

# CPD Scheme

for Open session

Subject:

To approve the scheme for monitoring the continuing professional development of architects

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Board meeting:

6 December 2023

Agenda item:

8

Action:

- For noting
- For discussion
- For decision

## Purpose

The Board is asked to consider and approve the proposed scheme for monitoring the continuing professional development (CPD) architects will be required to undertake as a condition of registration.

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## Recommendations

It is recommended that the Board:

- i) approves the CPD Scheme at **Annexe A**
- ii) agrees to the CPD guidance on mandatory CPD topics for 2024 at **Annexe B** and **Annexe C**

## Annexes

- Annexe A – Proposed CPD Scheme
  - Annexe B – Fire and life safety design CPD guidance
  - Annexe C – Environmental sustainability CPD guidance
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# 1. Open Session

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## 2. Background and Key points

- 2.1. The Building Safety Act 2022 provided ARB with a power to monitor the training and development architects carry out throughout their careers. ARB resolved to employ this power by introducing a mandatory CPD scheme, based on the following principles:
- Improve the overall competence of the profession.
  - Tailored by architects to their own practice and needs.
  - Proportionate and deliverable.
  - Avoid duplication where possible.
- 2.2. The proposed scheme is an outcomes-based model which focuses on the tangible benefits that the development has brought to an architects' practice, rather than one that simply reflects the inputs that the architect has put into the training. The outline scheme developed for consultation was as follows:
- *Architects must carry out CPD every year and confirm they have undertaken it when they pay their retention fee in order to remain registered.*
  - *There is no minimum number of activities or hours that an architect must complete. Architects can do the CPD that is most relevant to their practice, in a way that works best for them.*
  - *Architects may have to do CPD on core topics mandated by ARB. If ARB does choose to mandate a topic, this will be communicated to architects in advance and with guidelines to assist them.*
  - *CPD can be recorded on the ARB platform, or another compatible platform identified in ARB's guidance. Architects will need to record the CPD activities they carry out and the outcomes from them. They will also need to write a reflective statement on the development they have carried out over the last 12 months, and their future development requirements. Architects are advised to check ARB's guidance before using a different platform.*
  - *ARB will annually review a selection of architects' CPD records. If you are selected to be reviewed, ARB will write to you asking for documentation about your CPD.*

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## 3. Consultation and further engagement

- 3.1. We carried out a consultation on our proposals, which closed in January 2023. The Board considered the [consultation report](#) at its May 2023 meeting.
- 3.2. There was support from consultees for the proposal to introduce an outcomes focussed, activities based CPD scheme, but strong disapproval of our intention to require architects to write a reflective statement at the end of the year.

- 3.3. The Board resolved in May to proceed with the implementation of the CPD scheme as proposed and carry out a pilot study to better understand the benefits and drawbacks of requiring architects to complete an annual reflective statement.
  - 3.4. We have continued to engage with our colleagues at the RIBA as the Institute modernises its own long established CPD scheme. We remain confident that the two schemes will be compatible, meaning that an RIBA member who complies with their professional body's scheme will also have complied with the ARB requirements without duplication of effort.
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## 4. Pilot study

- 4.1 Between March and September 2023 we carried out a pilot of the scheme, where 95 architects and students from across the UK and abroad recorded their CPD in accordance with the proposed requirements.
- 4.2 We also recruited and trained four reviewers to analyse the completed CPD records and provide feedback on the scheme's effectiveness and deliverability.
- 4.3 Alongside individual feedback, we surveyed both the pilot participants and reviewers to better understand the strengths and weaknesses of the proposed scheme.
- 4.4 There was positive support for the proposed scheme amongst the pilot participants. Most respondents felt that complying with the scheme did not cost them more money or time than they had spent in previous years on undertaking CPD.
- 4.5 There was some negative feedback in relation to the requirement to write a self-reflection statement at the conclusion of the CPD period. Participants found this discrete activity time-consuming and unhelpful in improving their competence. Another concern was that the ARB scheme and that of the RIBA's should more closely align, to avoid duplication.
- 4.6 We learned that reviewing CPD records would take less time than we had originally estimated, which we will take into account when resourcing for the reviews which will commence in 2025. We also learned that providing feedback on each CPD record would prove useful, and not disproportionately time consuming.
- 4.7 Reviewers shared some concerns about the requirement to carry out a stand-alone self-reflection statement. Their feedback was that self-reflection was easier to produce and review where it is connected to the learning outcomes arising from each CPD activity carried out.
- 4.8 Finally we found that reviewers' assessments of the same CPD records differed significantly. This highlights the need for clear criteria and guidance to be produced for reviewers to apply when carrying out this role when reviewing begins in 2025.

## 5. Self-reflection

- 5.1 Self-reflection remains a key component of the CPD scheme, but we now believe that it should be recorded in a different way that was initially proposed. Considering the feedback, we have received

from participants and reviewers in the pilot study and the strength of opinion from the consultation (in which the majority of respondents said they did not want to write a self-reflection statement), we now believe that self-reflection would be most effective if it is recorded as part of each CPD activity undertaken, rather than as a separate exercise at the end of the year.

