



CIOB

The Chartered
Institute of Building

Continuing Professional Development (CPD) Policy

Introduction

As a Professional Body with a public benefit remit, CIOB and its Board of Trustees have deemed that all members of the Institute should undertake Continuing Professional Development (CPD), which maintains and extends currency of practice as described in Rule 10 of the Rules and Regulations of Professional Competence and Conduct.

Ideally, the process of CPD should be treated as cyclical rather than the pursuit of certifications or hours of learning. It is important that members take time to plan, undertake and reflect on their learning throughout their career using the “Plan>Do>Review” approach to ensure that learning has meaningful impact on their professional activities.

In addition to this self-directed professional development, the Board of Trustees have stipulated that members should also take time to examine and build upon their ethical practice through a process of reflective learning.

What is CPD?

CPD

For the purposes of this policy, CPD is defined as learning activity which maintains and extends a member’s occupational knowledge, skills and professionalism to improve competence. This may be based on any topic which members deem to be pertinent to their role.

CIOB CPD in Ethical Practice

For any occupation, applying ethics in practice is the hallmark of a true professional. This means that ethics should inform your decision-making in everything you do in the workplace. Therefore, any occupational or technical learning or development activities must include ethical consideration for best practice. CPD in ethical practice requires that members reflect upon the ethical aspects of any learning they have undertaken and how they have applied those in practice.

Competence

For the purpose of this policy, competence is defined as skills, knowledge, experience and behaviours applied consistently, in practice, over time to fulfil a defined role, function or activity.

What is the Benefit of CPD?

Undertaking regular CPD will benefit members, employers, clients and, more importantly, the general public as users of the built environment. In addition, it will enhance the image of our industry and will drive the industry towards a professional status.

CPD in ethical practice will encourage members to think about the health, safety and wellbeing of the users and creators of the built environment.

The Scope of this Policy

This policy covers all members' obligations, with the exception of RetMCIOB and RetFCIOB, to maintain and extend their professional competence under the provisions of the Rules and Regulations of Professional Competence and Conduct (in particular Rule 10 of the Rules and Regulations of Professional Competence and Conduct).

By becoming a member of CIOB, you are agreeing to abide by CIOB's Rules and Regulations of Professional Competence and Conduct and make a commitment to ongoing self-development.

In addition, the Policy outlines requirements for CPD in the field of ethical practice and the evidence of this that will be requested at audit.

Reasonable Adjustments and Special Considerations

Members may apply for reasonable adjustments regarding this CPD policy in circumstances involving extended leave from professional work. This could be due, but not limited, to parental or carer's leave or long-term illness. Consideration will be given to an exemption upon notification from the member concerned at the earliest possible opportunity. Members on long-term leave are not required to complete CPD, but a one year forward plan is required upon return to practice.

Members engaged in part-time work need to be as competent as those in full-time roles, so will need to keep up to date with CPD requirements.

What are the Requirements for CPD?

Members should undertake CPD which is relevant to their professional role. In addition to this, all members must also complete CPD in ethical practice and there follows a list (Figure 1) of indicative themes/content which members could use to direct their learning.

Figure 1:

Indicative themes for CPD in ethical practice	
Ethical Leadership and Management	Leading people, leading organisations and leading the sector ethically. Promoting ethical behaviour throughout your organisation. Commitment to diversity and inclusion in construction, inclusive and accessible design, social value and corporate social responsibility, respect, fair trade and ethical employment practices.
Ethical Standards	Commitment to meet standards that improve the quality of life for those who create and use the built environment. Tackling Modern Slavery and labour exploitation, bribery and corruption, improving access to the built environment. Using transparent business practices. Promoting cultural change, ethical behaviours and codes of practice. Whole life safety and quality in construction.
Supporting Social, Environmental and Economic Sustainability	Promoting sustainability of the built environment and construction process for public benefit, through technology or modern methods of construction.
Promoting Improved Health, Safety and Wellbeing	Improving the life of those who create and use the built environment.

How is CPD in Ethical Practice Measured?

Whilst the central focus is on reflective CPD, for the purposes of measurement each CPD activity will have a points allocation (Figure 2). Members will be required to undertake a minimum of 10 points under the theme of ethical practice in each subscription year. If called to provide evidence, members will be required to provide a reflective account of their learning and how they have applied it in practice. It is advisable that members take the time to reflect upon their learning at the earliest opportunity after its completion. A template for this reflective account will be provided.

What Activities Count Towards CPD?

CPD activities in ethical practice may be formal or informal and members should strive to achieve a balance.

Formal CPD is defined as structured learning which includes, but is not limited to, formal courses or industry certifications and CIOB learning materials.

Informal CPD is defined as unstructured learning which includes, but is not limited to, mentoring either as a mentee or mentor, attendance at events and conferences and volunteering and voluntary activities related to your role.

Figure 2:

Ways to gain points	
Self-Directed Learning (1 point per activity)	Self-directed reading; research or other informal learning relevant to your role or development plan.
Work-Based Learning (2 points per activity)	Lunch and learn presentations; work demos; formal company training; knowledge sharing; mentoring and coaching; Professional Body activities such as Committee or Hub activities; outreach work promoting construction.
Conferences and Seminars (3 points per activity)	Participating in conferences, webinars, seminars or roundtables; attending workshops for MCIQB or FCIOB.
Contribution to the Discipline (5 points per activity)	Production of research; engaging in policy developments; presenting at conferences, webinars or seminars.
Formal Learning (10 points per activity)	Learning towards a formal qualification in the built environment, such as a degree, Master's degree or vocational qualification; achieving MCIQB or FCIOB, CEnv or Proficient or Certified Building Conservation specialist.

Certifications and CPD

There are additional CPD requirements stipulated by CIOB Certification Schemes, and all scheme members must follow the additional/directed CPD as determined by the individual scheme.

If a scheme member is a CIOB member the specific learning carried out for the scheme can count towards CPD in ethical practice or towards general CPD that keeps you up-to-date with modern technologies/methods etc.

CIOB Audit

CIOB audits a representative sample of members in each subscription year.

Members of CIOB Working Groups, Panels, Committees and Boards fulfil a vital function and bring great value to the Institute. Whilst we understand that such work can contribute to their own development, and that of their teams, this policy applies to all members without favour.

CIOB will make all reasonable efforts to support the small number of members who may, in exceptional circumstances, have difficulties in meeting their requirements.

Failure to submit a record with sufficient content or points at audit may result in a breach of Rule 10 of the Rules and Regulations of Professional Competence and Conduct and make the member subject to disciplinary proceedings.

Any questions on the audit process should be directed towards the CIOB Governance team (cpdaudit@ciob.org.uk).

Confidentiality and Data Protection

CIOB regards any CPD records submitted and held by the Institute as personal information for the purposes of the Data Protection Act 2018.