

CPD

All employees of the practice including self-employed Consultants will be expected to satisfy both the practice and their registration bodies training and Continuing Professional Development obligations.

The current RIBA requirement is 37 hrs of which :-

17 should be structured – ie seminars or other recognised externally prepared media

17 should be unstructured

3 hours will be compulsory Health and Safety related.

The RIBA require that this is recorded using a points system to achieve 100 points per year. Employees should select subjects from the RIBA core curriculum to ensure an even spread of subject matter.

Currently MCIAT and CIAT requirements is 35 hours made up of 17 hrs structured and 17 hrs unstructured recorded on a total hrs only basis.

The practice will ensure that staff are given the opportunity of attending external as well as internal CPD events to achieve their CPD criteria.

The practice have a template to record Staff CPD , and will advise staff how to record and achieve the required CPD.

Structured CPD seminars are normally held over a lunchtime period, however refreshments will often (but not always) be provided by the provider as part of such seminars.

Sub Consultants working for bpArchitecture as part of Framework Agreements

All Consultants working on projects as sub-Consultants of the practice will be expected to satisfy CPD and Training standards of their registration bodies training and Continuing Professional Development obligations.

bpArchitecture may invite sub Consultants

The practice will circulate details of any Structured CPD events arranged in house, or at the premises of one of our Consultants or an Approved Building Inspector the practice works with. The practice may also from time to time suggest other external events or pay for you to attend CPD events that would be beneficial to the practice and the projects we are working on.

Training

From time to time the practice will arrange for training sessions and advise staff of their need to attend. These may be in house training or external sessions arranged in the interests of furthering the development of staff and will normally be related to the Business or Profession or our projects and be arranged in the interests of furthering the development of the practice and/or member of staff.

In most instances these training sessions will also count towards a staff members CPD requirement. For the avoidance of doubt it is suggested that Staff record any items they consider may be CPD on their records, which may then be assessed by CPD review.

Educational Training Courses

Where Long term University or Training Courses are taken for vocational studies only 19 hours of this counts towards CPD. (RIBA)

It is the duty of all employees to accept their personal responsibility in the implementation of the policy.