- 5.2 While not determinative, it is important to note that this change in approach would also more closely align with the updated RIBA CPD scheme, which will be introducing its own self-reflection requirements in relation to specific CPD activities.
- 5.3 This revised approach will, we believe, meet the same regulatory objective, but in a way that is administratively easier and more meaningful for architects recording their CPD, and those reviewing it on behalf of ARB.
- 5.4 As a result, we recommend that the proposed scheme is amended at paragraph 11 to state that reflection must be carried out while the outcomes of the CPD activity are recorded, rather than as an annual statement at the conclusion of the of the year.

## 6. Mandatory topics

- 6.1 The CPD Scheme allows for ARB to be able to set mandatory topics that architects must carry out CPD activities on, where a regulatory need is identified. Although the area of architectural practice is mandated, architects retain the discretion to be able to identify areas within those topics that are relevant to their practice.
- 6.2 In May 2023 the Board resolved to publicise that the two inaugural mandatory topics for the scheme—fire and life safety design, and environmental sustainability. These reflect two of the priorities ARB has set as part of its corporate strategy.
- 6.3 Guidance on how architects can carry out CPD in relation to these areas are set out in **Annexe B** and **Annexe C**. These guidance documents are based on the Competence Guidelines ARB published to the profession in 2021 and drafted with assistance from subject matter experts. They are substantially unchanged, but with some additional explanatory text. There will be signposting to CPD resources and providers to further help architects in their development in these areas.
- 6.4 The Board will be asked annually to review whether the mandatory topics should be retained or changed for the following year.

## 7. Implementation

- 7.1 Subject to Board approval of the proposed scheme, the online portal has been developed, tested and will be ready for launch in January 2024. Once launched, the portal will allow architects to log and reflect on their CPD activities throughout the year.
- 7.2 While the portal will be available for all to use, it will not be a requirement of continued registration for architects to comply with the scheme in the initial year. This means that while we review the effectiveness of the scheme, no architects will be removed from the Register at the end of 2024 if they fail to comply. They will instead automatically defer for one year.
- 7.3 Initially architects must record their CPD on either the ARB portal or on the RIBA's CPD recording platform. It may be in future years that other compliant recording platforms will be acceptable.

- 7.4 In 2024 we will publish rules that detail the procedure for dealing with architects who fail to comply with the CPD requirements. We will also recruit and train a team of reviewers who will begin to review and feedback on CPD records throughout 2025.
- 7.5 We will develop mechanisms to review the effectiveness of the scheme in the short and long term. The CPD portal will allow architects to provide us with 'live' feedback on the usability of the scheme, and we will carry out a survey mid-year to allow us to have the necessary information to make prompt changes to the scheme or portal to improve efficiency.
- 7.6 We will also develop a methodology for assessing the longer-term impact of the CPD scheme and its effectiveness in achieving ARB's objectives to raise the levels of competence across the profession.

## 8. Risk Implications

- 8.1. Introducing a scheme which puts an additional requirement on all 43,000 architects to carry out an action before being able to renew their registration is a significant risk to the numbers on the Register. We know from previous experience that getting all architects to carry out administrative tasks (for example updating their address, signing up to the registration portal, providing professional indemnity insurance details) will result in a small but significant number failing to do so. This experience is shared by other regulators and professional bodies that run similar CPD schemes. In addition, we also know that there will be a portion of the Register for whom carrying out CPD will be an unacceptable regulatory burden – whether it be because they are fully or partially retired, or out of work – and will choose to resign instead.
  - 8.2. We have carried out modelling and will use the intelligence we gain from the first year of the scheme (under which no one will be removed from the Register for non-compliance) to refine our predictions of the financial impact of a reduction in the number of architects.
  - 8.3. We also know from the experience of others that the success or failure of a CPD scheme can turn on the effectiveness of the IT solution. It is vital that the CPD portal offers consistent access, is intuitive, and produces a satisfactory user experience from the outset. We will only have one opportunity to launch the portal for the first time, so it will be robustly tested before it is made available to use.
  - 8.4. There is a risk that architects will view the new requirement to write a series of short reflective statements - one after every individual activity they record – as more prescriptive and bureaucratic than writing a single statement. When we announced our intention to retain the reflective statement despite disagreement from consultees, we said we would review the requirement during the pilot exercise and consider how easy it will be to comply. Having considered the feedback from the pilot, we believe that changing the requirement from one statement to individual statement linked to individual activities will make the exercise easier and more effective. We have considered whether this change constitutes enough of a chance to require re-consultation and believe it does not. We will continue to monitor the effectiveness of this approach; the CPD portal has been designed in a way that we would be able to switch to a single reflective statement in future years with little technical difficulty.
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## 9. Communication

- 9.1. If the Board approves the new guidance for the scheme, it will be published soon after the Board, in December, so that architects have definitive information about the CPD scheme. It is important that they are aware of the requirements that will apply from next year, and have information to help them plan. Architects will be notified of the final guidance through ARB Insight.
- 9.2. A comprehensive communications campaign has been planned for 2024. Throughout the year, we will share information with architects online, through email campaigns and on social media to remind them of the requirements. We will hold tutorial webinars to help them through the stages of CPD such as planning and logging activities, and we'll share testimonial videos from architects including Board members and pilot scheme participants to show how easy it is to do CPD, and why it's useful. We'll use a social media badge or hashtag so that people can share when they've completed their CPD, and we'll phase the activities throughout the year to reinforce the messaging.

