

1. New CPD requirements

What are the new CPD requirements?

All practising* RICS members holding the designations AssocRICS, MRICS and FRICS must undertake a minimum of 20 hours CPD each calendar year (January to December). The 20 hours must include at least 10 hours of Formal CPD.

All RICS members must record their CPD activity using the new online management system. You will be required to record activities as either 'formal' or 'informal' learning, and to show that you have undertaken learning that relates to the RICS Global Professional and Ethical Standards once every three years.

These new requirements came into effect on 1 January 2013.

- See section 2/page 2 for further information on 'formal' and 'informal' learning
- See section 3/page 3 for further information on Professional Ethics.
- See section 4/page 4 for how to access the new system.

**defined as any member currently undertaking surveying services (either directly or indirectly via consultancy services), or having a reasonable expectation of undertaking surveying services in the future.*

How did you decide upon the 20 hour minimum per annum?

This was based on previous RICS CPD guidance that suggested that it would be difficult for any member to maintain their professional and technical competence by undertaking less than 20 hours CPD each year.

The minimum hours have been agreed by Governing Council and were developed in close consultation with members. We 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 you to ensure that you are doing what is necessary to appropriately maintain your skills and competencies.

Are there any exemptions to the 20 hour minimum requirement?

If you are retired and non-practising then you are exempt from meeting the minimum CPD requirements.

You will also be exempt from meeting the requirements if you are on a non-practising member concession. However, we strongly encourage those members who are currently registered as non-practising but intend to practice again at some point in the future to keep their CPD up-to-date. This will ensure that your knowledge and skills are up-to-date when returning to practice; it will also be advantageous to keep your skills and knowledge fully up-to-date if you are seeking employment. Further information on how to keep your CPD up-to-date if you are not currently practicing can be found [here](#).

If you are registered with RICS as being a non-practising member, or a retired member, then you must inform us immediately should you return to practice.

Student members, or APC candidates, will also be exempt from meeting the new requirements; this is because this member group have their own tailored learning requirements and structure in place. Please note that student/APC members will not have access the new CPD online management system.

All other RICS members will be expected to meet the new requirements in 2013; this includes undertaking at least 20 hours of CPD each year. This must comprise of at least 10 hours Formal learning.

If there are extenuating circumstances, such as long term illness, then exceptions may be made, but these will be dealt with on a case-by-case basis by RICS Regulation.

If you feel that you are unlikely to be able to meet the minimum CPD requirements then you should contact RICS Regulation as soon as possible for further guidance and advice.

You can contact RICS Regulation at regulation@rics.org or **0207 695 1670**.

I'm part-time, do I therefore still need to meet the full CPD requirements?

Yes. All RICS members (with the exception of retired and non-practising members, and student members) must meet the full CPD requirements regardless of whether they are full or part-time employees. It is important for the profession that part-time members hold and retain the same level of skills and competencies as their full time counterparts. The mandatory CPD requirements represent what we believe to be the minimum for all members to maintain appropriate and up-to-date knowledge and skills.

I've just completed my APC, do I still need to record CPD this year?

If you are a new member and join RICS at the end of the calendar year, you may be concerned about meeting the CPD requirements. You are required to comply with all RICS rules, however you may find you have done more than you think. Our advice is to go online to record your CPD as you do it. When reviewing your records, we will take into account the date that you come into membership.

What if I do not comply with the rule to complete 20 hours of CPD and/or do not record this online?

All RICS members agree to comply with the rules of conduct of the Institution as a requirement of membership. This means members must complete and log CPD online by 31 December each year. Failure to comply with the rules on CPD will be treated in the same way as any other rule breach under RICS Disciplinary Rules. The range of sanctions includes censure, fines, publication of disciplinary findings and expulsion from membership.

2. Formal and Informal CPD learning

What is 'Formal' CPD?

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 or self managed learning that can be assessed by an expert third party.

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

Examples at Annex A.

What is 'Informal' CPD?

Informal CPD is any self-managed learning that is relevant or related to your 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.

