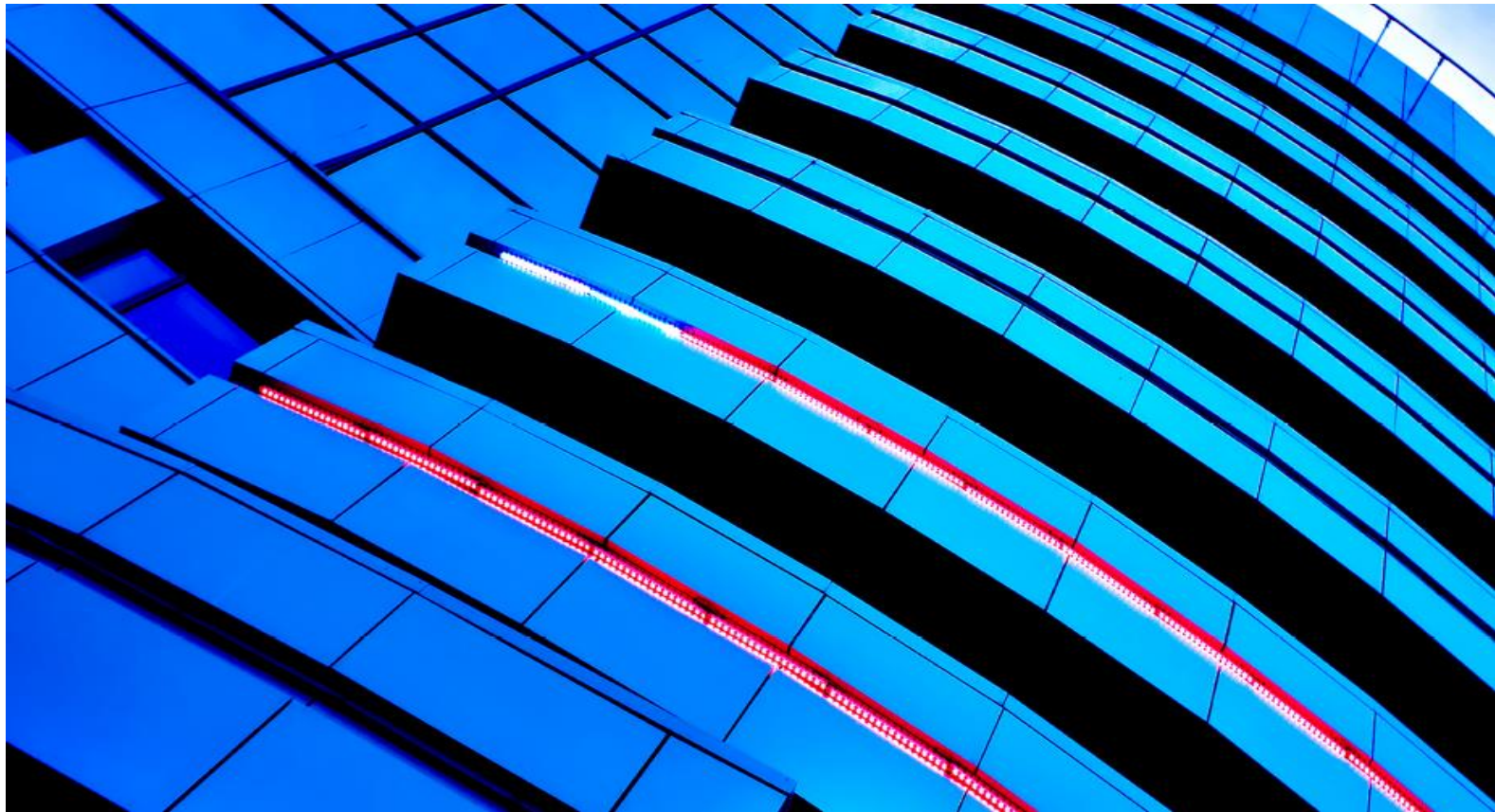




CPD FAQs

CPD 常见问题解答

2018



CPD FAQs 2018

CPD 常见问题解答 (2018)

1. CPD Requirements

1. CPD 要求

1.1 What is CPD and why is it important?

1.1 什么是 CPD，为什么它很重要？

Continuing professional development (CPD) is a commitment by RICS members to continually update their skills and knowledge in order to remain professionally competent.

持续专业发展 (CPD) 是指 RICS 会员们致力于不断提升自身的技能和知识，从而始终维持自身的专业胜任力。

CPD is important as RICS is a standard based organisation and its members operate in a constantly changing environment e.g. new legislation. RICS expect its professionals to be competent in order to provide the best possible service. CPD is a highly beneficial career tool if it is planned and managed in the right way; it can be used to strengthen the member's business skills and to acquire new skills / specialisms.

CPD 非常重要，因为 RICS 是一个基于标准的组织，其会员在不断变化的环境（例如新法规颁布）下开展活动。RICS 期望组织内的专业人士具备足够的胜任力，从而提供最佳服务。如果通过合理的方法妥善计划和管理，CPD 将成为一种非常有益的职业工具；可用于强化会员的业务技能，并获取新的技能/专业知识。

1.2 What are the Rules?

1.2 什么是规则？

The [RICS Rules of Conduct for Members](#) are approved by the Regulatory Board and set out the standards of professional conduct and practice expected of RICS Members. Rule 6 of the Rules of Conduct for Members states:

[RICS 会员行为守则](#)经监管委员会批准，规定了 RICS 会员应该遵守的职业行为和实践标准。《会员行为守则》第 6 条规定：

- *Continuing Professional Development (CPD) - Members shall comply with RICS' requirements in respect of continuing professional development.*
持续专业发展 (CPD) - 会员应该遵守 RICS 针对持续专业发展提出的要求。

1.3 What are the requirements?

1.3 有哪些要求？

- Members must undertake a minimum of 20 hours of CPD activity each calendar year, by 31 December. Of the 20 hours at least 10 hours must be formal CPD. See section 2 "Requirements – Formal and Informal

CPD Learning” for further information and guidance.

会员每年都必须在 12 月 31 日之前参与至少 20 个小时的 CPD 活动。在上述 20 个小时的活动中，必须包含至少 10 个小时的正式 CPD 学习活动。请参阅第 2 节“要求 - 正式和非正式 CPD 学习”了解更多信息和指导。

- Members are also required to undertake learning in relation to the RICS Global Professional and Ethical Standards at least once every three years. See section 3 “Requirements – Global Professional and Ethical Standards” for further information and guidance.

会员必须至少每三年参加一次与 RICS 全球职业和道德标准相关的学习活动。请参阅第 3 节“要求 - 全球职业和道德标准”了解更多信息和指导。

- Members must record online their required CPD activities either on the RICS online system via the RICS website or using one of the RICS CPD mobile Apps. This must be done by 31 January of the year after the CPD year. See section 4 “Requirements - Recording CPD” and Appendix 1 “Recording CPD using the Online System” for further information and guidance.

会员必须通过 RICS 网站或使用手机端 RICS CPD APP 在线记录 CPD 活动的相关情况。会员必须在每个 CPD 年度次年的 1 月 31 日之前完成在线记录。请参阅第 4 节“要求 - 记录 CPD”和附录 1“使用在线系统记录 CPD”了解更多信息和指导。

Guidance is also available online at <https://www.rics.org/zh/upholding-professional-standards/regulation/cpd-compliance-guide/>

也可以通过下列地址了解指导信息 <https://www.rics.org/zh/upholding-professional-standards/regulation/cpd-compliance-guide/>

1.4 What are the deadlines?

1.4 有哪些期限要求？

CPD activities must be completed by 31 December and recorded online by the following 31 January.

会员必须在每年的 12 月 31 日之前完成 CPD 活动，并在次年的 1 月 31 日之前完成在线记录。

1.5 What happens if a member does not comply with the rule to complete 20 hours of CPD and/or does not record this online by the deadline?

1.5 如果会员未按照规则要求完成 20 个小时的 CPD 活动，并且/或者未在规定的期限前完成在线记录，会有怎样的后果？

All RICS members agree to comply with the Rules of Conduct of the Institution as a requirement of membership and as part of their professional obligations. This means members must complete their CPD by 31 December each year and log it online by 31 January the following year. Failure to comply with the rules on CPD will be treated in the same way as any other rule breach under [RICS Disciplinary, Registration and Appeal Panel Rules](#). The range of sanctions includes reprimand, fine, conditions on registration, suspension, publication of disciplinary findings and expulsion from membership.