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## 10. Equality and Diversity implications

- 10.1. Whilst only 19% of respondents raised concerns about the inclusivity of the CPD Scheme in response to a prompting question, some of the points raised – even if only by one or two people – were considered in detail to help ensure the scheme is as inclusive and accessible as possible.
- 10.2. For example, we contacted all those consultees who told us they had a disability or who mentioned disability as part of their response, offering to meet with them to better understand the challenges they might face with the introduction of the proposed scheme.
- 10.3. We have introduced measures – such as the ability to defer from complying with the CPD Scheme – that will mitigate the impact on those who may be disproportionately impacted, such as those on parental leave.
- 10.4. We carried out an Equality Impact Assessment to analyse the effect that the scheme might have on different groups. While different impacts were identified, the Board should take confidence that the flexibility of the scheme, together with the overriding public interest in having a competent architectural profession, outweighs any negative impacts the introduction of the scheme has on any particular group.

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## 11. Recommendations

It is recommended that the Board:

- i) approves the CPD Scheme at **Annexe A**
- ii) agrees to the CPD guidance on mandatory CPD topics for 2024 at **Annexe B** and **Annexe C**





# Draft Scheme for Continuing Professional Development

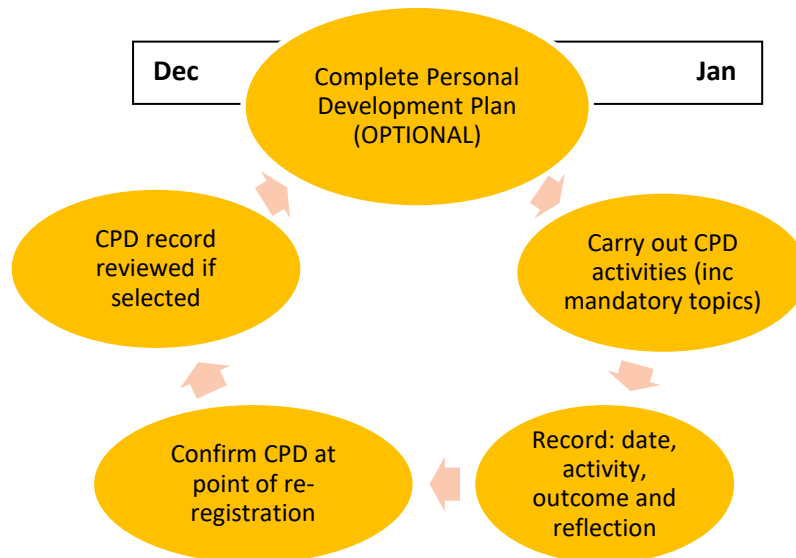


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## Executive Summary

- 1.1 The Building Safety Act 2022 has broadened the Architects Registration Board's authority to monitor and assess competence of architects throughout their careers by allowing the creation of a new continuing professional development (CPD) scheme for registered architects.
- 1.2 ARB has developed four principles upon which a CPD scheme will be based. They are that the scheme should:
  - i. Improve overall competence of the profession
  - ii. Be tailored by architects to their own practice and needs
  - iii. Be proportionate and deliverable
  - iv. Avoid duplication where possible
- 1.3 The CPD scheme is focused on the outcomes of CPD carried out, rather than the fact that training has been undertaken. Architects are required to carry out and record their CPD activities, and to reflect on the impact that their development has had on their competence and practice.
- 1.4 Each year, ARB will review and assess whether there are any areas of architectural practice that must be covered by architects through their CPD. If mandatory CPD topics are set, architects may address these topics in a way that is relevant to their practice. ARB will not dictate the type of CPD that is carried out, nor provide the training.
- 1.5 All architects are expected to carry out and record their CPD activities – it is a requirement of continued registration and forms part of the retention fee process. There is not a minimum number of activities that must be carried out, as the focus of the CPD scheme is on the quality of architects' development rather than carrying out an arbitrary number of activities. ARB has provided extensive guidance and tools to help architects comply with the scheme.
- 1.6 Architects may record their CPD records on our ARB platform or on RIBA's platform.
- 1.7 A percentage of architects' CPD records will be audited for quality assurance and compliance purposes each year. Temporary exemptions may be approved for those architects who are unable to carry out the required CPD. There will be opportunities for those architects who haven't met the required standards to take the necessary steps before they are removed from the Register of Architects.



## Introduction

### The role of the Architects Registration Board

2.1 The Architects Registration Board is an independent professional regulator, established by Parliament as a statutory body, through the Architects Act, in 1997. We are accountable to government.

2.2 The law gives us a number of core functions:

- To ensure only those who are suitably competent are allowed to practise as architects. We do this by approving the architecture qualifications required to join the Register of Architects and with oversight of their CPD.
- We maintain a publicly available Register of Architects so anyone using the services of an architect can be confident that they are suitably qualified and are fit to practise.
- We set the standards of conduct and practice the profession must meet and take action when any architect falls below the required standards of conduct or competence.
- We protect the legally restricted title 'architect'.

