world scenarios in AI implementation
4. Utilise AI tools and techniques effectively in daily tasks and professional endeavours
5. Analyse and discuss multifaceted aspects of AI, including technical, social, practical, and philosophical dimensions
6. Synthesise insights from architecture and AI to propose innovative approaches or solutions that leverage the synergy between these disciplines

Core Curriculum:

10. Design, construction and technology

Speakers

Tomas Millar

Tomas Millar, co-director of Millar Howard Workshop, has been at the forefront of exploring the intersection of digital technology and traditional craftsmanship in the world of architecture for the past two decades. His pioneering adoption and innovative use of emergent technologies, such as virtual reality, photogrammetry, and drone scanning, have positioned him as a forward-thinking leader in the architectural field. Yet, despite this embrace of the digital, his architecture remains deeply grounded in the tangible, physically rich experience of space. His practice's designs often nestle seamlessly into historical and natural environments, reflecting a materially rich ethos that speaks of respect for context and heritage. In 2020, Tomas broadened his horizon by embarking on a fellowship at the University of Bath, delving into the exploration of data and its relationship with architecture. Part of the fellowship involved experiments with early versions of GPT3 the precursor to GPT4 and chatGPT.

Booking and Fees

Ticket types

- **On Demand Club Ticket**
  One single booking for all 10 modules
- **Pay-as-you-go**
  Purchase on-demand modules individually

Our CPD Club Ticket provides a great value structured approach to training and development for architects and other construction professionals, helping you meet your CPD obligations.

CPD Club benefits

- One place at each of the 10 Core CPD on-demand modules
- Significant savings compared with purchasing pay-as-you-go on-demand modules
- 20+ hours of RIBA Core Curriculum training in one place
- Helps you achieve your annual RIBA CPD requirements

How to book

Booking for yourself

Book your Club Ticket or pay-as-you-go modules online at: Architecture.com/RIBAAcademy

Booking as a RIBA Chartered Practice

A Chartered Practice Club Ticket enables your practice to have one place on each of the ten topics (ten places in total). Each place can be allocated to a different member of staff, regardless of their individual membership status. The price of a RIBA Chartered Practices: £504 + VAT. If you are a RIBA Chartered Practice, and you would like to book a Chartered Practice Club Ticket, please contact us directly on support@academy.riba.org.

Fees

CPD Club Ticket (on-demand)

• **RIBA members:**	£504 + VAT
• **RIBA student members:**	£150 + VAT
• **Non-RIBA members:**	£630 + VAT
• **RIBA Chartered Practices:**	£504 + VAT

Pay-as-you-go

• **RIBA members:**	£76 + VAT
• **RIBA student members:**	£15 + VAT
• **Non-RIBA members:**	£95 + VAT

If you are a RIBA chartered member, your £200 voucher code is valid to use across any product included in this brochure – except the Chartered Practice Club Ticket.

TERMS AND CONDITIONS: CPD Club Tickets can be held by an individual or a practice. If a CPD Club Ticket is purchased by an individual RIBA Member, the ticket can only be used by that person. If a CPD Chartered Practice Club Ticket is purchased by a RIBA Chartered Practice, they will be charged the RIBA Chartered Practice rate. This allows the practice to allocate any staff member to an on-demand module. Only one member of staff can be allocated to each topic. If a CPD Club Ticket is purchased by a practice which is not a RIBA Chartered Practice, they will be charged the non-RIBA member rate, regardless of the membership status of the delegate(s) attending. Invoices are payable within 30 days. All CPD products i.e. Club Tickets and Pay-as-you-go modules are non-refundable.