所有 RICS 会员均同意遵守协会颁布的《行为守则》，并将此作为会员要求以及自身职业义务的组成部分。也就是说会员必须在每年的 12 月 31 日之前完成 CPD 活动，并且在次年的 1 月 31 日之前完成在线记录。如果违反关于 CPD 的规则，则将按照[《RICS 纪律、登记和上诉委员会规则》](#)的相关规定进行处罚。处罚措施包括谴责、罚款、施加登记条件、暂停会员资格、发布处罚结果以及取消会员资格。

Section 5 “Disciplinary Action” has further information and guidance.

请参阅第 5 节“处罚措施”了解更多信息和指导。

1.6 Is it possible for a member to be granted an exemption from their CPD requirements?

1.6 会员是否可能获得豁免资格，免于遵守 CPD 要求？

Yes - in certain situations, a member can be granted an exemption from recording their CPD in a particular year. Section 6 “CPD Exemptions” and Appendix 2 “Member Situations & Potential CPD Exemptions” contain further information and guidance.

是的 - 在某些情况下，会员可以获得豁免资格，在某个特定年度内免于遵守 CPD 要求。第 6 节 “CPD 豁免”和附录 2 “会员情况和潜在 CPD 豁免可能性” 提供更多信息和指导。

1.7 How did RICS decide upon the 20-hour minimum per annum?

1.7 RICS 如何决定每年 20 小时的最低标准的？

The minimum hours are set by the RICS Governing Council and were developed in close consultation with members. RICS have set the core requirements at a level which is not expected to place a disproportionate burden upon members. However, the core requirements represent the minimum amount of CPD that RICS believes to be acceptable. The responsibility therefore sits primarily with the Member to ensure that they are doing what is necessary to appropriately maintain their skills and competencies.

最低小时数标准由 RICS 管理委员会经与会员密切磋商后决定。RICS 已经基于不会对会员造成异常负担的原则，制定了核心要求。但是，核心要求代表了 RICS 认为可以接受的最低 CPD 活动小时数。因此，会员需要承担起主要的实施责任，确保开展必要活动以适当维持自身的技能和胜任力水平。

2. Requirements - Formal and Informal CPD learning

2. 要求 - 正式和非正式 CPD 学习

2.1 What are the CPD learning requirements?

2.1 什么是 CPD 学习要求？

As stated in 1.3 above, Members must undertake and record online a minimum of 20 hours of CPD activity each calendar year. Of the 20 hours, at least 10 hours must be formal CPD.

如上文第 1.3 节所述，会员每年都必须参与至少 20 个小时的 CPD 活动。在上述 20 个小时的活动中，必须包含至少 10 个小时的正式 CPD 学习活动。

2.2 What is ‘Formal’ CPD?

2.2 什么是“正式”CPD 活动？

Formal CPD can be any form of structured learning that has clear learning objectives and outcomes, such as a professional course or structured online training. It could also be learning that includes an assessment measure.

正式 CPD 包括任何有着明确的学习目标和成果的结构化学习活动，例如专业课程或结构性在线培训。也可以是包含学习成果评估标准的学习活动。

Members could be asked to provide supporting evidence of any formal learning entered onto the CPD management system.

可能会要求会员提供其在线输入的正式 CPD 活动的支持性证据。

2.3 What is 'Informal' CPD?

2.3 什么是“非正式”CPD 活动?

Informal CPD is any self-managed learning that is relevant or related to a member's professional role. This could include activities such as private study, on-the-job training, attendance at informal seminars or events where the focus is on knowledge sharing.

非正式 CPD 是指与会员的职业角色相关的任何自我管理式活动。包括诸如自学、在职培训、参加以分享知识为主的非正式研讨会或活动。

Members could be asked to provide supporting evidence of any informal learning entered onto the CPD management system.

可能会要求会员提供其在线输入的非正式CPD活动的支持性证据。

2.4 Is there help available to decide on whether learning meets the criteria for

2.4 是否有帮助信息可供参考，用于判定学习活动是否满足

Formal or Informal?

正式还是非正式标准?

Yes. The following are available for download: a [decision tree](#) to help decide whether Learning is Formal or Informal and a [list](#) giving some examples of Formal and Informal Learning. The list and decision tree are not exhaustive but are good guides for members to use to plan their learning.

是的。下列资源可供下载：有助于决定学习活动属于正式学习还是非正式学习[决策树](#)，列举了正式和非正式学习的例子[清单](#)。清单和决策树虽未详尽列出所有学习活动，却也是会员在制定各自学习计划过程中的理想指导资源。

2.5 Are there any activities that cannot count towards a member's CPD requirements?

2.5 是否有任何不属于会员 CPD 要求范围的活动?

Yes. Any activity that does not have a clear learning purpose or does not relate to a member's role and/or specialism cannot be considered as appropriate CPD.

是的。任何缺乏明确的学习目的，或者与会员的角色和/或专业领域不相关的活动都不属于适当的 CPD 活动。

For example, activities such as networking, social events, team meetings or informal planning events and involvement on boards, committees or clubs that have little or no relevance to a member's professional role, cannot count towards their CPD requirements. The [list](#) and [decision tree](#) mentioned in section 2.4 will help identify activities appropriate for CPD.

比如说，如果参与人际交往、社交活动、团队会议或非正式策划活动，成为委员会、理事会或俱乐部成员，但是这些活动与会员的职业角色无关或关系甚少，那么这些活动都不属于满足 CPD 要求的活动。第 2.4 节提及的[清单](#)和[决策树](#)有助于识别符合 CPD 要求的适当活动。

2.6 Does attending a conference count as formal learning?

2.6 参加会议是否属于正式学习?

This will depend on the nature of the conference and the level of learning achieved from attending. If a member attends a conference that will develop their understanding of a specific subject that has relevance to their work then, in most instances, that would count as formal CPD. If, however, a member attends a conference where the focus is more on networking opportunities rather than developing their skills and knowledge on a particular

subject matter, then attendance would most likely not count as formal learning.

这取决于会议的性质，以及通过参加会议实现的学习程度。如果会员参加的会议有助于加深其对于特定主题的理解，并且该主题与其工作相关，那么大多数情况下这种活动属于正式 CPD。但是，如果会员参加的会议更关注社交机会而不是培养有关特定主题的技能 and 知识，那么参加此类会议很可能不属于非正式 CPD。

All formal learning should be structured, i.e. a member chose to undertake a specific learning activity in order to develop a particular skill or knowledge on a particular topic.

所有正式学习都具有结构性特点，即会员为了培养关于特定主题的技能或知识而参加具体的学习活动。

2.7 Does sitting on RICS boards/committees qualify as CPD?

2.7 参加 RICS 委员会/理事会会议是否属于 CPD 活动?

Attendance at RICS board, committee or working group meetings would qualify as CPD based on the following:
根据下列标准，参与 RICS 委员会、理事会或工作组会议属于 CPD 活动：

- i. Informal Learning - Any RICS board, committee or working group meeting would count as informal CPD where a member's knowledge is developed through self-managed learning, such as reading meeting papers and other materials (unless there is clear justification as to why it should count as formal learning – see (ii) below).
非正式学习 – 只要符合下列要求，那么任何 RICS 委员会、理事会或工作组会议都属于非正式 CPD：会员通过自我管理式学习，例如阅读会议文件和其他资料而掌握相关知识（除非有明确理由可将此活动判定为正式学习 – 请参阅下文 (ii)）。
- ii. Formal Learning - Any RICS board, committee or working group meeting would count as formal CPD where there is a structured approach where learning objectives/outcomes can be easily identified, and the member is essentially 'taught' something that enhances their knowledge and/or technical skills.
正式学习 – 只要符合下列要求，那么任何 RICS 委员会、理事会或工作组会议都属于正式 CPD：采用结构性的学习方法，可以轻松地确定学习目标/成果，会员通过学习活动“被教会”了有助于提高其知识和/或技术水平的知识。

2.8 Does sitting on non-RICS boards/committees qualify as CPD?

2.8 参加非 RICS 委员会/理事会会议是否属于 CPD 活动?

This would depend on the nature of individual meetings. In order to qualify, the member would need to justify how sitting on a non-RICS board or committee has contributed to their professional development. For example, if the member is sitting on a school board and making budget decisions that, in turn, develops their financial management skills which can be applied in their professional role then this may count as informal learning. However, if attendance at a non-RICS boards / committee meeting has no relevance to their professional role or professional skills then it would not qualify as CPD.

