

# RICS CPD audit - expert panel

## Role profile (and expression of interest link)

### Introduction

The newly formed RICS CPD audit - expert panel will support the quality assurance of Continuing Professional Development (CPD) under the RICS Standards and Regulation Board (SRB), through the RICS Regulatory Framework.

Panellists will work closely with RICS Regulation teams to provide professional expertise and insight to ensure that RICS members' CPD activities demonstrate relevant, adequate and appropriate learning aligned to professional practice.

The panel will operate within a human-led, AI-supported audit model, designed to enhance consistency, scalability, and quality in the initial review process. As subject matter experts, panellists will support the AI audit model's system development prompts, contributing to continuous improvement of audit processes.

Note: While AI technology is expected to enhance efficiency; final judgement and accountability remain with the RICS Regulation team, supported by the expertise of the panel. Use of technology systems, including the appropriate use of artificial intelligence systems within monitoring and compliance of member CPD is referenced within the [RICS continuing professional development rules: requirements](#)

### Overview of panellist terms

- temporary appointment (the duration of which is at RICS' discretion and subject to contract)
- by application only (expression of interest linked [here](#))
- includes an honorarium day rate
- no guaranteed number of days, there may be an agreed maximum
- appointment does not create a contract of employment or RICS employee status
- appointment subject to membership verification, CPD compliance review, relevant conduct and regulatory checks
- appointments will be made to provide coverage of a range of RICS surveying practice areas including (but not limited to): Building surveying and building control, commercial property, construction, land and natural resources, residential property, valuation. Individual panellists are expected to have expert knowledge in at least one of these areas
- panel structured to ensure diversity and appropriate representation across practice areas, career stages, employment types and jurisdictions

- appointment aligns with RICS public interest ethos. Suitable behaviours and conduct are mandatory
- commitment to confidentiality, data protection, RICS governance standards
- commitment of sufficient time to the appointment as required
- attend any mandatory training as required
- successful completion of the RICS Professionalism (ethics) module post appointment (if not completed in the last three years)

## Key panellist responsibilities

Panellists will be required to:

- review selected member CPD records and provide qualitative assessments, identifying risks, inconsistencies, and classification issues
- provide subject matter expertise to ensure that audited CPD activities are relevant, adequate and appropriate
- work collaboratively with the RICS Regulation team to support them with understanding if a particular CPD activity is relevant, adequate and appropriate for a specific practice
- apply consistent professional judgement in assessing all CPD activity and members' records
- provide clear and constructive feedback on member CPD records requiring further review
- appropriately and systemically escalate concerns and high-risk cases where needed
- advise RICS on the development of a principles-based approach to what high quality (relevant, appropriate, adequate) CPD looks like based on insight from assessments and other relevant data
- provide structured feedback on audit outcomes and emerging trends during the AI system development phase, as well as, while reviewing CPD records
- support the refinement and tuning of the AI audit tool, providing professional knowledge and expertise on what relevant, adequate and appropriate CPD activities might look like for different surveying practices
- advise the RICS digital team on the development and refinement of AI prompts at the system development phase, focusing on qualitative aspects
- provide structured feedback on AI outputs and prompts during defined evaluation cycles and when requested by RICS

## Key panellist attributes

- exhibit the highest levels of professionalism
- committed to Diversity, Equity and Inclusion (DEI)
- excellent communication and interpersonal skills
- excellent oral and written skills
- ability to:
  - provide constructive feedback
  - work collaboratively with relevant RICS teams
  - demonstrate an objective and measured approach to the role
  - recognise and value input and ideas from others
- up to date professional and technical competence

## Knowledge and experience requirements of panellists

- an RICS member with appropriate relevant technical and professional experience
- knowledge of the [RICS CPD Rules - requirements](#), RICS CPD framework and RICS Regulatory Framework
- experienced and capable in:
  - making evidence-based judgements
  - reporting decisions and their rationale
  - working with digital platforms, audit tools and artificial intelligence systems
  - providing structured feedback to improve system performance

## Overview of CPD audit process

Panellists will be tasked with the ongoing review of samples of RICS member CPD records relevant to their skills, knowledge and experience. They will be required to assess whether flagged CPD activities are:

### Relevant

- directly connected to a member's professional role, area of practice and/or identified career development goals

### Appropriate

- align with identified learning needs

- suitable for level of professional responsibilities, career stage and experience  
[suitability includes consideration of delivery method, style, technical content, level of complexity]

#### Adequate

- sufficient to maintain and improve professional competence
- sufficient to fulfil identified learning needs in the given year  
[sufficiency includes consideration of duration, quality, volume given the knowledge, skills, experience and role of the member]

In addition to the assessment above, panel members will also need to review:

- learning outcomes, assessing whether these include specific, measurable statements describing what the member knows, understands or is able to do as a result of the CPD activity undertaken
- type of CPD (structured or unstructured), verifying that activities have been accurately categorised in line with RICS CPD rules definitions
- description, categorisation and supporting documentation, where available, to confirm that the CPD recorded is credible, with sufficient information to demonstrate that learning has taken place (beyond passive attendance) and is not merely recorded without supporting detail

Panel members will provide an overall assessment using a system of categorisation such as the following:

- clearly meets CPD requirements
- meets CPD requirements with minor gaps
- potential concerns (requires further review)
- significant concerns (does not meet expectations)

[Note: All outcomes remain subject to confirmation by RICS Regulation who will be the final decision maker]

To maintain confidence in the audit process:

- All panel members' assessments must be evidence-based, consistent and clearly documented
- Panel members must adhere to the RICS Rules of Conduct and all relevant confidentiality and data protection requirements

## Expression of interest

To express interest in this temporary appointment, please complete the form linked [here](#).

The form contains six administrative questions such as your name and RICS membership number and a seventh question asking for a short statement (no longer than 1000 characters) of reasons for expressing interest, and how you meet the requirements set out in this role profile.

RICS will be considering panellists on a cyclical basis and are looking for initial expressions of interest for the first cycle by **10 July 2026**.