Examples at Annex A.

Are there any activities that cannot count towards my CPD requirements?

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

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 your professional role, cannot count towards your CPD requirements.

Does attending a conference count as formal learning?

This will depend on the nature of the conference and the level of learning achieved from attending. If you attend a conference that will develop your understanding of a specific subject that has relevance to your work then, in most instances, that would count as formal CPD. If however, you attend a conference where the focus is more on networking opportunities rather than developing your skills and knowledge on a particular subject matter then attendance would most likely not count as formal learning.

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

Does sitting on RICS boards/committees count as formal learning?

In most instances, member attendance at RICS board, committee or working group meetings would be considered as informal learning under the new CPD policy. What we are looking for in terms of formal learning 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. Any RICS board meeting where a member's knowledge is developed through self managed learning, such as reading meeting papers and other materials would count as informal learning, unless there is clear justification as to why it should count as formal learning.

Does sitting on non-RICS boards/committees count towards CPD?

In most cases yes, provided you can justify how sitting on a non-RICS board or committee has contributed to your professional development. This is likely to depend on the nature of individual meetings. For example, if sitting on a school board where you are making budget decisions that, in turn, develops your financial management skills which you can apply in your professional role then this may count as informal learning. However, if attendance at board meetings has no relevance to your professional role or professional skills then it would be difficult for us to consider that as appropriate CPD.

I am an APC assessor, does this count as CPD?

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.

Will the introduction of a mandatory 10 hours of formal learning each year mean that I have to pay out to attend more RICS courses?

No. Formal learning does not necessarily have to mean undertaking training provided by RICS. It can also include training or formal learning offered by your own firm or other organisation or learning institution.

Formal learning is any structured learning with a clear learning objective and outcome, this may include sitting on an RICS board or working with peers or mentors to develop your own learning of a particular subject, or to develop other professional skills. Formal learning does not, therefore, necessarily have to be training that is paid for.

RICS provides free and low cost CPD to its members. For example, there is now a free introductory module on the RICS Global Professional and Ethical Standards which is available to all members via the RICS Online Academy. RICS Regulation also offers free CPD through road shows on current and topical issues, such as PII. In addition, RICS has recently launched 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. Further details can be found on our website.

3. Global Professional and Ethical Standards

What CPD activity do I need to do to maintain my understanding of the RICS Global Professional and Ethical Standards?

RICS members are required to undertake learning in relation to the RICS Global Professional and Ethical Standards at least once every three years.

There are various ways in which you can meet this requirement, for example:

- by undertaking the free online ethics module, available via the RICS Online Academy. The module will walk you through the new Global Professional and Ethical Standards explaining what they mean for you and the profession as a whole. Undertaking the module will count as 1 hour of Formal CPD. Members will still be required to record this as CPD activity on the online CPD Portal (see Section 4)
- by familiarising yourself with the new Global Professional and Ethical Standards and supporting materials at www.rics.org/ethics

- by undertaking other training on professional ethics, this could be training provided by RICS, such as our Professional Ethics for RICS Members course where you can advance your understanding of the ethical standards and test your knowledge.

I have recently undertaken training around professional ethics; does that mean that I still need to meet the new requirement to undertake learning on the new RICS standards?

Yes. A new requirement came into effect on 1 January 2013 which requires all RICS members to undertake learning that relates to the RICS Global Professional and Ethical Standards (www.rics.org/ethics) once every three years, i.e. all RICS members are required to undertake learning around RICS' ethical standards between 1 January 2013 and 31 December 2015. If you have recently undertaken learning that relates to the current RICS Global Professional and Ethical Standards then you may wish to undertake refresher learning towards the end of the three year cycle, however, it will be down to members to decide what works best for them.