2.3 We want a world in which the built environment inspires those who live and work in it, reflects the needs of society so that people are safe and can live well, and helps to tackle the fundamental challenges our planet faces.

2.4 The contribution that regulation can make to this overarching purpose may be small, but we recognise that architects can only achieve their own goals, potential and outcomes if supported by effective regulation.

### What is CPD?

3.1 Continuing professional development (CPD) is a combination of approaches, ideas and techniques that will help a professional maintain and improve the knowledge, skills, and behaviours they need to carry out their work. The skills, knowledge and experience can be gained through both formal and informal events.

3.2 CPD activities are wide ranging and combine numerous approaches to learning. Different procedures such as training workshops, e-learning programmes, best practice, idea sharing,

conferences, events and seminars can help individuals to develop and progress professionally. Work based feedback and lessons learnt sessions or feedback sessions with clients can also be classified as CPD.

3.3 In the United Kingdom most regulated professions are required to carry out CPD and keep a record of their professional development to retain or renew their licence to practise.

### **Why is CPD important?**

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4.1 Architects play a vital role in creating a built environment that is safe, sustainable and where everyone in society can live well. The public and users of architects' services have a right to expect that architects will not only be competent on their first day of registration, but that they will continue to maintain and develop their skills, knowledge, experience and behaviours in whichever field of architecture they choose to practise.

4.2 CPD helps to maintain and develop a person's professional competence. Professionals across all sectors carry out ongoing professional development so they can improve their own practice and contribute to the collective high standards of the profession.

### **Why is an ARB CPD scheme needed?**

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5.1 As the regulator of the architect profession, ARB sets the education and training requirements for UK architects and sets and enforces the professional standards expected of them. The Building Safety Act 2022 gives ARB the power to monitor and assess the continuing professional development of architects throughout their careers. The changes in the law necessitated ARB to establish a new framework for monitoring the way architects manage their CPD.

5.2 In 2020, ARB carried out a significant piece of research<sup>1</sup> into the future competence of architects. The research included an analysis of how architects might best maintain and develop their skills, knowledge, experience and behaviours throughout their careers.

5.3 The research found that statutory regulation of architects is out of step with other professions in that, at present, registration can be continued without any confirmation that an individual has taken steps to maintain their competence.

5.4 All UK professions analysed have a minimum requirement for CPD (excluding solicitors who reflect on their work and determine how much learning and development is needed individually to ensure their competence<sup>2</sup>). All of those schemes are based on a blend of formal and informal training, which are tailored towards the individual needs and risks of their specific profession.

5.5 Most architects already demonstrate a commitment to continued learning throughout their professional lives. Architects told us that they carry out both formal and informal CPD annually. Our research found that 70% of respondents carried out more than 15 hours of formal CPD annually, around half of whom said that they complete more than 35 hours. This included both self-directed learning and acquiring of new experience in the workplace, alongside formal training delivered by an external provider.

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<sup>1</sup> The SQW survey is available here: [Review of architects' competence research project \(arb.org.uk\)](https://arb.org.uk/research/review-of-architects-competence-research-project)

<sup>2</sup> SRA continuing competence scheme: [SRA | FAQs about continuing competence | Solicitors Regulation Authority](https://www.sra.org.uk/FAQs-about-continuing-competence)

5.6 There was a high degree of acknowledgement from our research participants that a more formal system to record that work would be an appropriate step in upholding public confidence in the profession and raising competence.

5.7 We have used the powers conferred by the Building Safety Act 2022 to propose a scheme that reflects that commitment and will help to uphold public confidence in the competence of the profession. The scheme makes an architect's responsibility to maintain their competence a requirement of their continued registration.

## The four principles

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6.1 In considering what kind of scheme might be most appropriate for architects and under the requirements of the Architects Act, we proposed four principles to underpin the development of our scheme.

**1 Improve overall competence of the profession** - The scheme will need to create an overall positive shift in the collective competence of the profession by promoting a culture of continuing professional development, focused on outcomes instead of inputs.

**2 Tailored by architects to their own practice and needs** – An effective CPD scheme must allow for individuals to maintain and develop their competence in a way that is relevant to their practice. This means that we are not proposing to introduce a 'one-size-fits-all' scheme. Instead, we will develop a scheme that will encourage architects to reflect, plan, act and evaluate on their learning activities in a way that is relevant to their own practice and development needs.

**3 Proportionate and deliverable** - The scheme we design should, where possible, avoid any additional costs for architects, and they should be able to view the time they spend on it as an investment in their development. This would likely rule out a model which requires a detailed analysis of every architect's ongoing competence on an annual basis.

**4 Avoid duplication where possible** - One of the key themes emerging from the Government's consultation on the proposed changes to the Architects Act was a commitment to avoid unnecessary duplication with the CPD requirements of architects' professional bodies. An ARB scheme should minimise unnecessary bureaucracy and allow architects maximum opportunity to use their time valuably.

