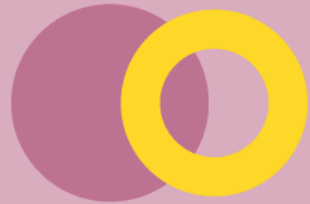


20
24



Architects
Registration
Board

Scheme for Continuing Professional Development

Sample Records

Introduction

Your CPD record tracks your professional development. You should include all the information you need to be able to look at your record at any point in the future, and see what it was that you learned and how you applied it to your practice.

While you choose what to include in your CPD record, your record should aim to identify the following aspects:

- what you learned from each activity (1)
- how you are applying it to your practice and any known benefits (2)
- how this has improved your competency (3)
- what steps you want to take next (4)

For any learning reflection you record, you should always be able to identify (1) what you learned and (2) how you are applying it to your practice. For some activities, you may not be able to identify (3) how a learning outcome has improved your competency, or (4) what your next steps will be.

In the following pages, you can see how others have satisfactorily completed their records in the samples provided, and how we have identified the different aspects of the learning reflection in those records. Aspects can be located using the below key.

Key

1

What I learned

2

How I have applied it to my practice and any known benefits

3

How my competency has developed

4

Next steps



(Indicates that the highlighted paragraph or passage relates to two or more of the above aspects)



Architect A - Personal Development Plan

Projects undertaking this year:

Hospital project

Hospital conversion into residential homes

Currently at Planning Appeal. Public Inquiry in July 2023,

SKILLS / TOPICS TO LEARN: Need to strengthen my understanding of the Inquiry Process, and how to write a Proof of Evidence

Redevelopment project

Submitted in October 22, but requires redesigned to certain buildings following feedback and a very high estates management charge, required additional new homes to ensure the ongoing maintenance of the Registered Parks & Gardens can be maintained at a high quality in perpetuity

SKILLS / TOPICS TO LEARN: Presentation skills to Local Planning Authority and Historic England. design justification for additional properties within the setting of a Listed Building, Green Belt and setting of Registered Parks & Gardens.

Shopping centre project

Former 9 storey shopping centre and office block to be converted into Residential. This will be designed by external architects

SKILLS / TOPICS TO LEARN: appointing consultants, invoice & quote process. Fire Safety relating to medium rise structures. 11m and 18m rules. Fire CPD and meetings with Fire Officer required to understand the changing regulations. Principal Designer obligations

MANAGEMENT SKILLS: giving instructions, drawing comments, lesson's learnt sessions, team review

BUSINESS: forecasting project timescales and potential delays / risks to deadlines, Board reports

ENHANCEMENTS: Research a conservation course to enable me to be qualified enough to have the debates and discussions with LPA and Historic England.

Architect A - CPD activities (1/4)

Date	Topic	Activity type	Mandatory topic	Learning reflection
22/03/2023	Other	Practical experience	No	<p>Planning Inquiry.</p> <p>Gained understanding and practical experience of the process for a planning inquiry 1</p> <p>Gained experience of writing a 'Proof of Evidence'</p> <p>Practical experience of expected conduct and maintaining good relations with the official involved in an inquiry</p> <p>I have been able to share best practice on planning inquiries with colleagues through in-house training session. Which has developed their understanding of such processes. 2</p> <p>I have a better understanding and know now the importance of public consultations to ensure stakeholder buy-in. I will have more confidence participating in such an Inquiry again and will ensure stakeholder voice is included by making use of public consultations. 3</p>
10/01/2023	Business/ Practice	Formal training	No	<p>Co-manager shared useful points on difficult conversations with line reports.</p> <p>I learned to plan ahead for difficult conversations and identify what outcome I want to achieve. Support my point with evidence. 1</p> <p>The line report seemed to respond well to this positive approach and we were able to come together to identify achievable actions to improve their performance. 2</p> <p>This was a good outcome with the line report being responsive and engaged in the process. I will continue using this approach going forward. However, this was my first attempt with this approach and I want more development in this area. 4</p>

Key:

1

What I learned

2

How I have applied it to my practice and any known benefits

3

How my competency has developed

4

Next steps

Architect A - CPD activities (2/4)