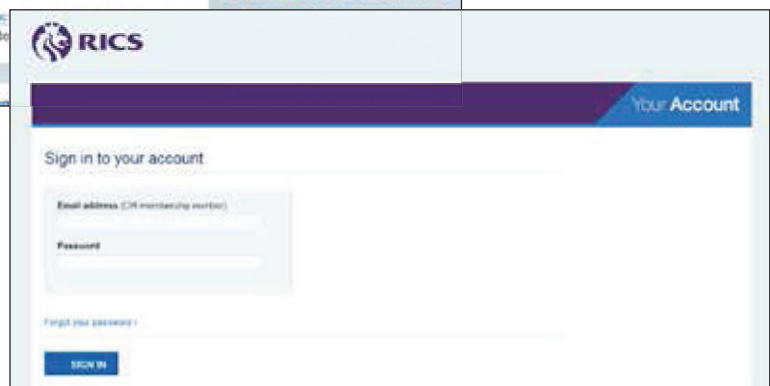
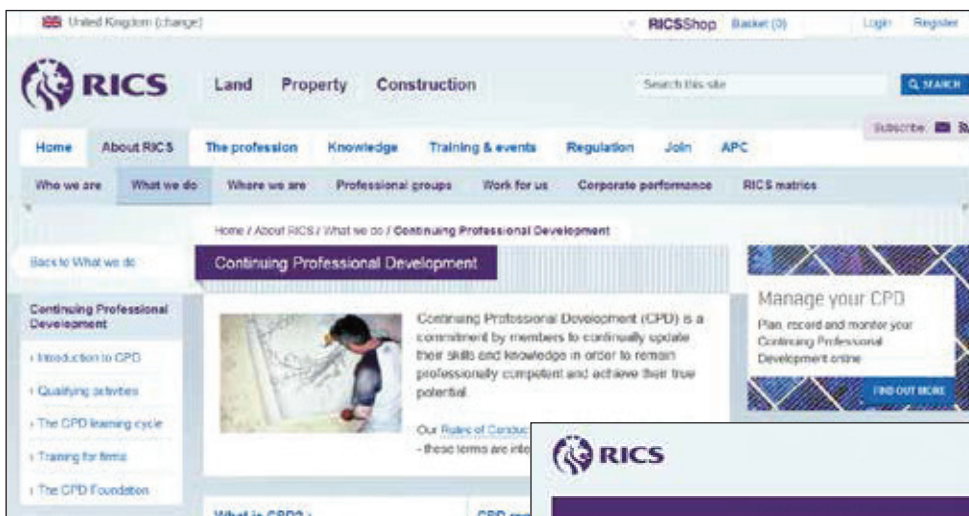
RICS will shortly be releasing a free online module that will walk members through the new Global Professional and Ethical Standards. By undertaking this module members can meet the new CPD requirement around ethics.

4. New CPD online management system

How can I access the new RICS online CPD management system?

The new system is available **now**, to all RICS members globally, via the RICS website. You can access it at www.rics.org/cpd and by clicking on the 'Manage your CPD' link (see screen prints below).

You can find all new CPD requirements and guidance on this page.



You will need to log into the website, using your membership number and password, in order to access the 'Manager your CPD' page (see right).

You can also access the CPD link from your personal profile page when logged in.

Is it compulsory for me to enter my CPD activity using the new online CPD management system?

Yes. All RICS members must record any CPD activity undertaken since 1 January 2013 using the new online CPD management system.

Will the new online system be more stable than the old one?