这取决于该会议的性质。如果想要证明参加此类会议属于符合相关要求的活动，会员需要阐明参加非 RICS 委员会或理事会会议如何有助于其个人职业发展。比如说，如果会员参加学校董事会会议，并做出预算决策，那么此类活动有助于培养他的财务管理技能，并且可以将这些技能应用到其职业角色中，因此属于非正式学习。但是，如果参加非 RICS 委员会/理事会会议与会员的职业角色或专业技能无关，那么此类活动就不属于 CPD 活动。

2.9 Do activities undertaken by an APC assessor qualify as CPD?

2.9 由 APC 评审员参加的活动是否属于 CPD 活动?

Activities undertaken as an APC assessor can count as CPD where there is a learning outcome. Whether CPD undertaken as an assessor is formal or informal will depend on the exact nature of the learning activity. For example, undertaking training to become an APC assessor, or developing knowledge on a new piece of relevant legislation, would count as formal CPD as there will be a clear learning objective and outcome. However, preparation for an APC interview would most likely be informal CPD as in most instances it will comprise unstructured learning. Activity undertaken as an assessor that does not have a learning outcome cannot count as CPD.

如果活动取得了学习成果，那么由 APC 评审员参加的活动就属于 CPD 活动。作为评审员参加的 CPD 活动属于正式还是非正式活动取决于学习活动的具体性质。比如说，为了成为 APC 评审员，或者为了学习关于新颁布的相关法律而参加培训，这就属于有着明确学习目标和成果的正式 CPD。但是，为了参加 APC 面试而开展的准备工作很有可能是非正式 CPD，因此在大多数情况下这种活动属于结构性学习活动的组成部分。如果作为评审员参加活动，但是活动并没有取得成果，那么这种活动就不属于 CPD。

2.10 Is there always a cost for Formal CPD?

2.10 正式 CPD 是否始终会产生一定的成本?

No. Formal learning does not necessarily have to be paid-for training. Formal CPD can be any structured learning with a clear learning objective and outcome e.g. see section 2.2 above. Please see question 2.12 for RICS free and low cost Formal CPD.

不是。正式学习并不一定必须是付费培训。正式 CPD 可以是任何有着明确目标和成果的结构性学习，例如参阅上文第 2.2 节。请参阅问题 2.12 了解 RICS 免费和低成本的正式 CPD 活动。

2.11 Does Formal CPD have to be provided by RICS?

2.11 正式 CPD 是否必须由 RICS 提供?

No. Formal CPD does not have to be provided by RICS training. It can also include training or formal learning offered by a member's own firm or another organisation or learning institution.

不是。正式 CPD 不一定必须是由 RICS 提供的培训。也可以包括由会员公司或其他组织或学习机构提供的培训或正式学习活动。

However, please note that RICS does provide free and low-cost Formal and Informal CPD to its members – see Section 2.12 below.

但是，请注意 RICS 会向其会员提供免费和低成本的正式和非正式 CPD – 请参阅下文第 2.12 节。

2.12 Does the RICS provide any free or low-cost training which qualifies as Formal or Informal CPD?

2.12 RICS 是否会向其会员提供任何免费或低成本正式或非正式 CPD?

Yes, here are some examples:

是的，下文列举了一些例子：

- (i) a free introductory module on the [RICS Global Professional and Ethical Standards](#) which is available to all members via the RICS Online Academy – this qualifies as 1 hour of Formal CPD and fulfills the rolling three year requirement for Members to maintain a relevant and current understanding of the RICS professional and ethical standards.

通过 RICS 在线学院向所有会员提供关于 [RICS 全球职业和道德标准](#) 的免费介绍模块 – 该模块构成 1 小时的正式 CPD 活动，满足会员在滚动三年期内掌握关于 RICS 职业和道德标准最新信息的要求。

- (ii) RICS Regulation also offers free CPD through road shows on current and topical issues, such as PII. RICS规管部还通过安排关于当前热门话题，例如 专业责任保险 等内容的路演来提供免费 CPD 活动。
- (iii) In addition, RICS offers a series of CPD events aimed at sole practitioners and small firms. The series offers a flexible and cost-effective way in which to build CPD.
此外，RICS 还专门针对个人从业者和小型公司提供一系列的 CPD 活动。这些活动是构建 CPD 的低成本灵活性方法。

3. Requirements - Global Professional and Ethical Standards

3. 要求 – 全球职业和道德标准

3.1 What are the RICS Global Professional and Ethical Standards learning requirements?

3.1 有哪些关于 RICS 全球职业和道德标准学习的要求？

As stated in 1.3 above, Members are required to undertake learning in relation to the RICS Global Professional and Ethical Standards at least once every three years

如上文第 1.3 节所述，会员必须至少每三年参加一次与 RICS 全球职业和道德标准相关的学习活动。

3.2 What CPD activity does a member need to maintain their understanding of the RICS Global Professional and Ethical Standards?

3.2 为了维持各自对于 RICS 全球职业和道德标准的理解，会员需要参加什么活动？

There are various ways in which a member can meet the three-year requirement (see section 3.1 above). For example, a member could:

会员可以通过多种方法满足上述三年期要求（参阅上文第 3.1 节）。比如，会员可以：

- Complete the [free online ethics module](#), available via the RICS Online Academy. The module walks the member through the Global Professional and Ethical Standards explaining what they mean for the member and the profession as a whole. Undertaking the module will also qualify as 1 hour of Formal CPD.

通过 RICS 在线学院完成[免费在线道德模块](#)。模块向会员介绍全球职业和道德标准，并解释这些标准对于会员以及整个职业的意义。参加该模块的学习构成 1 小时的正式 CPD 活动。

Please remember to log this on the online CPD portal upon completion.

请记住在完成该模块的学习后，通过在线 CPD 门户记录相关学习信息。

- Familiarise themselves with the Global Professional and Ethical Standards and supporting materials at [rics.org/ethics](#)

也可通过 [rics.org/ethics](#) 熟悉全球职业和道德标准以及支持材料

- Complete other training on professional ethics – either via RICS or other providers. Training provided by RICS includes the [Professional Ethics for RICS Members](#) module, which can advance the member's understanding of the ethical standards and test their knowledge. This module qualifies as 3 hours of Formal CPD at a cost of £29 exc. VAT. (It is available for 60 days after payment – due on enrolment.)

完成其他有关职业道德的培训 – 可通过 RICS 或其他提供机构。由 RICS 提供的培训包括 [RICS 会员职业道德](#) 模块，该模块有助于加深会员对于道德标准的理解，同时对他们的知识水平进行考核。参加该模块学习构成 3 个小时的正式 CPD 活动，费用是 29 欧元（不含增值税）。（会员可在支付学费后的 60 天内参加学习 – 报名后即付款）

3.3 If a member has already undertaken training around professional ethics do they still need to meet the requirement to undertake learning on the RICS standards once every three years?

3.3 如果会员已经参加关于职业道德的培训，他们是否仍然需要满足每三年参加一次 RICS 标准学习的要求？

Yes. All RICS members need to undertake learning that relates to the RICS Global Professional and Ethical Standards ([rics.org/ethics](https://www.rics.org/ethics)) once every three years – also see Section 3.2 above.

是的。所有 RICS 会员都必须满足每三年参加一次关于 RICS 全球职业和道德标准 ([rics.org/ethics](https://www.rics.org/ethics)) 的学习 – 另请参阅上文第 3.2 节。

For all members, the three-year cycle starts from the date of their membership.

对于所有会员，上述三年周期从他们入会之日开始计算。

If a member has already undertaken learning that relates to the current RICS Global Professional and Ethical Standards, then they may wish to undertake refresher learning towards the end of the three-year cycle. However, it is up to members to decide what works best for them within the three-year cycle.

如果会员已经参加过与现行 RICS 全球职业和道德标准相关的学习，那么他们可以在三年期结束之前参加进修学习。但是，由会员自己决定在三年期内满足要求的最佳方法。

4. Requirements - Recording CPD

4. 要求 - 记录 CPD

4.1 What are the CPD recording requirements?

4.1 有哪些关于 CPD 信息记录的要求？

As stated in 1.3 above, Members must undertake and record online a minimum of 20 hours of CPD activity each calendar year. Of the 20 hours, at least 10 hours must be formal CPD.