Date	Topic	Activity type	Mandatory topic	Learning reflection
09/04/2023	Business/ Practice	Research	No	<p>External architectural liaison - contract Ts&Cs review for Board discussion.</p> <p>Became familiar with and created deep understanding of the terms and conditions for the contract with external architectural liaison. 1</p> <p>Refreshed understanding of RIBA's scope of works, as well as the services of the external architects, their fee structures and design review process.</p> <p>Enabled me to present to the board clearly and confidently on key points for consideration. 2</p> <p>Based on information provided Board was able to understand what they were getting for their money and what was excluded from the fess. This enabled them to make informed decisions that were in the best interests of the company.</p>
13/06/2023	Business/ Practice	Practical experience	No	<p>Ongoing experience with Board meetings has given useful skills on how to talk with the senior management team who are also the "clients" as an in-house architect for a property development company. 1</p> <p>There seems to be two presentation styles. Show working, to being everyone to the same conclusion, or the reverse. Tell the punchline, then the joke. The latter seems to work best for the Board. 2</p>

Key:

1

What I learned

2

How I have applied it to my practice and any known benefits

3

How my competency has developed

4

Next steps

Architect A - CPD activities (3/4)

Date	Topic	Activity type	Mandatory topic	Learning reflection
06/07/2023	Fire and Life Safety	Formal training	Yes	<p>Meeting with Fire Officer to go through changing regulations for medium rise structures. We went through the new changes brought in this year and how this impacts current processes.</p> <p>The Fire Officer identified for me what changes would need to be put in place to accommodate the new changes to the regulations. This has developed my knowledge and how to apply it.</p> <p>Main focus on 11m and 18m rules.</p> <p>I have been able to apply this understanding to the planning phase of shopping precinct project.</p>
26/07/2023	Fire and Life Safety	Formal training	Yes	<p>Webinar on the changes to the regulations on medium rise structures.</p> <p>Went through the changes to the regulations and what to do to implement them into your practice.</p> <p>This consolidated what I had understood from the Fire Office and gave me more confidence going forward with the precinct project. Has helped make the planning phase go more smoothly.</p>

Key:

1

What I learned

2

How I have applied it to my practice and any known benefits

3

How my competency has developed

4

Next steps

Architect A - CPD activities (4/4)

Date	Topic	Activity type	Mandatory topic	Learning reflection
19/09/2023	Business/ Practice	Practical experience	No	<p>With the projects there needs to be risk assessment and potential delay assessments. I had a lot of practice with this, on the projects I'm spearheading. 1</p> <p>I reviewed previous risk registers for similar projects to identify potential risks and spoke with those with experience of risk management on similar projects.</p> <p>This gave me an excellent understanding of how to proceed and a good starting point for the assessments. as I became more familiar with the process, it became easier to identify potential risks and delays. 3</p> <p>This meant that I and the team became more efficient with our risk management and a robust system in place to mitigate, reduce or negate potential risks or delays. This in turn worked well for our clients as this helped to keep projects to planned time and budget costs. 2</p>
24/10/2023	Business/ Practice	Research	No	<p>Research into building redesign for the redevelopment project.</p> <p>Review of regulations overseeing Grade II buildings.</p> <p>Reviewed the work of similar projects across the country. Was very useful to learn about the mistakes and what not to do as much as to read about the success stories. 1</p> <p>Really useful for ideas for the [REDACTED] project and given me confidence on how to proceed. 2</p> <p>3</p>

Key:

1

What I learned

2

How I have applied it to my practice and any known benefits

3

How my competency has developed

4

Next steps



Architect B - Personal Development Plan

None supplied.