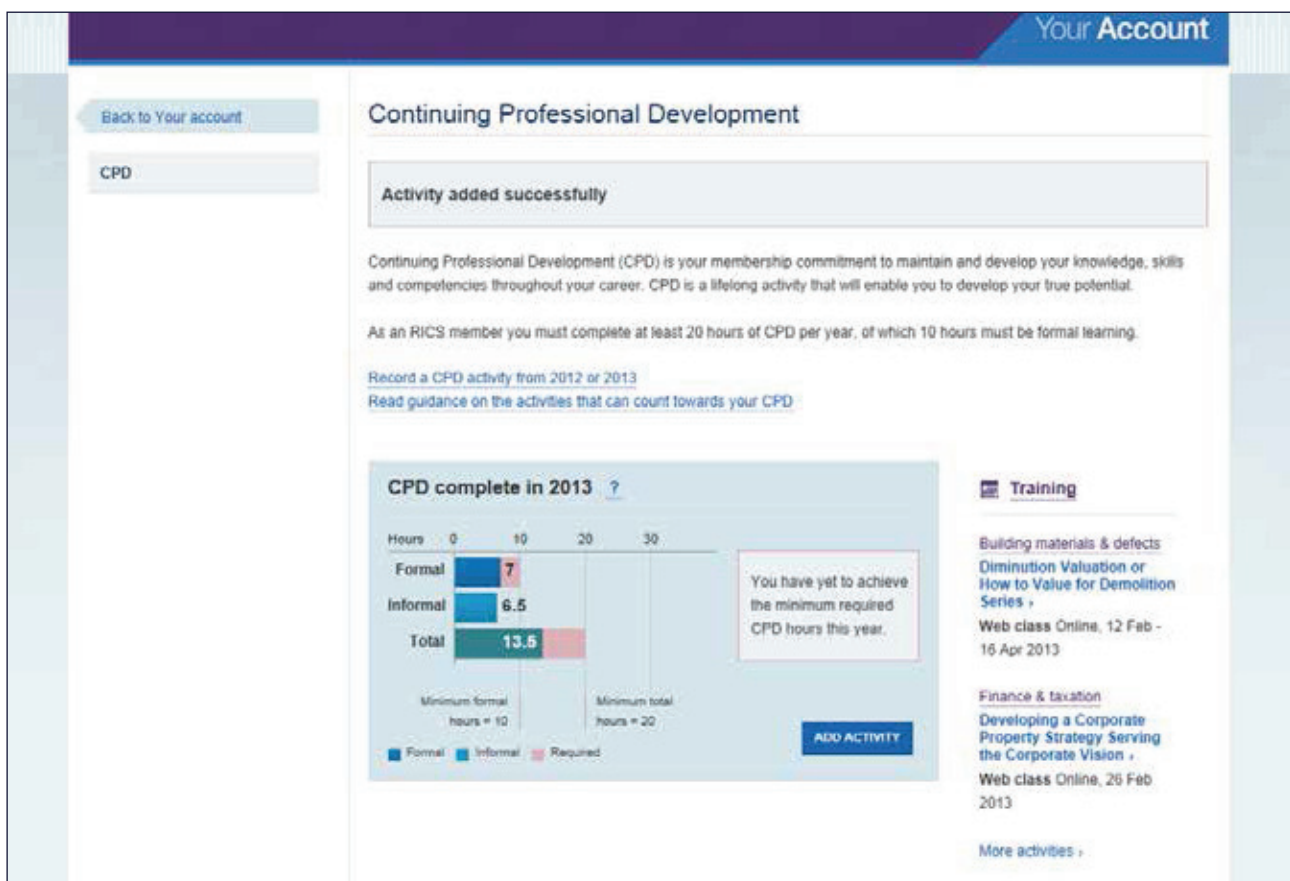
The new online CPD management system has been developed from scratch and sits on our new website, we are therefore confident that performance will be more stable and generally much improved on the previous system.

It has been designed to be simple and user friendly and allows members to enter their CPD activity quickly, easily and, in turn, minimises the time and effort required to record your CPD.

5. Recording CPD using the new system

How do I view my CPD records online?

Once you have logged into the 'Manager your CPD' page, you will see an 'overview' screen containing your personal professional development record (see below).



Your CPD recording for the current year is shown within a graph (see above). This graph will show 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.