如上文第 1.3 节所述，会员每年都必须至少参与 20 个小时的 CPD 活动。在上述 20 个小时的活动中，必须至少包含 10 个小时的正式 CPD 学习活动。

The CPD activities must be recorded by 31 January following the CPD year e.g. the CPD activities for the 2017 CPD year must be completed by 31 December 2017 and recorded by 31 January 2018.

必须在 CPD 年度次年的 1 月 31 日之前完成 CPD 活动的记录，例如对于 2017 CPD 年度，则必须在 2017 年 12 月 31 日之前完成相关活动，并且在 2018 年 1 月 31 日之前完成记录。

4.2 Is it compulsory for members to enter their CPD activity using the RICS CPD system?

4.2 会员是否必须使用 RICS CPD 系统输入各自的 CPD 活动？

All RICS members must record their CPD activities using either the online CPD system or one of the RICS mobile CPD Apps. See Appendix 1 for details about the online system. Guidance about the mobile Apps is available online at <https://www.rics.org/zh/upholding-professional-standards/regulation/cpd-compliance-guide/recording-cpd-activities/>

所有 RICS 会员都必须使用在线 CPD 系统或手机端 RICS CPD App 记录各自的 CPD 活动。请参阅附录 1 了解关于在线系统的更多信息。也可访问下列地址了解关于手机端 App 的指导 <https://www.rics.org/zh/upholding-professional-standards/regulation/cpd-compliance-guide/recording-cpd-activities/>

In countries where there are internet accessibility issues e.g. in China, CPD requirements still apply but RICS can support members by uploading their CPD activities and/or certificate. Specific arrangements can be made

with the member's [local RICS office](#). Contact RICS: email regulationapac@rics.org or call 010 65978586*607 在可能面临互联网接入问题的国家，例如中国，CPD 要求仍然适用，但是 RICS 允许会员上传各自的 CPD 活动和/或证书信息。可联系会员当地的 [RICS 办事处](#) 了解具体的安排。联系 RICS：发送电子邮件至 regulationapac@rics.org 或致电 010 65978586*607

4.3 Is guidance available about recording CPD?

4.3 是否有任何关于如何记录 CPD 的指导信息？

[Guidance](#) is available on the RICS website – please also see Appendix 1 at the end of these FAQs for guidance using screenshots of the online CPD system.

可通过 RICS 网站查阅[指导信息](#) – 另请参阅本常见问题解答最后的附录 1，了解如何使用在线 CPD 系统截图的指导信息。

Guidance about the mobile Apps is available online at <https://www.rics.org/zh/upholding-professional-standards/regulation/cpd-compliance-guide/recording-cpd-activities/>

可通过下列地址了解关于移动 App 的指导信息 <https://www.rics.org/zh/upholding-professional-standards/regulation/cpd-compliance-guide/recording-cpd-activities/>

4.4 Is help available if a member has issues recording their CPD?

4.4 如果会员在记录 CPD 时遇到问题，是否有任何帮助来源？

Yes. Support changing your password is available on the online system at: <https://www.rics.org/zh/upholding-professional-standards/regulation/cpd-compliance-guide/>

是的。可通过下列地址访问在线系统了解关于如何更改密码的帮助信息：<https://www.rics.org/zh/upholding-professional-standards/regulation/cpd-compliance-guide/>

If a member encounters issues when trying to record their hours using the online system or a mobile CPD App, help is available by e-mailing cpd@rics.org including a screenshot of the error and a brief description of their experience. This will enable RICS to both resolve the matter for the member and, if applicable, prevent it from affecting other members.

如果会员在尝试使用在线系统或移动 CAP App 记录各自的活动小时数据时遇到问题，可通过发送电子邮件至 cpd@rics.org 寻求帮助，邮件中应包含发生错误时屏幕内容的截图以及关于问题的简单描述。RICS 可以通过这些信息帮助会员解决问题，同时避免同一问题再次影响其他会员。

4.5 Is help available if a member does not own or cannot use a computer? How can they record their CPD?

4.5 如果会员没有电脑或者不会使用电脑，是否有任何帮助来源？他们应该如何记录各自的 CPD？

Recording CPD online is a requirement of the rules. If there are circumstances that renders a member unable to submit their CPD records hours online due to disability or incapacity, then RICS will make reasonable adjustments. The member should notify RICS: email regulationapac@rics.org or call 010 65978586*607 and an RICS advisor will be more than happy to outline the options available to them. Please also see section 6.5. 在线记录 CPD 是会员行为守则中的一项要求。如果由于残疾或能力缺陷导致会员无法在线提交各自的 CPD 记录小时数，RICS 将进行合理的调整。会员应该通知 RICS：发送电子邮件至 regulationapac@rics.org 或致电 010 65978586*607，RICS 顾问将很乐意向他们解释可供选择的方案。另请参阅第 6.5 节。

4.6 If a member's firm has its own CPD recording system can the member export records from this system to the RICS system?

4.6 如果会员所在公司有自己的 CPD 记录系统，那么会员是否可以从该系统导出记录，然后导入 RICS 系统？

The RICS CPD system has been designed for RICS members to manage their professional CPD throughout the course of their careers.

RICS CPD 系统经过专门设计，帮助 RICS 会员在整个职业生涯过程中，管理各自的专业 CPD 活动。

The RICS system cannot import records exported from other systems.

RICS 系统无法导入从其他系统导出的记录。

However, members can export their CPD records from the RICS system into Microsoft Excel in order to edit as required, and subsequently upload their records on to their firm's CPD recording system.

但是，会员可以将 RICS 系统中的 CPD 记录导出为 Microsoft Excel 文件，根据需要编辑文件内容，之后将记录上传至公司的 CPD 记录系统。

4.7 What will RICS do with the information that members enter on to the CPD online system and / or mobile Apps?

4.7 RICS 将如何处理会员在 CPD 在线系统和/或移动 App 中输入的信息？

Any CPD activity that members enter and save will be stored securely by RICS. RICS staff will have the ability to check records to see whether members have met their minimum CPD requirements.

RICS 将安全地存储会员输入并保存的任何 CPD 活动信息。RICS 工作人员将查看记录，确认会员是否达到最低 CPD 要求。

RICS staff will also be able to look at individual records to review the types of CPD undertaken by members.

RICS 工作人员将负责查看个人记录，以审核各会员已经完成的 CPD 活动的类型。

The RICS Privacy Policy is available in full at <https://www.rics.org/zh/footer/rics-privacy-policy/>

可通过以下地址查看完整的《RICS 隐私政策》<https://www.rics.org/zh/footer/rics-privacy-policy/>

5. Disciplinary Action

5. 处罚措施

5.1 What happens if a member fails to complete and record their CPD in a particular year?

5.1 如果会员在特定年份内未完成并记录各自的 CPD 活动，那么将会怎么样？

The first year that a member fails to record sufficient CPD to meet the requirements of the CPD rule, they will have committed a breach and receive a Fixed Penalty caution in accordance with Rule 4(c) of the [Disciplinary, Registration and Appeal Panel Rules 2009](#).

如果会员第一年记录的 CPD 活动时长未达到规则中的要求，他们将收到根据 [《2009 年纪律、登记和上诉委员会规则》](#) 第 4(c) 条规定发出的定额罚款警告信。

This will be sent via post or email to the preferred address or email address listed on the member's RICS profile. It is important that all members keep these details up to date on their RICS profile.

警告信将通过邮寄或电子邮件的方式发送至会员 RICS 档案中的首选地址或电子邮箱地址。因此所有会员都必须确保及时更新各自 RICS 档案中的联系信息，这一点很重要。

This first CPD breach and the issue of a Fixed Penalty caution will remain on the member's disciplinary record for 10 years.