Architect B - CPD activities (1/3)

Date	Topic	Activity type	Mandatory topic	Learning reflection
05/01/2023	Environmental sustainability	Self-directed training	Yes	<p>Climate emergency, passive house news and case study.</p> <p>Reinforced knowledge and renews needs to review office approach to standard construction.</p>
10/01/2023	Business/ Practice	Formal training	No	<p>Webinar on how to set strategic goals that produce tangible results.</p> <p>Reminder to step back and set both personal and business goals for development.</p>
11/01/2023	Business/ Practice	Self-directed training	No	<p>Article: Why robust planning is vital for a home retrofit in stages – with Alan Budden.</p> <p>Useful article which developed my understanding and confidence on how sequencing of works is important to mitigate problems.</p> <p>Helpful to work through phasing with clients who are completing works piece by piece. Also useful reference for my own home.</p>
14/02/2023	Regulatory	Formal training	No	<p>RIBA's Modern slavery requirements</p> <p>I developed an understanding of issues not always considered day to day.</p> <p>I realised that we need to undertake more CPD to ensure we have both company policy on this and to gain an understanding of how to evaluate project specifications and procurement.</p>

Key:

1

What I learned

2

How I have applied it to my practice and any known benefits

3

How my competency has developed

4

Next steps

Architect B - CPD activities (2/3)

Date	Topic	Activity type	Mandatory topic	Learning reflection
14/02/2023	Business/ Practice	Formal training	No	<p>Five easy fixes you can make to improve your website right now for 2023</p> <p>Reinforced understanding that authentic marketing will attract our ideal client, continue to push all leads via our website so that they qualify, disqualify themselves before we talk to them.</p> <p>Next I will investigate integrating testimonials in a better way to keep things current.</p>
11/04/2023	Regulatory	Formal training	No	<p>Update on the Building Safety Act changes</p> <p>Understading of what changes have come into effect.</p> <p>Leadership team had a review session to identify the impact of the Act's changes on our practice and clients. Plan of action drawn up and implemented to ensure practice incorporates changes into everyday business.</p> <p>This has meant we are prepared for the changes and have ensured that no client has been negatively impacted because of the changes.</p> <p>I will review regularly to capture any future changes and will apply the same exercise to understand the changes.</p>
15/04/2023	Regulatory	Formal training	No	<p>Interim certificates after Practical Completion</p> <p>I became aware of a different interpretation of the post PC period in terms of the CA responsibilities.</p> <p>I'll be reviewing Building Contracts to ensure that we are properly implementing our Contract Admin throughout the period post Practical Completion.</p>

Key:

1

What I learned

2

How I have applied it to my practice and any known benefits

3

How my competency has developed

4

Next steps

Architect B - CPD activities (3/3)

Date	Topic	Activity type	Mandatory topic	Learning reflection
22/05/2023	Design	Formal training	No	<p>2 Day course on AECB Carbonlite Retrofit Course - Moisture in Buildings 5.2 Moisture in Buildings and 5.3 Moisture Physics</p> <p>Gained better understanding of the importance of assessing existing buildings condition in relation to moisture in building and setting out a plan to remedy problems prior to retrofitting. 1</p> <p>Will set it as best practice with our technologists. Understanding of AH and RH and what they can tell us. 2</p> <p>Greater understanding of moisture movement and importance of considering the impacts of retrofit on improving or worsening a situation. 1</p> <p>Review ongoing projects and technical to consider any unintended consequences of design proposals 4</p>

Key:

1

What I learned

2

How I have applied it to my practice and any known benefits

3

How my competency has developed

4

Next steps

Architect C - Personal Development Plan

- Increase knowledge in ecology as so many projects tick the box of requiring ecology reports. What are ecologists looking for in suitable habitats?
- Improve practice management skills, commissioning new projects, fee proposals, mentoring less experienced colleagues.
- Refresh and improve technical knowledge, applying new Building Regulations to technical design work, detailed knowledge specific to projects.

Architect C - CPD activities (1/3)