Personal development record

2014 2013 2012 History ▾

Activities: 7 [Download PDF](#) [Export to Excel](#)

Name	Date	Type	Hours	Status	Attachments	Actions
Valuation Seminar >	14 Jan 2013	Conference/Workshop/Seminar Formal	4	Completed	None	Delete >
RICS Journal (Modus) >	01 Feb 2013	Private Study Informal	1	Completed	None	Delete >
Reading Global Professional Ethics online material >	12 Feb 2013	Private Study Informal	1	Completed	None	Delete >
Presentation on [technical subject] to internal staff >	19 Feb 2013	Teaching/Training Delivered to Others Informal	4.5	Completed	None	Delete >
Professional Ethics for RICS Members - e-learning course >	22 Feb 2013	Online/Distance Learning Formal	3	Completed	None	Delete >
Professional Ethical Standards Walkthrough - Free e-learning module >	04 Mar 2013	Online/Distance Learning Formal	1	Planned	None	Edit > Delete >
Writing Skills >	15 Oct 2013	Training Course Formal	4	Planned	None	Edit > Delete >

[ADD ACTIVITY >](#) [Download PDF](#) [Export to Excel](#)

You can see an annual summary of your records, by year, on the overview screen (see above table). *More information on what the columns mean on the next page.*

Can I download a copy of my records?

Yes. You can download the annual summary of your records from the overview screen. You can either download a PDF copy or export them to excel. Click on the relevant links at the bottom of the table to do this.

How do I record new activities?

You can add activities either as 'planned' or 'completed'. By adding planned activities, this shows your development plan for the next 12 months. There are help links to guidance on www.rics.org/cpd throughout these pages which provide more information.

To add an activity click on the 'Add Activity' button on the overview screen. You will then see the 'Add a CPD activity' page (see below).

Add/edit a CPD activity

Please complete the 'Activity details' and 'Activity type' sections, which are mandatory, before saving.

Activity details

Name
100 characters

Start date of activity
DL . Mo . YYYY

Activity status
Please select

Time on activity
0 hrs 0 min

Activity details

Add the name of your activity (free format) and the date it was/is to be undertaken.

Add the status – completed or planned (up to 12 months).

Add the number of hours CPD for this activity.

Activity type

Type
Please select

Formal or informal activity?
Please select

Did this learning activity help you maintain a relevant and current understanding of RICS Professional and Ethical Standards?
 Yes

Please provide a brief summary of how this learning activity helped you to maintain a relevant and current understanding of RICS Professional and Ethical Standards.
250 characters

Activity type

Select from the list the type of activity and 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.

Type

- Please select
- Please select
- Work-based Activity
- Training Course
- Conference/Workshop/Seminar
- On-the-job Training by Internal Expert
- Teaching/Training Delivered to Others
- Online/Distance Learning
- Private Study
- Exam Setting/Moderation
- Mentoring
- Technical Authorship
- Other

Activity supporting information (optional)

If your CPD activity is formal please feel free to upload any supporting information.

Upload attachments of your activity (Optional)
File size limit 2MB. PDF, JPG, GIF, PNG, DOC, DOCX, TXT

Browse...

+ ADD ANOTHER FILE

Activity supporting information

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.

The screenshot shows a web interface for entering learning outcomes. At the top, there is a header 'Learning outcomes (optional)'. Below it, a sub-header reads 'Option to add any learning outcomes'. A large, empty text input field is provided for users to enter their outcomes. To the right of the text field is a small blue square icon containing a white question mark. At the bottom left of the form is a blue button with a white right-pointing arrow and the text 'SAVE ACTIVITY'. At the bottom right is a blue button with the text 'Cancel - back to My CPD'.

Learning Outcomes

The new management system provides you with the ability to record details around learning outcomes if you so wish (this is optional).

It is no longer a mandatory requirement for RICS members to provide details on learning outcomes, or how they have reflected upon learning undertaken, from CPD activities. However, whilst it is down to individual members to evaluate what they have learnt, noting a learning outcome can prove beneficial in terms of identifying any future learning needs. We therefore recommend that you use this section to note key learning outcomes for the CPD activity that you are entering.

Once you have completed all the required fields you can save your activity by clicking the 'Save' button. You can also cancel it and return to the overview screen if you wish.

6. Migration of records from 'MY CPD' and CPD monitoring

I have used the RICS online CPD tool for several years now, however, on the new system I can only access my records for 2011 and 2012. How can I view older records?