第一次违反 CPD 规定以及警告信相关信息将在会员的处罚记录中保留 10 年。

Should further breaches of the CPD requirements occur, the member will face further disciplinary action as follows:

如果后续再次违反 CPD 要求，会员将再次面临如下所述的处罚措施：

- **Second CPD breach (within 10 years of receipt of caution):**
第二次违反 CPD 要求（在收到警告信的 10 年内）：
 - **Fixed Penalty caution and fine (of £150 or local equivalent).**
定额罚款警告信和罚款（150 欧元或等金额当地货币）。
 - **RICS will also publish on the RICS website a list of members who are non-compliant for a second time.**
RICS 还将在 RICS 网站上公布第二次违规的会员名单。
 - **Non-payment of the fixed penalty fine within 28 days of notification will lead to the fine being increased (to £250 or local equivalent).**
如果未在收到罚款通知后的 28 天内缴纳定额罚款，罚款金额将增加（至 250 欧元或等金额的当地货币）。
 - **If the fine remains unpaid, debt recovery action will be taken, and the member may be referred to a Disciplinary Panel.**
如果罚款金额增加后仍然未按时缴纳罚款，将采取债务回收措施，并且向纪律小组呈报相关情况。
- **Third CPD breach (within 10 years of receipt of caution):**
第三次违反 CPD 要求（在收到警告信的 10 年内）：
 - **Potential referral to Disciplinary Panel which may result in expulsion from membership and likelihood of costs being awarded against the member.**
一旦向纪律小组呈报就可能被取消会员资格，并且可能会向你收取相关费用。

5.2 If a member receives a First Breach Fixed Penalty Caution for failure to record CPD, what do they need to do?

5.2 如果会员因未按照规定记录 CPD 活动信息而收到首次违规定额罚款警告信，他们应该怎么做？

The member does not need to take any further action regarding the first breach Fixed Penalty caution, unless they wish to have it reviewed.

除非会员希望对上述警告进行复审，否则不需要针对首次违规定额罚款警告信采取任何措施。

However, the member should be aware that if they fail to complete their CPD in any subsequent years, within a 10-year period, they will be subject to escalating disciplinary action as outlined in Section 5.1 above.

但是，会员应该认识到在收到上述警告信的 10 年内，如果他们在任何一年内再次违反 CPD 规则，将遭受上文第 5.1 节中所述的升级处罚措施。

If the member believes that the caution has been issued in error, then they should contact RICS as a matter of urgency on 010 65978586*607 or regulationapac@rics.org. Please also see Section 5.5 – review / appeal. 如果会员认为警告信签发错误，他们应该将之作为紧急事务致电 010 65978586*607 或发送电子邮件至 regulationapac@rics.org 联系 RICS。另请参阅第 5.5 节 – 复审/上诉。

5.3 If a member receives a Second Breach Fixed Penalty Caution and Fine for failure to record CPD, what do they need to do?

5.3 如果会员因未按照规定记录 CPD 活动信息而收到第二次违反定额罚款警告信和罚款通知，他们应该怎么做？

If a member receives a second breach Fixed Penalty caution and fine, RICS advises them to pay the fine as soon as possible. Non-payment could result in the member being referred to a Disciplinary Panel.

如果会员收到第二次违反定额罚款警告信和罚款通知，RICS 建议尽快缴纳罚款。如果会员未及时缴纳罚款，那么将呈报纪律小组。

The member should also be aware that, even if they pay their fine, if they fail to complete their CPD in any subsequent years, within a 10-year period, they will be subject to a third level breach – referral to Disciplinary Panel - as outlined in Section 5.1 above.

会员应该认识到即使缴纳了罚款，如果在收到上述警告信的 10 年内他们第三次违反规定，那么将根据上文第 5.1 节中所述，呈报纪律小组。

If the member believes that the caution and fine has been issued in error, then they should contact RICS as a matter of urgency on 010 65978586*607 or regulationapac@rics.org. Please also see Section 5.5 – review / appeal.

如果会员认为警告信和罚款通知签发错误，他们应该将之作为紧急事务致电 010 65978586*607 或发送电子邮件至 regulationapac@rics.org 联系 RICS。另请参阅第 5.5 节 – 复审/上诉。

5.4 If a member receives a Third Breach notification, what do they need to do?

5.4 如果会员收到第三次违反通知，他们应该怎么做？

Members with a third breach of their CPD requirements will be listed for a Disciplinary Panel. If the member wishes to contest a third breach this will be dealt with by a Panel which will hear evidence before reaching a decision.

如果会员第三次违反 CPD 要求，那么将向纪律小组呈报。如果会员希望针对第三次违反进行抗辩，将由纪律小组负责处理，纪律小组将在听取证据后做出决定。

If the individual is ultimately expelled any appeal would potentially be heard by an Appeal Panel.

如果个人会员最终被除名，可能由上诉委员会负责听证。

5.5 Can a member ask for a review of a Fixed Penalty or request an appeal?

5.5 会员是否可以申请针对定额罚款进行复审或上诉？

Yes – as follows:

是的 – 具体规定如下：

A member can ask for their Fixed Penalty caution or caution and fine to be reviewed by an Independent Fixed Penalty Reviewer.

会员可以申请由独立的罚款复审员对其收到的定额罚款警告信或罚款通知进行复审。

The application must be made within 28 days of notification by completing a fixed penalty review form and emailing it to cpd@rics.org or by post - FAO: Regulation Panel Management Team, RICS, 55 Colmore Row, Birmingham B3 2AA.

必须在收到处罚通知后的 28 天内，填写定额罚款复审表，并将其通过电子邮件发送至 cpd@rics.org 或通过邮寄复审表来提交申请 – FAO: Regulation Panel Management Team, RICS, 55 Colmore Row, Birmingham B3 2AA.

The member must include an administration fee of £100 or local equivalent as set out in [Supplement 2 to the](#)

[Sanctions Policy](#). The member may also send the fee to their [local RICS office](#) or call to make payment over the phone at the regional offices or in the UK on +44 (0)207 695 1670.

会员必须根据[制裁政策补充条款 2](#) 中的规定缴纳 100 欧元或同等金额当地货币的管理费。会员还可将管理费缴纳至[当地 RICS 办事处](#)或致电地区办事处，或在英国致电 +44 (0)207 695 1670 通过电话缴费。

The appeal will not be processed until receipt of payment for the appeal. The appeals are dealt with by an independent reviewer and the £100 fee may be refunded at the reviewer's discretion.

只有在收到与上诉有关的费用后才会开始处理上诉申请。由独立复审员处理上诉，复审员可根据其判断决定是否退回 100 欧元的管理费。

Once the time limit of 28 days from notification has expired there is no further right of appeal. A copy of the Fixed Penalty Review Request form can be downloaded from <https://www.rics.org/zh/upholding-professional-standards/regulation/cpd-compliance-guide/>

一旦超过自收到通知之日起 28 天的期限，则丧失上诉权。可通过下列地址下载《定额罚款复审申请表》<https://www.rics.org/zh/upholding-professional-standards/regulation/cpd-compliance-guide/>

Third breaches of CPD requirements will be listed for a Disciplinary Panel. If the member wishes to contest a third breach this will be dealt with by a Panel which will hear evidence before reaching a decision.

如果会员第三次违反 CPD 要求，那么将向纪律小组呈报。如果会员希望针对第三次违反进行抗辩，将由纪律小组负责处理，纪律小组将在听取证据后做出决定。

If the individual is ultimately expelled, any appeal would potentially be heard by an Appeal Panel.

如果个人会员最终被除名，可能由上诉委员会负责听证。

6. CPD Exemptions

6. CPD 豁免

6.1 Are there any exemptions to the 20-hour minimum CPD requirement?

6.1 是否存在任何免于满足最低 20 小时的 CPD 要求的豁免资格？

Yes. In particular situations, a member can gain an exemption from the CPD requirements. The member needs to contact RICS in order to gain an exemption.

是的。在特定情况下，会员可获得 CPD 要求的豁免资格。为了获得豁免资格，会员需要联系 RICS。

An exemption can be given “automatically” (in conjunction with a related Membership Concession – see 6.2) or “manually”.

可通过“自动”（连同相关的会员特许 – 请参阅第 6.2 节）或“手动”方式授予豁免资格。

A manual CPD exemption requires the member to contact RICS with the details of their situation and a decision will be made as to whether they meet the criteria for an exemption.

手动 CPD 豁免要求会员联系 RICS，同时提供关于其情况的详细说明，之后将针对其是否满足豁免标准作出决定。

Contact RICS by email regulationapac@rics.org.

发送电子邮件至 regulationapac@rics.org 联系 RICS。

Appendix 2 contains a table detailing “CPD Exemption Eligibility” – this includes both “automatic” and “manual” exemptions.

附录 2 包含了详细描述“CPD 豁免资格”的表格——其中包括“自动”和“手动”豁免。

It is important to remember that even though a member may be eligible for an exemption, they will not be exempt from the CPD requirements until they have applied for and been granted an exemption.