Date	Topic	Activity type	Mandatory topic	Learning reflection
23/03/2023	Business/ Practice	Peer discussion	No	<p>We reviewed a set of three previous design presentation packages, what worked well for each package, and then compared them to a design presentation package I had drafted. It was helpful to understand how to improve my presentation, including the inclusion of precedent studies, 'Hero' visualisations and visualisation types to better explain my scheme. I then reflected on this when redrafting my presentation document.</p> <p>1</p> <p>2</p>
12/04/2023	Business/ Practice	Research	No	<p>Research routes into Architecture through apprenticeships and degree apprenticeships in preparation for interviews to better understand the different routes available for the interviewees and what they are hoping to achieve with the jobs they are applying for.</p> <p>1</p> <p>Useful in the interviews and showed we had a good understanding of what those being interviewed are going through. Will ensure to use knowledge in similar future interviews.</p> <p>2</p>
20/05/2023	Environmental sustainability	Practical experience	Yes	<p>I shadowed an ecologist carrying out a Preliminary Ecological Assessment at a project.</p> <p>Ecology surveys are becoming a requirement on almost all of our projects now, and increasing my knowledge in this area means I have been able to provide clients with more guidance on what surveys they need, why, what to expect from them and how the results will impact any work they are looking to undertake.</p> <p>1</p> <p>2</p> <p>Our clients should find this improved knowledge a benefit as we can offer them better information. Which will mean the practice gets a good reputation for leading in this area.</p> <p>I will continue to expand my knowledge and understanding in this topic to continue supporting our clients.</p> <p>4</p>

Key:

1

What I learned

2

How I have applied it to my practice and any known benefits

3

How my competency has developed

4

Next steps

Architect C - CPD activities (2/3)

Date	Topic	Activity type	Mandatory topic	Learning reflection
31/05/2023	Regulatory	Research	No	<p>Research waterproofing products for an ongoing project, and understand how different systems should be used according to the amount of retaining wall in the project.</p> <p>This was helpful information as it can apply to many projects and knowing that 600mm is the key measurement means in future I know exactly what I should look for and specify</p>
19/06/2023	Regulatory	Research	No	<p>Research to understand the flood resistant design for an ongoing project which is in a Flood Zone 3. Gained more understanding of both landscape and external methods of reducing flood risk, and building envelope, materials, construction for introducing flood resilience into design. This is helpful as although this project is an extreme situation, many of our projects are impacted by the risk of flood and the construction principles learnt can be applied across projects and can be considered at an earlier design stage now known.</p>
23/08/2023	Business/ Practice	Self-directed learning	No	<p>I read the Bat Survey Best Practice Guide (Collins 2016) as part of understanding the wider reasons required for bat surveys on our projects as we had noticed an increase in bat surveys required this season. In advance of talking it through with an ecologist, I read through the guidelines in order to ensure I understood the requirements better.</p> <p>In future, this and the discussion with an ecologist will mean I can better advise clients on bat survey requirements. I will keep up on developments in this area to keep my knowledge relevant.</p>

Key:

1

What I learned

2

How I have applied it to my practice and any known benefits

3

How my competency has developed

4

Next steps

Architect C - CPD activities (3/3)

Date	Topic	Activity type	Mandatory topic	Learning reflection
30/08/2023	Regulatory	Self-directed learning	No	<p>Review of Approved Document Part B to refresh my memory on means of escape. This helped inform the technical design and building regulations pack for a Class Q conversion with an open plan ground floor, hopefully streamlining the Building Control approval.</p> <p>1</p> <p>2</p>
02/09/2023	Other	Self-directed learning	No	<p>I attended an ecology evening in my local village to learn about the different wildlife around, how the local wildlife reserve was formed when a local housing estate was granted planning permission and how wildlife has been affected by a new housing estate. The evening reinforced the importance of protecting wildlife and biodiversity, especially in the consideration of new housing schemes and how small improvements and design changes can greatly improve the chances of retaining local wildlife.</p> <p>1</p> <p>I will review current new build projects and ensure to apply to future new build projects this understanding and make necessary changes to current projects to protect any threatened wildlife.</p> <p>2</p>

Key:

1

What I learned

2

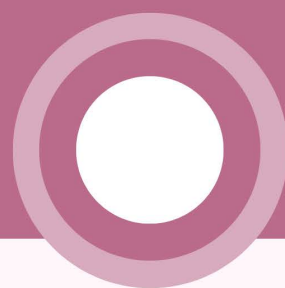
How I have applied it to my practice and any known benefits

3

How my competency has developed

4

Next steps



For more information, please contact the Architects Registration Board

5th floor, 70 Gray's Inn Road, London WC1X 8NH

Web: www.arb.org.uk

email: info@arb.org.uk

Telephone: + 44 (0) 20 7580 5861