The new CPD online management tool has been developed to simplify the process of recording and managing all of your CPD activities. It has primarily been designed to reflect and record the changes to CPD requirements which came into effect on 1 January 2013. As such, the fields provided for entering details of CPD activity will vary to the previous system. Because of this only historic CPD records for the past two years have been automatically transferred to the new management tool.

My previous CPD entries have been transferred to the new system but all activity is shown as 'informal' CPD. Why is this?

As mentioned above, there are some changes to the fields within the system when recording an activity, for example, you can now categorise your activities as either 'Informal' or 'Formal' and select a relevant 'Activity Type'.

Following the migration of your records, activities have been automatically shown as 'Informal', and 'Other' under Activity type, as these fields were not available in the old style system and the new system does not know what information to display for these fields. Don't worry though, only records entered from 1 January 2013 will need to meet the new requirements around formal and informal learning.

Do I have to wait until I have completed any CPD activity before I can enter in onto the CPD Management System?

No. 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 'complete' on the system for it to count towards your CPD requirements.

I have entered CPD activity onto the new online management system as 'completed'. However, I need to make an amendment to my entry and the system is not letting me do this.

Once an activity is completed it cannot be amended. So you are advised to ensure that you are happy with the information entered before saving the record as 'completed'.

Will the CPD Management System allow me to continue to record CPD activity after I have met the minimum requirements?

Yes. The system will allow you to record as much CPD activity as you wish to enter. Remember, the core CPD requirements only set out the minimum levels that you are expected to meet as an RICS member. It will be down to you to decide how much CPD you need to do above the minimum requirements in order to meet your own learning needs.

What will RICS do with the information that I enter on to the CPD Management System?

Any CPD activity that you enter and save on the new system will be stored securely by RICS. RICS Regulation will have the ability to check records to see whether or not members have met their minimum CPD requirements. RICS Regulation will also be able to look at individual records to review the types of CPD undertaken by members.

Will the information I enter onto the new CPD Management System be shared with others?

Any information that you enter into the new system will be stored securely and only RICS will have access to that information. RICS Regulation will have full access to your CPD records for monitoring purposes, however, this information will not be shared with other parts of RICS and it will never be shared with a third party.

7. Information for Regulated Firms

My firm has its own CPD recording system; can I export records from this system to the RICS system?

The system has been designed for RICS members to manage their professional CPD throughout the course of their careers. Members can export their CPD records into Microsoft Excel in order to edit and upload records on to a firm based recording system.

8. Disciplinary action

What happens if I fail to complete and record CPD?

If you have failed to record sufficient CPD in a year to meet the requirements of the rule, you will receive a caution in accordance with Rule 4(c) of the Disciplinary, Registration and Appeal Panel Rules 2009. The caution (called a Fixed Penalty caution) will remain on your disciplinary record for 10 years.

I have received a caution for failure to record CPD in line with the requirements set by RICS. What do I need to do now?

You do not need to take any further action regarding the caution. However you should be aware that if you fail to complete your CPD in any subsequent years within this 10 year period, you will be subject to further disciplinary action.

Can I ask for a review of the caution?

Yes, you can ask for the Fixed Penalty caution to be reviewed by a Fixed Penalty Reviewer. This request must be sent to RICS marked for the attention of the Regulation Committee Business Team at Surveyor Court, Westwood Business Park, Coventry CV4 8JE within 28 days of receiving the caution. You must include an administration fee of £100 or local equivalent as set out in Supplement 2 to the Sanctions Policy. A copy of the review request form, and further information about Fixed Penalties can be found at <http://www.rics.org/uk/regulation/disciplinary-procedure/fixed-penalties>.

What happens if I fail to complete and record CPD for a second year?

The caution will stay on your disciplinary record for 10 years. If you fail to complete and record sufficient CPD in any future year within this 10 year period, you will face further disciplinary action. This will be considered a second breach of the rule and you will receive a further caution and a fixed penalty of £150, which will be published.