即使会员可能符合豁免资格，但是在提交豁免申请并最终被授予豁免资格之前，仍然需要继续满足 CPD 要求，

记住这一点很重要。

As such, a member may still be liable for disciplinary action for failure to complete CPD even when they are eligible for an exemption.

因此，即使会员已经满足豁免资格，但是未按照规定完成 CPD 活动，仍然有可能受到处罚。

6.2 What is the difference between a CPD Exemption and a Membership Concession?

6.2 CPD 豁免与会员特许之间有什么区别？

A CPD Exemption is granted by RICS to a member (for a specific reason) and means that the member does not have to record their CPD for the year for which the exemption applies.

CPD 豁免资格由 RICS 向会员授予（出于特定的理由），意味着该会员在申请豁免的年度不需要记录自己的 CPD 活动。

A Membership Concession is a reduction in the annual membership subscription fee and is given to a member when they have successfully applied for a concession that relates to their specific situation.

会员特许是指降低会员年费，只有在会员成功申请与自身所处情况相关的特许后才会将该资格授予会员。

Find out more about concessions via the [My Subscription page](#) – please note that the **2019** Concessions information will be available in October.

通过[我的订阅页](#)了解关于特许的更多信息 – 请注意 2019 年特许信息将于 10 月发布。

6.3 I have successfully applied for a Membership Concession; will I automatically receive a CPD Exemption?

6.3 我已经成功申请了会员特许；我是否会自动获得 CPD 豁免资格？

Some membership concessions (but not all) automatically grant the member a related CPD exemption. Please see Appendix 2 for more details.

有些会员特许（但并不是所有）会自动向会员授予相关的 CPD 豁免资格。请参阅附录 2 了解更多详细信息。

6.4 What are the contact details for CPD Exemption queries or requesting a CPD Exemption?

6.4 关于 CPD 豁免咨询或申请 CPD 豁免问题的联系人信息是什么？

If you have any queries about CPD exemptions e.g. “Is an exemption available for your particular situation?” or if you want to apply for an exemption, please contact RICS: by email regulationapac@rics.org or call 010 65978586*607. Before contacting RICS you may wish to review Appendix 2 – Member Situations and CPD Exemptions to see if it helps with your query.

如果你想要咨询关于 CPD 豁免的问题，例如“豁免是否适用于你的特定情况？”或者如果你想要申请豁免，请发送电子邮件至 regulationapac@rics.org 或致电 010 65978586*607 与 RICS 联系。联系 RICS 之前，你可以先查看附录 2 – 会员情况和 CPD 豁免了解其中的内容能否解答你想要咨询的问题。

6.5 Are there any Special Arrangements in place regarding the Disability Discrimination Act (1995) / Equality Act (2010)?

6.5 目前是否针对《残疾人歧视法案》（1995） / 《平等法案》（2010）做出任何特殊安排？

RICS aims to ensure and facilitate CPD for all RICS professionals regardless of their background. If there are extenuating circumstances, such as disability as defined under the Equality Act 2010, long term illness or other compassionate grounds, then exceptions may be made, and these will be dealt with on a case by case basis.

This may include reasonable adjustments in the number of hours undertaken or an alternative method of recording CPD. If you believe you are unlikely to meet the minimum requirements or require support in recording CPD then you should contact RICS as soon as possible for further advice and well before the recording deadline of 31 January: email regulationapac@rics.org or call 010 65978586*607.

RICS 努力确保并推进所有 RICS 专业人士的 CPD 活动，无论他们有怎样的背景。如果有情有可原的原因，例如《2010 公平法案》中提及的残疾、长期疾病或其他应予以照顾的理由，将根据实际情况决定授予豁免权。具体的做法包括合理调整需要参加的活动小时数，或采用替代方法记录 CPD。如果你认为自己无法满足最低要求，或者要求提供记录 CPD 方面的支持，则应该提前截止日期 1 月 31 日充足的时间，尽快联系 RICS 以取得进一步建议：可发送电子邮件至 email regulationapac@rics.org 或致电 010 65978586*607。

Please also see Section 4.5.

另请参阅第 4.5 节。

Appendix 1 – Recording CPD using the Online System

附录 1 – 使用在线系统记录 CPD

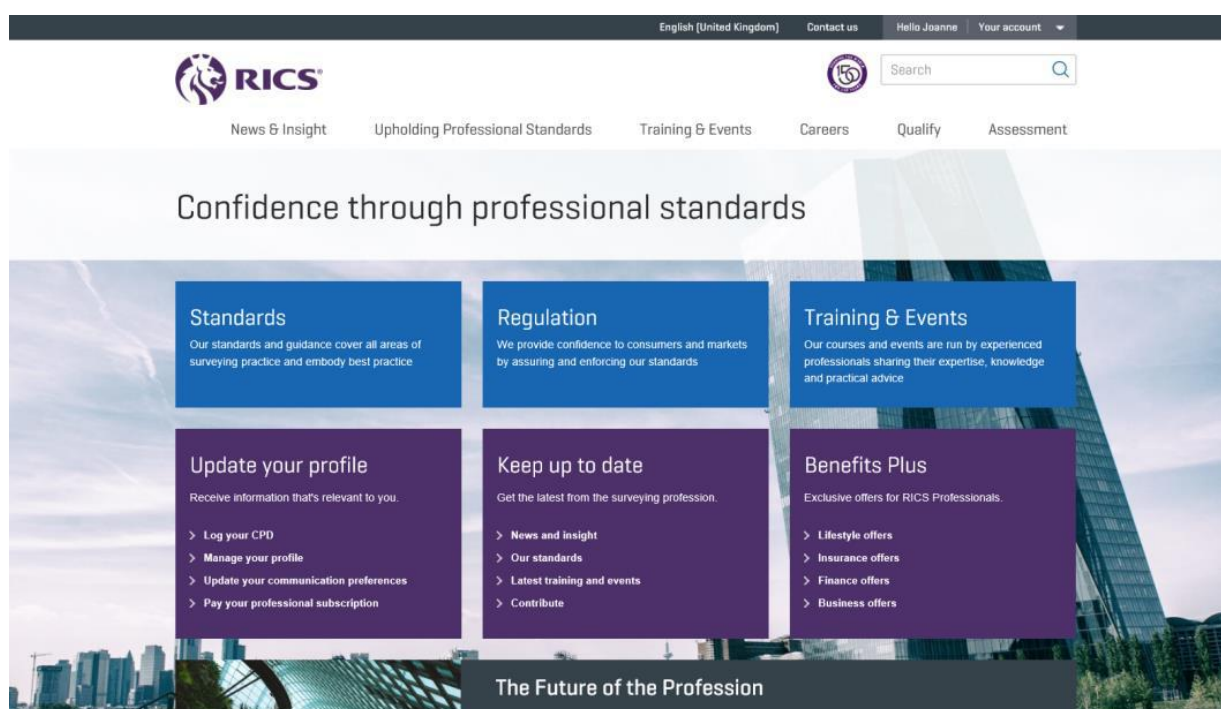
The online system is available to all RICS members globally, via the RICS website.

全球所有 RICS 会员都可以通过 RICS 网站访问在线系统。

1. Access the CPD System - Screenshot 1

访问 CPD 系统 – 屏幕截图 1

- To access the CPD system go to <http://www.rics.org/zh/>
如需访问 CPD 系统，请登录 <http://www.rics.org/zh/>
- If you're not logged in, select log in from the top right of the screen.
如果你尚未登录，请从屏幕右上侧执行登录操作。
- Once you have done this, open the CPD member portal <https://myaccount.rics.org/Cpd>
登录后打开 CPD 会员门户 <https://myaccount.rics.org/Cpd>



2. View existing CPD Records - Screenshot 2

查看现有 CPD 记录 - 屏幕截图 2

Once logged in, a summary screen is shown which includes a summary of your CPD for the current calendar year. The graphic shows you how many hours you have recorded for formal, informal and overall. It will also show you how many hours are remaining in order to meet the minimum requirements. 摘要信息。图形显示当前你已经记录的正式、非正式活动小时数以及总小时数。还将显示需要再记录多少小时才可满足最低要求。



- Click on “Add New” to enter new CPD data
点击“添加新数据”输入新的 CPD 数据

The screenshots below go through entering a new activity.
下文屏幕截图显示了如何输入新的活动。

Please remember to click on “Save Activity” (see bottom of screenshot 6 below) after you have completed your entry, or you will lose your data.