While ARB had to create a model that is suitable for all registered architects, we paid due regard to how best it can work alongside these existing schemes – both in terms of subject matter and logistical compatibility (such as being able to write up CPD once but log it in more than one system).

## The Scheme

7.1 Our scheme is outcomes focused. This means that rather than focusing on how many hours or credit points have been counted, our objective is to support architects to develop professionally from their CPD activities.

7.2 Our scheme enables architects to concentrate on the areas they want to develop. In addition, the scheme aims to:

- raise competence levels across the profession

- increase public confidence in the profession
- improve architects' eligibility to practice in an increasingly regulated area of building safety

7.3 Complying with the CPD scheme is a requirement of registration. An architect must participate in CPD activities and be able to demonstrate what competencies they have developed and how these improve their practice to retain registration. While there is no minimum requirement for the number of activities, we suggest that architects should aim to complete at least eight activities per year.

7.4 Any architect who wishes to be readmitted to the Register following a voluntary withdrawal, or wants to be reinstated following a forced suspension or erasure, must demonstrate how they have maintained their competence and what they plan to do for the first CPD cycle when back on the Register.

7.5 All registered architects are required to comply with this scheme, including any newly registered or those returning to the register after 1 January. If you join the Register for the first time, you should carry out CPD appropriate to your needs, but you are not required to log your CPD activities until the new calendar year. For example, if you join for the first time at any point in 2024, you are not required to log your CPD until January 2025.

## Requirements

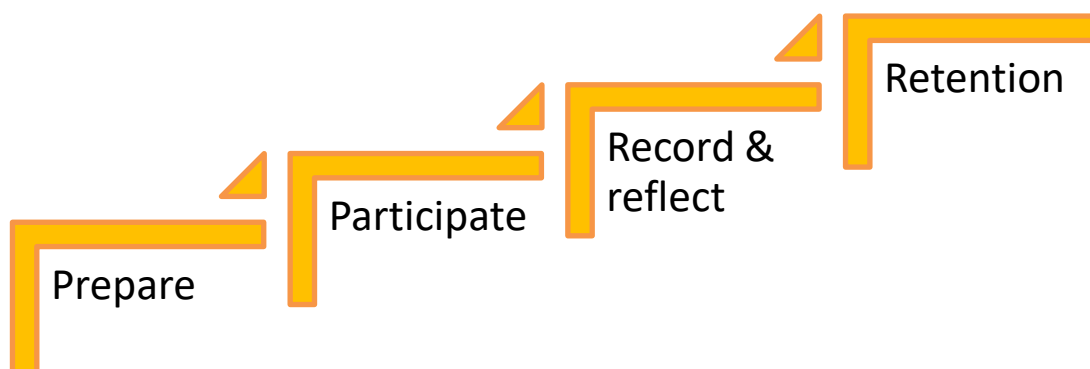
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8.1 **Prepare:** Architects should identify how they want to develop, or which topics they want to develop their knowledge in. They should create a personal development plan (PDP), a useful tool to help them organise and plan their CPD over the year. Creating a PDP is optional, but architects should take the time to review what they want to achieve and plan how to meet their development goals. An architect's development needs may change over time, so the PDP should be used as a live document to reflect changing priorities throughout the year.

8.2 **Participate:** Architects take part in CPD activities and annually record **all** activities which improve their expertise and ability to practise. Examples can include discussing a scenario with a colleague, reading an article, attending a seminar - anything that helps an architect meet their development needs. While CPD can be done at any time, we strongly encourage architects to carry out CPD throughout the year.

8.3 **Record and reflect:** Architects must record their CPD activities on ARB's platform or RIBA's. Architects will reflect after each activity on what lesson they gained from it, how this is being applied to their practice and if known how this has benefitted their practice.

8.4 **Retention:** In order to renew registration, an architect must confirm that they have carried out their CPD.



## What is a CPD activity?

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9.1 Architects are free to identify their own CPD activities. Our research and engagement have found that there is a wide range of different activities valued by different architects. We want our scheme to be inclusive, so we believe that all architects should have the flexibility to identify the best learning style for their needs and practice.

9.2 If an architect has developed professionally and can apply what they have learnt to their practice, then it can be considered continuing professional development.

9.3 Activities can be formal, for instance, training delivered by an external training provider or demonstrations. Alternatively, activities can be informal such as self-directed reading, on-the-job learning, or feedback from colleagues or clients involving reflection.

9.4 Errors, mistakes and failures can be an opportunity to develop professionally too. If an architect is able to identify the following aspects when a mistake occurs, then they can record the event as a CPD activity. Aspects to identify:

- what the aim was
- what went wrong
- what was needed to mitigate the error
- how the architect can apply what they have learnt to their future work

## Mandatory topics

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10.1 Our research has indicated that, at least at this early stage, architects want and need direction on certain areas of practice that they may need to carry out CPD in relation to. These topics may change over time, according to policies, events, or emerging research. For example, in the wake of the Grenfell Tower tragedy, Dame Judith Hackitt's Review 'Building a Safer Future' recommended that ARB should address fire safety in design as part of the competence levels required of architects, and we published guidance on that in 2021.

