

APPENDIX A – CURRENT FORMAL REQUIREMENTS

- 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: <https://www.architecture.com/education-cpd-and-careers/cpd/cpd-core-curriculum>.]
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.”

APPENDIX C – CPD COMPLIANCE POLICY

C1 Standards committee will adopt a new “CPD Compliance Policy”, as follows

1. *RIBA Chartered Members in any form of practice must comply with CPD requirements, whatever the nature of their work or office and wherever they may work or reside.*

2. *The basic requirement is to undertake and record at least 35 hours of continuing professional development (CPD) every year. At least 20 of the 35 hours are to be directed to the ten mandatory RIBA core curriculum CPD topics.*

3. *The ten topics have been defined in response to the skills our members need to practice architecture now and in the future and 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

4. *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.*

5. 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).

6. 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 by the CPD Team, if it can be shown that the nature of the Chartered Member's practice makes any of them unnecessary.

7. Nevertheless, Chartered Members are required to record their CPD and in future it will be a requirement for the record to be kept electronically, on the RIBA CPD platform. The RIBA will be unable to accept alternative forms of records or proof other than in exceptional circumstances.

8. However, 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.

9. The RIBA does offer face-to-face and digital CPD, however, 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.

APPENDIX D – CPD AUDITING AND DISCIPLINARY PROCESS

- D.01 All Chartered Members are required to 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. 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).
- D.02 Chartered Members will periodically receive automated notifications of their current CPD status. Chartered Members will be notified in January of each year and must submit their completed records for the previous CPD recording cycle by 31 March.
- D.03 Chartered Members failing to have a CPD record online 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, however.
- D.04 Chartered Members failing to demonstrate the requirements of RIBA CPD compliance policy (by way of an online CPD record) 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.
- D.05 There will be an automatic sanction of suspension for all Chartered Members without a CPD record for two consecutive cycles (that is for two years), although such suspensions will not be formally publicised. Suspension will be lifted if the Chartered Member records CPD in the CPD recording Platform for the previous two CPD recording cycles.
- D.06 Chartered Members suspended due to non-compliance with the CPD requirements, who refuse to record CPD on the RIBA CPD Recording Platform for a third consecutive CPD recording cycle will be expelled from Chartered Membership of the RIBA.
- D.07 Mitigating circumstances would be considered at the discretion of the RIBA Director of Professional Standards in consultation with the RIBA Head of CPD at any time during the auditing process. Mitigating circumstances might include long term sick leave, maternity or parental leave or other carer leave or accessibility of the platform. Chartered Members with mitigating circumstances agreed by the RIBA Director of Professional Standards, will be exempted from the obligations during that time. Those with accessibility issues will be accommodated. In the case of a complaint or disciplinary case arising from past actions, Chartered Members who are exempt may be asked to provide a CPD record for the relevant period.
- D.08 Chartered Members returning from long term leave or other mitigating circumstances will be required to attend a RIBA return to practice course.

**APPENDIX E:
INTERNAL PROCESS FOR ADMINISTERING THE CPD COMPLIANCE POLICY**

Action by CPD Department

- E.1 All members will be sent an electronic message at the beginning of January in each year, allowing until 31 March to comply by completing an online record for the previous year. Bounced back e mails will be noted (subject to a process to be agreed with Membership Department).
- E.2 One week after the initial deadline passes, a reminder e mail will be sent to those who have not completed a record sheet or who have not responded. This will be repeated for any non-respondents two weeks later. There will be a final e mail to non-respondents one week after this.
- E.3 A message will be sent to any member who has not responded or complied after the final reminder, to confirm their record will be marked as incomplete. They will be given written notice that they have one further year to comply before automatic suspension takes effect. Help and advice will be offered to individual members if necessary and members who are in breach of the requirements will be given an opportunity to explain any mitigating circumstances to the Head of CPD.
- E.4 At each stage, an electronic acknowledgement will be sent to those who have complied.
- E.5 A list of Chartered Members who have failed to provide an online CPD record will be provided to Standards Committee annually, for information.
- E.6 After the second year, and for every successive year, a list of members who have failed to comply will be submitted by the Head of CPD to the Director of Professional Standards, for action under the Code of Professional Conduct.

Action by Director of Professional Standards

- E.7 It is envisaged that discretion will be exercised to allow those who respond and wish to engage with the recording process even at this late stage will be allowed a further year to provide a satisfactory CPD record.
- E.8 Unless the discretion is exercised to allow late submission of records, and after two consecutive CPD recording cycles (that is 2 years 3 months) of non-compliance, Chartered Members will be suspended for 12 months but given an opportunity to comply with previous two year and current year.
- E.9 After three consecutive CPD recording cycles (3 years and 3 months) of non-compliance members will be expelled from Chartered Membership.
- E.10 Members who have been expelled for non-compliance of CPD can apply to be re-instated following completion of satisfactory CPD records.
- E.11 Since the process is objective and automatic, members will not be subject to the Disciplinary Procedure that is set out in the RIBA 'Disciplinary Rules'. Nevertheless, the appeal procedures will apply.