请记住，完成输入后点击“保存活动”（请参阅下文屏幕截图 6 底部），否则你录入的输入将丢失。

You can add activities either as ‘planned’ or ‘completed’. By adding planned activities, this shows your development plan for the year. You can enter planned CPD onto the system at any time. However, once you have completed your planned activity you need to remember to change the status to ‘completed’ and save it on the system for it to count towards your CPD requirements.

你可以添加“已计划”或“已完成”的活动。通过添加计划活动，将显示当年的发展计划。你可以随时在系统中输入已计划的 CPD 活动。但是，你一旦完成了计划活动，就需要记住将活动的状态更改为“已完成”，并在系统上保存该记录，这样才会从你的 CPD 时长要求中扣减相应的时长。

3. Entering or Editing CPD Activities - Screenshot 3

输入或编辑 CPD 活动 - 屏幕截图 3

After clicking on “Add New” you will see the following:

点击“添加新数据”后，你将看到下列内容：

The screenshot shows a web form titled "Add details" with a close button (X) in the top right corner. The form contains several sections:

- Description***: A text input field.
- Activity status***: A dropdown menu with "Please select" and a downward arrow.
- Start date***: A date input field showing "11/10/2018".
- Hours***: A numeric input field with a minus sign, "0", and a plus sign.
- Minutes***: A numeric input field with a minus sign, "0", and a plus sign.
- Activity type***: A dropdown menu with "Please select" and a downward arrow.
- Formal or informal activity***: A dropdown menu with "Please select" and a downward arrow.
- Other activity type**: A text input field.
- Ethical content?***: A checkbox labeled "No".
- Details of ethical content**: A text input field.
- Learning outcome**: A text input field.

Below the form is an **Attachments** section with a cloud icon. It contains the following text:

If your CPD activity is formal please feel free to upload any supporting information. Filenames of any files uploaded must not contain any of the following characters: # % & * : < > ? / { | } ~

We only accept PDF, DOCX, JPEG or PNG files. Files must be less than 2MB in size.

Upload documentation

Browse...

OK Cancel

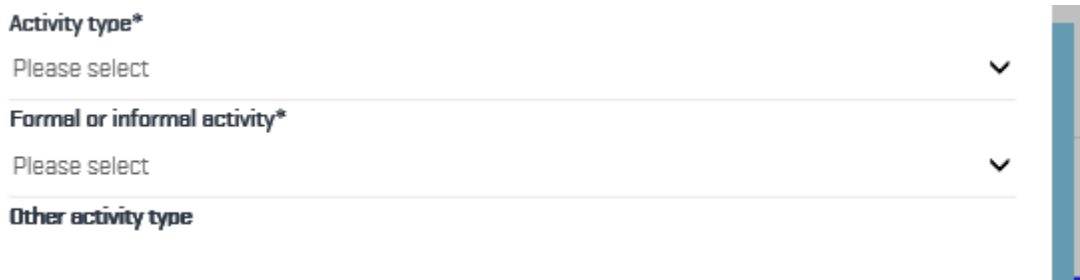
- Enter a Name for the new activity (free form text)
输入新活动的名称（自由格式文本）
- Enter date using drop down menus
使用下拉菜单输入日期
- Select the Activity Status from the drop-down menu – Completed / Cancelled / Planned
从下拉菜单选择活动状态 – 已完成/已取消/已计划
- Enter the time spent for a completed activity or time plan to spend on a planned activity
输入完成活动花费的时间或者预计完成计划活动所需的时间

You can enter planned CPD onto the system at any time. However, once you have completed your planned activity you need to **remember to change the status to ‘completed’** on the system for it to count towards your CPD requirements.

你可以随时在系统中输入已计划的 CPD 活动。但是，你一旦完成了计划活动，**就需要记住将活动的状态更改为“已完成”**，这样才会从你的 CPD 时长要求中扣减相应的时长。

4. Entering or Editing CPD Activities - Screenshot 4

输入或编辑 CPD 活动 - 屏幕截图 4



The screenshot shows a web form with three main sections. The first section is 'Activity type*' with a dropdown menu currently showing 'Please select'. The second section is 'Formal or informal activity*' with a dropdown menu also showing 'Please select'. The third section is 'Other activity type' with a text input field. To the right of the form is a vertical scrollbar.

- Select from the drop down list the type of activity
从下拉列表选择活动类型
- Select whether it is formal or informal learning
选择属于正式还是非正式活动
- You can also tick whether it helped maintain your understanding of RICS Professional and Ethical Standards and give a reason.
你还可以勾选该活动是否有助于你维持对于 RICS 职业和道德标准的理解，并说明理由。

5. Entering or Editing CPD Activities, Optional Data and Saving your Activity - Screenshot 5

输入或编辑 CPD 活动，选填数据和保存你的活动 - 屏幕截图 5

Activity supporting information – optional.

活动支持信息 - 选填。

You can upload supporting documents/information for formal learning activities you have undertaken e.g. course modules.

你可以针对你已经参加的正式学习活动，例如课程模块上传支持文件/信息。

The maximum file size per document is 2MB.

每个文件的大小限制为 2MB。

Learning Outcomes - optional

学习成果 - 选填

The system provides you with the ability to record details around learning outcomes if you so wish.

如果你想要记录学习成果，还可以通过系统记录关于学习成果的详细信息。

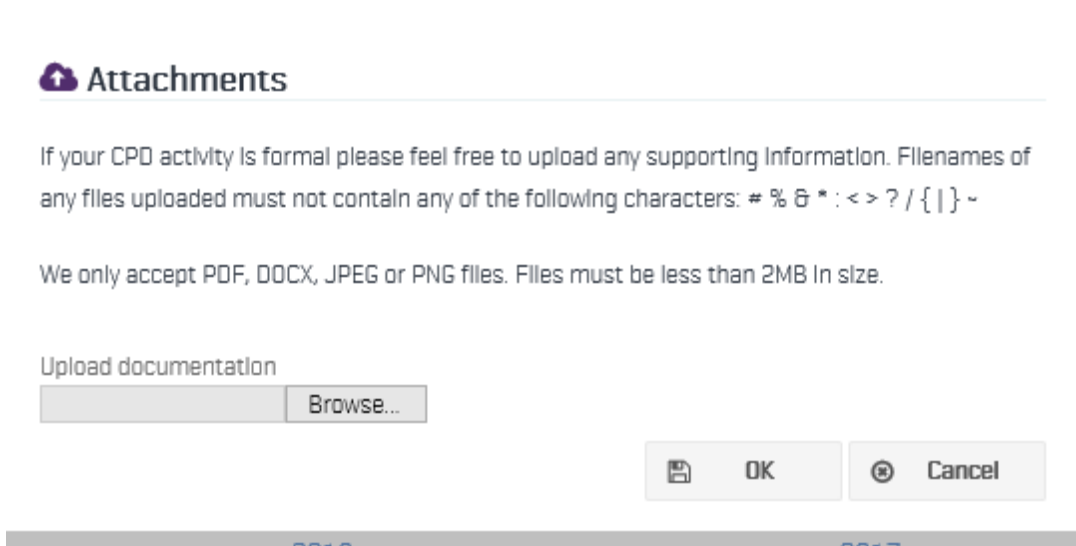
Noting a learning outcome can prove beneficial in terms of identifying any future learning needs. RICS therefore recommend that you use this section to note key learning outcomes for the CPD activity that you are entering.

请注意，学习成果有利于确定任何未来的学习需求。因此 RICS 建议你使用本部分记录通过你正在输入的 CPD 活动取得的关键学习成果。

Saving or Cancelling your CPD Activity Update

保存或取消你的 CPD 活动更新

- Once you have completed all the required fields you can **save your activity** by clicking the 'Save Activity' button.
填写所有必填字段后，你可以点击“保存活动”按钮**保存你的活动**。
- Alternatively, **if you do not want to save what you have entered**, you can click on “Cancel” and return to the overview screen if you wish.
或者，**如果你不想保存刚才输入的内容**，可以点击“取消”按钮返回概览屏幕。



The screenshot shows a section titled "Attachments" with a purple icon of a document with an arrow. Below the title, there is a text box explaining that users can upload supporting information for formal CPD activity, but filenames must not contain certain characters: # % & * : < > ? / { | } ~. It also states that only PDF, DOCX, JPEG, or PNG files are accepted, and they must be less than 2MB in size. There is a text input field labeled "Upload documentation" with a "Browse..." button next to it. At the bottom right of the section, there are two buttons: "OK" with a document icon and "Cancel" with a red 'X' icon.