10.2 ARB may, on occasion, mandate certain topics on which all architects must carry out professional development within in a particular calendar year. The topics we mandate will be sufficiently broad that any architect on the Register would be expected to understand and apply them, whatever their area of specialism or type of practice. Architects will tailor their CPD on these topics in a way that is relevant to their practice. Examples of topics that may be mandated are environmental sustainability, fire and life safety design, or ethics.

10.3 ARB will review annually whether mandatory topics should be set for the next year. If we do set one or more topics, we will give good notice and publish guidance on the competencies expected of architects in these areas<sup>3</sup>. Although it is not our plan to set mandatory topics every year, we will be ready to do so when our research indicates this will be helpful.

10.4 Determining which, if any, topics should be mandated will be made following engagement with key stakeholders, including government departments and professional membership bodies across the United Kingdom.

### **Reflective practice**

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11.1 Architects must self-reflect to identify what they have gained from their CPD. This is evaluating how valuable their CPD activities have been for their practice. Architects will identify for each activity what they learned, how this is being applied to their practice, how this has improved their competence and what steps do they want to take next.

11.2 ARB will provide tools to assist architects with their reflection on the CPD they have carried out, and to help them plan for future development.

### **Where do architects record their CPD?**

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12.1 Architects can record their CPD Activities on an ARB CPD platform on MyARB or on RIBA's platform.

12.2 You do not need to record on ARB's platform if you have recorded on RIBA's. Any architect who chooses to use RIBA's platform must provide a copy of their CPD record, if requested by ARB.

### **When to record?**

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13.1 Architects' registration runs on a calendar year. CPD should therefore be recorded from the start of the year through to the point of re-registration in November or December.

13.2 Architects choose when they complete an activity and when they record their CPD.

13.3 However, architects should aim to spread their activities over the twelve months, to avoid the risk of non-compliance and an administrative burden at the end of the year.

13.4 Architects can identify the same development outcome from multiple activities. Similarly, multiple outcomes can be identified from one activity.

### **What to record?**

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<sup>3</sup> Guidelines will be made available on ARB's website. Current guidelines are available at <https://arb.org.uk/architect-information/guidance-notes/>



14.1 Architects must record the following:

- **date** of the activity – if the activity was longer than a day, you can choose to put the start or the end date
- **topic** – choose the topic option most relevant to the activity
- **activity type** – choose the activity type closest to the activity
- **learning reflection** – what you have learned from your activity (learning outcomes), how you are applying these to your practice, how has this improved your competence and what steps do you want to take next

14.2 In order to pay their retention fee to remain on the Register, an architect will have to confirm that they have carried out the CPD as required.

### **Auditing of CPD records**

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15.1 For quality assurance and compliance purposes, ARB will audit a sample of CPD records each year.

15.2 Records will be chosen randomly based on a risk-based system which includes but is not an exhaustive list:

- Those that have not previously been selected for audit
- Those that have deferred, for any reason, the previous year
- Those that have previously been involved in disciplinary proceedings
- Those that have previously failed to carry out their CPD
- Those that have been off the Register for a significant period

15.3 When a record has been audited, the architect will be informed of one of the following outcomes:

- Meets requirements
- Action needed
- Doesn't meet requirements

15.4 Any architect denied continued registration or removed from the Register because of non-compliance with the CPD scheme, will be informed of their rights of appeal.

15.5 We also aim to review recorded CPD at an aggregated level and consider how best to provide insights from learning and feedback to the profession.

15.6 Your CPD record is evidence of your development. Reviewers will not be looking at grammar, spelling, or punctuation. You will not be negatively reviewed if there are grammatical, punctuation or spelling errors.

15.7 The information you provide as part of your CPD will remain confidential and only be used for the purposes of reviewing that you have complied with the scheme. It could not, for example, be used in connection with any future disciplinary investigations unrelated to engagement with the CPD scheme.

### **Non-compliance**

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16.1 Our CPD scheme is to encourage architects to engage in meaningful professional development. Wherever possible, we will support architects to complete their CPD and provide feedback to help architects improve engagement.

16.2 However, where an architect has been informed that they are not compliant with ARB's CPD requirements and have not taken the necessary remedial steps within the required period, they will be removed from the Register.

16.3 If an architect confirms during retention that they have completed their CPD records, and it is subsequently shown that they had not done so, then it would be considered a matter of dishonesty, and they would be subject to an investigation of unacceptable professional conduct.

## **Deferment**

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17.1 While there is an expectation that every architect on the Register will carry out CPD in support of their ongoing competence, there are entirely legitimate circumstances in which it will not be possible for some to carry out activities. Possible reasons for applying for a deferment are parental leave (maternity, paternity and adoption) or long-term sickness.

17.2 Architects, in such situations, can apply to defer their CPD submission for one year but remain on the Register.

17.3 If a deferment is approved the architect must submit a Personal Development Plan (PDP) which sets out how they will catch up with their CPD requirements.

17.4 Those deferring may have to complete two years' CPD in the next annual cycle. Anyone who has deferred will automatically be selected for audit the following year.

