

## Society of Construction Law

### Professional Development Requirements

#### 1 Summary (for more detailed information see paragraph 2 below)

<b>Institution</b>	<b>CPD points/ credit required?</b>	<b>Can SCL be accredited as CPD course provider?</b>
ICE	No	Not applicable
IET	No	Not applicable
IMechE	No	Not applicable
RICS	No	Not applicable
RIBA	Yes	Yes (subject to payment of an annual fee)
Bar Standards Board	Yes	Yes
Solicitors Regulation Authority	Yes	Yes

#### 2 Detailed Information

<b>Institution</b>	<b>Professional Development Requirements</b>
<b>ICE</b>	The quantity and type of CPD is not prescribed by ICE.
<b>Institution of Civil Engineers</b>	ICE provide members with a non-exhaustive list of subjects and topics as an aid to members identifying their development needs. Individual members, who are required to abide by ICE's Code of Conduct, decide how much and what to do in order to develop and maintain the professional knowledge, skills and competence that are required.
<b>IET</b>	Each individual is responsible for managing his or her own development following the Engineering Council's Code of Practice, choosing which activities to undertake and on what subject matter and maintaining an appropriate balance between technical and non-technical activities.
<b>Institution of Engineering and Technology</b>	<p>Whilst there are no mandatory requirements to undertake a set amount of professional development activity, it should be viewed as obligatory and individuals should be in a position to provide documented evidence of their professional development if required.</p> <p>Each individual should undertake activities that will add to their skills, knowledge and experience that are relevant to both job and personal</p>

	career development needs.
<b>IMechE</b>  <b>Institution of Mechanical Engineers</b>	<p>IMechE state:</p> <p><b>"This activity may be appropriate for the maintenance or enhancement of a competence relevant to an individual's professional development".</b></p> <p>The IMechE policy can be summarised as follows:</p> <ul style="list-style-type: none"> <li>• CPD is vital to a successful career and is a requirement of the Institution and the Engineering Council.</li> <li>• CPD is a self-owned and self-managed activity for which the individual is ultimately responsible.</li> <li>• The IMechE is not prescriptive as to the content, approach or effort an individual puts into their development but offers advice and support as to best practice.</li> <li>• CPD activities should be based on a structured approach, must be relevant to the individual's needs and enhance competence.</li> <li>• CPD can be carried out on the job, through courses and events, by private study or any other appropriate means.</li> </ul>
<b>RICS</b>  <b>Royal Institution of Chartered Surveyors</b>	<p>The RICS state:</p> <p><b>"Attending this event could qualify for a CPD. RICS members must evaluate what they have learnt and the benefit gained. The time spent should then be registered in the member's personal development planner (ideally using the web-based version, see <u>Personal Development Planners</u>)"</b></p> <p>RICS does NOT validate or approve its members CPD activities and commercial providers should not advertise an event as "qualifying" for CPD. Defining a suitable CPD programme is a personal matter and the decision about what to record and how much time to attribute to a particular event is entirely the responsibility of the individual. Although some course providers offer delegates certificates of attendance, these are NOT required when submitting CPD evidence to the Institution.</p> <p>The recording of CPD is a personal assessment of those activities which have been useful in meeting the aims of CPD. Self validation is seen as the most appropriate way in which professional people can participate fully and obtain the best results from mandatory CPD.</p> <p>Members to keep written records in two key areas:</p> <ul style="list-style-type: none"> <li>• Personal development plan. This looks ahead and sets out the</li> </ul>

	<p>member's objectives and the action and activities the member plans to take to achieve them.</p> <ul style="list-style-type: none"> <li>Record of achievements. This is a full record of the action and activities the member has undertaken, together with their respective outcomes.</li> </ul> <p>To help with this process, RICS suggests the use of either:</p> <ul style="list-style-type: none"> <li>The personal development planner (a template can be downloaded in either PDF or Microsoft Word formats to plan and record CPD activities at <a href="#">Personal Development Planners</a>); or</li> <li>Online CPD recording – RICS have developed an online site for those members who wish to hold their learning records online.</li> </ul> <p>RICS members have an obligation to do 60 hours CPD in any 3 year period, with a minimum of 10 hours in any one year.</p>
<p><b>RIBA</b> <b>Royal Institute of British Architects</b></p>	<p>Please consult RIBA's web site: <a href="http://www.riba.org/go/RIBA/Member/CPD_495.html">www.riba.org/go/RIBA/Member/CPD_495.html</a></p>
<p><b>Bar Standards Board</b></p>	<p>Please refer to The Continuing Professional Development Regulations (Annexe C to the Code of Conduct of the Bar of England and Wales, see <a href="#">Code of Conduct</a>) (the "Regulations").</p> <p>The Bar Standards Board may specify the nature, content and format of courses which may be undertaken and increase the minimum number of hours that must be completed.</p> <p>Any barrister may apply to the Bar Standards Board for a waiver of any or all of the continuing professional development requirements or to extend the time within which to complete such requirements.</p> <p>Please contact the Bar Standards Board to discuss which CPD programme you are subject to, if you are unsure. Further information can be found at <a href="http://www.legaleducation.org.uk">www.legaleducation.org.uk</a>.</p>
<p><b>Solicitors Regulation Authority</b> <b>The independent regulatory body of the Law Society of England &amp; Wales</b></p>	<p>All solicitors and registered European lawyers who are in legal practice or employment in England and Wales, and work 32 hours or more per week, are required to complete at least 16 hours per year of <a href="#">continuing professional development</a> (CPD) activities. A minimum of four hours must be undertaken through participation in accredited courses. Courses can only be accredited by providers who have been specifically authorised by the Law Society.</p> <p>Accredited courses can be run in-house (by firms/organisations</p>

	<p>authorised to provide CPD training for their own staff) or externally (by course providers authorised to offer training on a commercial basis to any interested solicitors).</p> <p>If you want your firm or organisation to be authorised as an <u>external CPD provider</u>, you must demonstrate that the training you provide meets certain standards laid down by the Law Society. Once authorised, you will be able to <u>accredit courses</u> for the purposes of CPD, provided the training continues to meet the required standard. The Law Society undertakes to <u>monitor</u> providers to ensure that the standards are upheld.</p>
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