6. List of Activities and Yearly Summary – Screenshot 6

活动清单和年度摘要 – 屏幕截图 6

You can also download the annual summary of your records from the overview screen and export them to excel. Click on the relevant links at the bottom of the table to do this – see the bottom of screenshot 7 below.
你还可以从概览屏幕下载年度记录摘要，并作为 excel 文件导出。点击表格底部的相关链接完成操作 – 参阅下方屏幕截图 7 中的按钮。



Appendix 2 – CPD Exemption Eligibility

附录 2 – CPD 豁免资格

Scenario 场景	Guidance Notes 指导性说明	How to apply 如何申请
Compassionate grounds/ 予以照顾的理由/ ill health 健康问题	<p>RICS aims to ensure and facilitate CPD for all members regardless of their background. If there are extenuating circumstances, such as disability as RICS 努力确保并推进所有会员的 CPD 活动，无论他们有怎样的背景。如果有情有可原的原因，例如</p> <p>defined under the Equality Act 2010, long-term illness or other compassionate 《2010 公平法案》中提及的残疾，长期疾病</p> <p>ground, then exemptions may be made and these will be considered on a case by case basis. RICS will take into consideration the length of time in 或其他应予以照顾的理由，将根据实际情况决定授予豁免权。 RICS 将会考虑决策所属年份会员开展从业</p> <p>which a member has practised during the year when making its decision. 活动的时长。</p>	<p>email regulationapac@rics.org 发送电子邮件至 regulationapac@rics.org</p>
Exceptional Hardship 严重经济困难	<p>An Exceptional Hardship concession is available. This concession is only granted based on a decision by Lionheart. Exemptions will be considered on 会员可申请严重经济困难特许资格。该项特许资格根据 Lionheart 的判断授予。将根据实际情况决定是否</p> <p>a case by case basis. 授予豁免资格。</p>	<p>email regulationapac@rics.org 发送电子邮件至 regulationapac@rics.org</p>
Maternity / Paternity / 产假/陪产假/ adoption of a child under the age of 16 / Family 16 岁以下儿童收养假/家庭 Raising 抚养假	<p>Where a Concession has been given, an automatic CPD exemption will also be added. 如果授予特许资格，同时将自动授予 CPD 豁免资格。</p> <p>If the member applies for concession after 1 July, the concession will be added to the following year and so will the auto exemption, rather than to the current year. 如果会员在 7 月 1 日之后申请特许资格，特许资格将于次年生效，同时自动豁免权也不适用于当前年度。</p> <p>If this happens manual exemptions may be added to the current year provided the member has worked less than 6 months. 在这种情况下，如果会员工作时间不到 6 个月，可以手动为当前年度添加豁免资格。</p>	<p>Where a Concession has been given, an automatic CPD 如果授予特许资格，同时将自动为相关年份</p> <p>exemption will also be added to the relevant year. 添加 CPD 豁免资格。</p> <p>To apply for a manual exemption, email</p>

		regulationapac@rics.org 如需申请手动豁免，发送电子邮件至 regulationapac@rics.org
Unemployed/ Retired/ Non-practising (not 失业/退休/非从业状态 (不提供 offering any professional advice) 任何专业建议)	Where a concession has been given, an automatic CPD exemption will also be added. 如果授予特许资格，同时将自动授予 CPD 豁免资格。 Where a concession is not in place, exemptions may be made on a case by case basis. RICS will consider the length of time the member has practised during the year. 如果未获得特许资格，可根据实际情况决定是否授予豁免资格。RICS 将考虑会员在当前年份的从业时长。 Note – if the member is non-practising but is providing professional advice 注意 – 如果会员处于非从业状态，但是仍然提供专业建议 (even if unpaid) then they will need to meet the CPD requirements. (即使是不收费提供服务)，他们仍然需要满足 CPD 要求。	Where a concession has been given, an automatic CPD exemption will also be added. 如果授予特许资格，同时将自动为相关年份 exemption will also be added. 添加 CPD 豁免资格。 To apply for a case review, email regulationapac@rics.org 如需申请复审，发送电子邮件至 regulationapac@rics.org
Part-time 兼职	Full CPD is required i.e. 20 hours minimum, including 10 hours formal. 必须全额满足 CPD 要求，即至少 20 个小时，包括 10 个小时的正式学习活动。	N/A 不适用
Academic 可申请	Membership concession is available. CPD is required 学术会员特许资格。需要开展 CPD 活动。	N/A 不适用
Newly qualified Member 新会员	Newly qualified members are not required to record CPD in the year of qualification 新会员在入会当年不需要记录 CPD	Automatic exemption is applied 自动获得豁免资格

<p>Student member APC 学生会员 APC candidate/ trainees (not already an AssocRICS member) 候选人/实习生（还不是 AssocRICS 会员）</p>	<p>Students, APC candidates or trainees are not required to record CPD 学生、APC 候选人或实习生不需要记录 CPD</p>	<p>Automatic exemption is applied 自动获得豁免资格</p>
<p>Newly readmitted 新近重新入会的 Member 会员</p>	<p>CPD is required if the date of readmission means that the person is in membership and working for more than 6 months of the year. 如果根据重新入会日期看出此人已经是会员，而且当年工作时间超过 6 个月，则需要遵守 CPD 要求。</p>	<p>If working less than 6 months of the year, apply for an exemption 如果当年工作时间短于 6 个月，则可申请豁免， at regulationapac@rics.org 发送电子邮件提交申请 regulationapac@rics.org</p>
<p>Internet accessibility issues 互联网接入问题</p>	<p>In countries where there are known issues with internet accessibility e.g. China, RICS can support members by uploading their CPD activities and/or certificate. 在面临互联网接入问题的国家，例如中国，RICS 允许会员上传各自的 CPD 活动和/或证书信息。</p>	<p>Specific arrangements can be made with member's local RICS office or alternatively email regulationapac@rics.org or call 010 65978586*607 或者联系会员当地的 RICS 办事处了解具体的安排， 或者发送电子邮件至 regulationapac@rics.org 或致电 01065978586*607</p>
<p>Dual Membership 双重会员</p>	<p>Society of Chartered Surveyors (SCSI): CPD compliance is monitored by SCSI. As such, this does not need to be recorded on the RICS online recording tool. 特许测量师学会 (SCSI): 由 SCSI 负责监督 CPD 合规表现。因此，不需要通过 RICS 在线</p>	<p>Where RICS are aware that you have dual membership with SCSI an automatic exemption is</p>

	<p>记录工具记录相关活动。</p> <p>South African Council for Quantity Surveying Profession (SACQSP) and South African Council for the Property Valuers Profession (SACPVP): CPD activities must be logged with SACQSP or SACPVP who will issue a certificate of good standing. Members are required to upload this certificate with a single line entry of a minimum of 20 hours formal CPD to confirm compliance with RICS requirements.</p> <p>南非数量测量行业委员会和南非房地产估价师行业委员会 (SACPVP): 必须通过 SACQSP 或 SACPVP 记录 CPD 活动, 同时由这两家机构签发合格证书。会员必须上传各自的证书, 证书中包含显示至少 20 个小时正式 CPD 活动的单行条目, 以满足 RICS 要求。</p> <p>Any other dual membership - CPD is required 任何其他双重会员 - 需要满足 CPD 要求</p>	<p>applied.</p> <p>如果 RICS 了解到你是具有 SCSI 会员资格的双重会员, 将自动授予豁免资格。</p> <p>Where RICS are aware that you have dual membership with SACQSP and/or SACPVP you will be required to upload a certificate of good standing.</p> <p>如果 RICS 了解到你是具有 SACQSP 和/或 SACPVP 会员资格的双重会员, 你必须上传合格证书。</p> <p>N/A 不适用</p>
<p>Historically Invited Members/ Eminent Members 前特邀会员/杰出会员</p>	<p>CPD is required. However special recording arrangements apply: self-declaration of compliance. Members are subject to the usual CPD</p> <p>需要满足 CPD 要求。但是适用特殊的记录规定: 自我申报合规表现。会员需要遵守常规 CPD 要求</p> <p>Disciplinary sanctions if they fail to complete this. 否则将遭受处罚。</p>	<p>System automatically reports on this group, who will be notified separately.</p> <p>系统将自动针对此类人群的表现做出报告, 并向他们另行发出通知。</p>