17.5 Multiple deferments will only be agreed in exceptional circumstances.

## **Readmittance and reinstatement**

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18.1 To rejoin the Register architects must demonstrate that they have maintained their competence in a way that is relevant to their practice.

18.2 An application to rejoin the Register will be reviewed by the Competency Standards Group (CSG)<sup>4</sup> who will recommend to the Registrar if the applicant should be allowed to rejoin the Register.

18.3 An application must include:

- a statement by you detailing your current circumstances and reasons for wanting to rejoin the Register. Maximum one-side of A4 in length
- a summary description of your current role
- CPD record log of the activity undertaken while off the Register
- a personal development plan outlining what CPD you aim to complete over the next twelve months

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<sup>4</sup> Information is available on ARB's website at <https://arb.org.uk/architect-information/guidance-notes/csg-guidance/>

18.4 All architects returning to the Register following a voluntary withdrawal or a strike-off for non-compliance with the CPD scheme will be audited at the end of the CPD cycle they join.

18.5 For more information on the CSG process, please see our website CSG Guidance. The link is included in our Useful Links section of this document.

## Glossary

**Word**

Activity

ARB

CPD

Deferment

Learning outcome

Register

PDP

**Meaning**

An event or incident from which professional development was gained

Architects Registration Board

Continuing professional development

The process where an architect may ask to postpone submitting their CPD record for one year

Lessons or development gained from CPD activities

The Register of Architects is the definitive record of all UK architects.

Personal Development Plan

## Useful links

### Organisation

CSG

Exanoke completed CPD records

FAQs

Mandatory topic guidance

MyARB

RIAS CPD

RIBA/RSAA/RSUA CPD

Rejoining the Register guidance

- Within 24 months

- After 24 months

### Link

[CSG Guidance - Architects Registration Board \(arb.org.uk\)](http://arb.org.uk)

Add link

Add link to ARB CPD FAQ list when created

Add link

Add link

[The Royal Incorporation of Architects in Scotland \(rias.org.uk\)](http://rias.org.uk)

[www.ribacpd.com](http://www.ribacpd.com)

[Re-joining the Register - Architects Registration Board \(arb.org.uk\)](http://arb.org.uk)

[CSG Guidance - Architects Registration Board \(arb.org.uk\)](http://arb.org.uk)



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## CPD Mandatory topic: Fire & life safety design

### Introduction

Fire and life safety design is of central importance to the services architects provide. Clients and users are entitled to expect that all architects will have the competence to prepare and execute designs that will maintain their safety and wellbeing, regardless of the type or scale of the project. Designing for fire and life safety includes understanding and managing the risks involved – regardless of scale and use – and managing these competently.

### CPD

It is a requirement of registration that you carry out CPD in relation to fire and life safety design. What that CPD will consist of will be different for each architect, depending on your experience and the nature of the architectural work you undertake.

We have published a set of competence guidelines (see below) which set out areas in which architects should develop their competence. Competence develops over time and an architect may work 'competently' at many different levels at different stages of their career.

Everyone's professional development needs are different; what you may need to be competent in this area of practice will be unique to you. These guidelines have been designed so that anyone can use them to guide their development regardless of their level of experience or role.

Review the guidelines and assess yourself against them. You should find that you have good levels of competence in some areas while in others you feel you need further development.

Once you have identified which areas you need to develop in, review your work projects for the year and see if there are any identified development areas that you will need for your work. These are the areas you should start your CPD in.

Prioritise the remaining areas into an order to work through them. You do not have to achieve development in all your identified areas in one year, you can spread it over however long you want.

You should aim to keep participating in CPD activities related to this topic until you feel you have reached the right level of competency for your role across all relevant areas of this topic. Once you have achieved competency in all areas of this topic, you should remember to review and update your understanding on a regular basis.

### Learning Resources

There have been significant legal and professional developments in this area of architectural practice, and it is important that you continue to maintain knowledge of current practice. For architects practising in England the passing of the Building Safety Act has introduced significant new responsibilities and legal duties on all those carrying out designs on a building.

While informal learning may therefore be useful, most architects will need to undertake more formal training to ensure that they understand their responsibilities in respect of fire and life safety design.

ARB has established a CPD resource hub [LINK] that you may want to visit.

## **A. ETHICS AND PROFESSIONALISM**

You should:

FA1. Understand that ensuring the health and safety of building constructors, users and the public outweighs any other obligations you may have

FA2. Acknowledge the limits of your competence and only ever practice within those limits, unless under appropriate supervision or with suitable expert assistance

FA3. Challenge the behaviour of others and draw attention to dangers where they may put the health and safety of others at risk

## **B. MANAGING RISK**

You should:

FB1. Understand the principles of risk management methodology and be able to apply health and safety to the holistic design processes

FB2. Maintain an awareness & understanding of the key elements of relevant regulations and secondary legislation relating to health and safety including fire and structural safety

FB3. Understand how to design to achieve compliance with Building Regulations and other relevant safety legislation

FB4. Understand construction and site hazards in the context of personal access, construction activities and design risk management

FB5. Understand the role of an architect, and what fire and life safety information must be provided by the design-team to contractors, sub-contractors, building owners, managers and users

FB6. Where appropriate, review and co-ordinate the designs of other members of the design team and ensure that they have understood what further information is required, if any

FB7. Where appropriate seek expert advice on matters outside your own competence, and keep others informed of it

## **C. FIRE AND LIFE SAFETY DESIGN**

You should:

FC1. Understand the principles of fire and smoke generation and their spread

FC2. Be able to design, detail and specify in a way that protects users of buildings and the public from fire and the spread of smoke.

