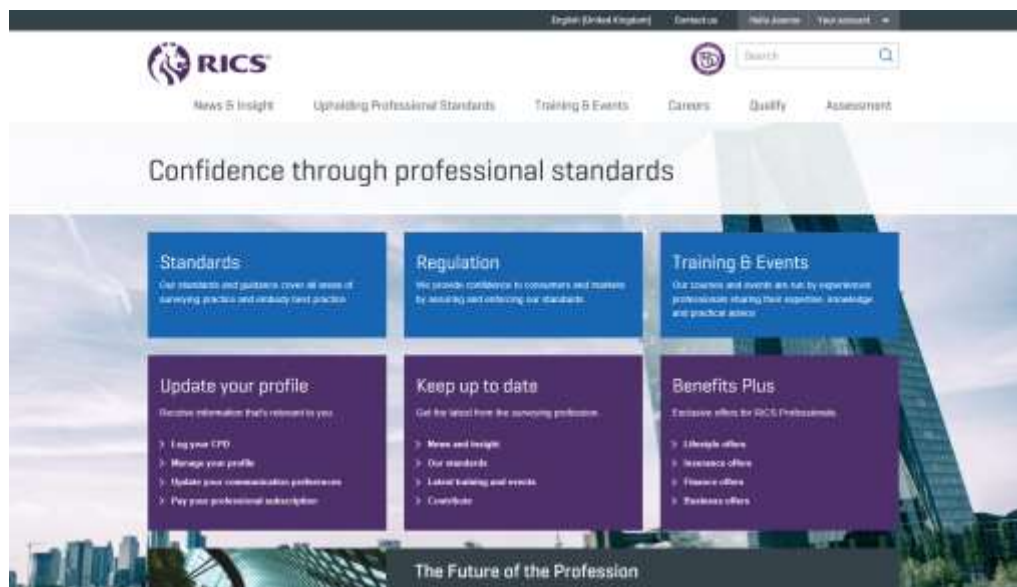


Appendix 1 – Recording CPD using the Online System

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

1. Access the CPD System - Screenshot 1

- To access the CPD system go to www.rics.org
- If you're not logged in, select log in from the top right of the screen.
- Once you have done this, open the CPD member portal <https://myaccount.rics.org/Cpd>



2. View existing CPD Records - Screenshot 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.



- Click on “Add New” to enter new CPD data

The screenshots below go through entering a new activity.

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.

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.

3. Entering or Editing CPD Activities - Screenshot 3

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

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

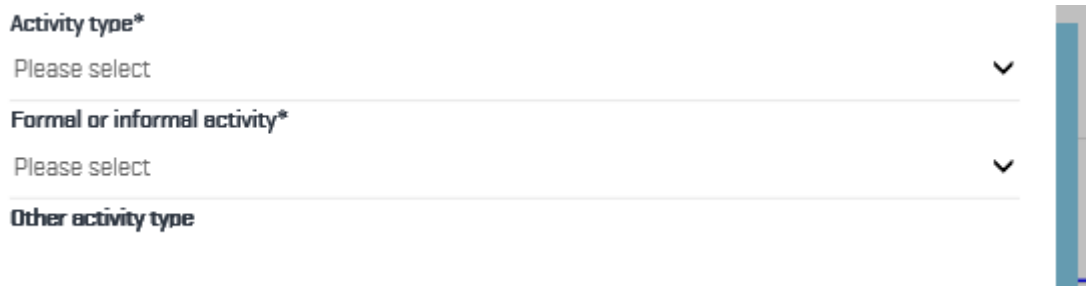
- Description***: A text input field.
- Activity status***: A dropdown menu with "Please select" as the current selection.
- Start date***: A date input field showing "11/10/2018".
- Hours***: A numeric input field with a minus sign, "0", and a plus sign.
- Minutes***: A numeric input field with a minus sign, "0", and a plus sign.
- Activity type***: A dropdown menu with "Please select" as the current selection.
- Formal or informal activity***: A dropdown menu with "Please select" as the current selection.
- Other activity type**: A text input field.
- Ethical content?***: A section with a "No" button and a "Details of ethical content" text input field.
- Learning outcome**: A text input field.
- Attachments**: A section with a cloud icon and the text "Attachments". Below it, a note states: "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: # % & * : < > ? / { | } ~". Another note states: "We only accept PDF, DOCX, JPEG or PNG files. Files must be less than 2MB in size." Below these notes is an "Upload documentation" section with a text input field and a "Browse..." button.

At the bottom right of the form are three buttons: a save icon, "OK", and "Cancel".

- Enter a Name for the new activity (free form text)
- Enter date using drop down menus
- Select the Activity Status from the drop-down menu – Completed / Cancelled / Planned
- Enter the time spent for a completed activity or time plan to spend on a planned activity

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.

4. Entering or Editing CPD Activities - Screenshot 4



The screenshot shows a web form for entering CPD activities. It features two dropdown menus. The first is labeled 'Activity type*' and has a 'Please select' prompt. The second is labeled 'Formal or informal activity*' and also has a 'Please select' prompt. Below these is a section for 'Other activity type'. To the right of the dropdowns is a vertical scrollbar.

- Select from the drop down list the type of activity
- Select whether it is formal or informal learning
- You can also tick whether it helped maintain your understanding of RICS Professional and Ethical Standards and give a reason.

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

Activity supporting information – optional.

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

The maximum file size per document is 2MB.


Learning Outcomes - optional

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

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.

Saving or Cancelling your CPD Activity Update

- Once you have completed all the required fields you can **save your activity** by clicking the 'Save Activity' button.
- 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.



Attachments

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

6. List of Activities and Yearly Summary – Screenshot 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.