FC3. Be able to design buildings with appropriately safe means of escape

FC4. Be able to design appropriate access to buildings and facilities for emergency services



FC5. Understand the qualities of the products you specify in respect of fire performance, and record how they will perform as part of a construction system

FC6. Be able to design to protect building users from hazards and risks during construction, use and maintenance

## **CPD Mandatory topic: Environmental sustainability**

### Introduction

Climate change is one of the defining challenges of our time. Humanity is facing a Climate Emergency which requires urgent action. Architects should consider the wider impact of their work, advising their clients how best to conserve and enhance the quality of the environment and its natural resources. To be able to do that effectively, it is important that they maintain and enhance their competence in respect of environmental sustainability through further training and development.

### Continuing Professional Development (CPD)

It is a requirement of registration that you carry out CPD in relation to environmental sustainability. What that CPD will consist of, will be different for each architect, depending on your experience and the nature of the architectural work you undertake.

### Environmental sustainability competence guidelines

We have published a set of competence guidelines (see below) which set out areas in which architects should develop their competence. Competence develops over time and an architect may work 'competently' at many different levels at different stages of their career.

Everyone's professional development needs are different; what you may need to be competent in this area of practice will be unique to you. These guidelines have been designed so that anyone can use them to guide their development regardless of their level of experience or role.

Review the guidelines and assess yourself against them. You should find that you have good levels of competence in some areas while in others you feel you need further development.

Once you have identified which areas you need to develop in, review your work projects for the year and see if there are any identified development areas that you will need for your work. These are the areas you should start your CPD in.

Prioritise the remaining areas into an order to work through them. You do not have to achieve development in all your identified areas in one year, you can spread it over however long you want.

You should aim to keep participating in CPD activities related to this topic until you feel you have reached the right level of competency for your role across all relevant areas of this topic. Once you have achieved competency in all areas of this topic, you should remember to review and update your understanding on a regular basis.

### Learning Resources

The resources available that contribute to keeping current in this area of practice are constantly changing. Professional and commercial organisations provide targeted, structured training and CPD events. Architects should keep up to date with changes in legislation, professional and statutory duties by reference to relevant online resources from professional and statutory bodies. We do not recommend any particular learning route or resource, but you can find further information on educational tools and resources on our website here [[Sustainability Competence Learning Resources - ARB](#)].

## **A. ETHICS AND PROFESSIONALISM**

You should:

- SA1. Understand the principles of climate science so that you can make informed and responsible decisions with regards to actions and inaction that may affect this issue
- SA2. Understand the impact that resilience, mitigation and adaptation of the built environment can have on climate change, and do everything within your remit to minimise the negative impact your practice has on the environment
- SA3. Advocate for sustainable or regenerative design solutions and ethical sourcing throughout the life-cycle of each project
- SA4. Maintain your knowledge of the key legislation, regulations and policies in respect of the climate and ecological crisis
- SA5. Share building performance data to raise industry awareness and encourage the growth of a zero-carbon culture

## **B. SUSTAINABLE DESIGN PRINCIPLES**

You should:

- SB1. Understand the relationships between buildings, settlements, communities and a changing climate, and be able to design low and zero carbon buildings
- SB2. Understand social sustainability and social value as tools to measure the impact of development upon communities
- SB3. Be able to design to preserve, integrate and enhance natural habitats which encourage biodiversity and support access to green infrastructure space for communities
- SB4. Be able to apply the design principles of:
  - Retrofit First
  - Fabric First and thermal/energy efficiency
  - Passive Design
  - Daylighting
  - Appropriate renewable technologies
  - Life Cycle Assessment and Costing
  - Whole Life Carbon & Low embodied carbon design
  - Water cycle, demand, supply and reduction

### **C. ENVIRONMENTAL & BUILDING PHYSICS**

You should:

- SC1. Understand the environmental science relating to temperature, humidity, sound and lighting
- SC2. Understand the principles of human comfort and indoor air quality in relation to energy use
- SC3. Be able to calculate predicted operational and embodied energy use and carbon emissions
- SC4. Be able to carry out Post Occupancy Evaluations / Building Performance Evaluations to understand performance and inform future projects

### **D. CONSTRUCTION TECHNOLOGY**

You should:

- SD1. Understand the embodied carbon and resource implications of different methods of construction and performance of building materials
- SD2. Be able to produce adequate detailed designs to allow for airtightness and thermal integrity
- SD3. Understand the performance of major energy demanding building technologies (ventilation, heating, cooling, hot water and lighting), and the use of onsite renewable energy generation or further offsetting to achieve decarbonisation.
- SD4. Understand and be able to apply circular economy principles to the design life-cycle of each project