

What records do I need to maintain?

Keeping records of your learning activities is essential for you to be able to demonstrate that you have complied with the CPD Regulation.

Self Certification - Members are responsible for keeping a record of their CPD participation record. Your CPD record is self certified - the Society does not sign CPD attendance cards.

A personal development planner, your firm's recording system or equivalent electronic system can help you maintain your records effectively. A sample planner is available on the Society's website at http://www.scsi.ie/events_calendar/pdp



If you are using your firm's recording system, you should ensure that you keep your own copies of your records.

The Society would expect records to include elements of the following:

Planning

It is a good idea to set and prioritise learning goals and decide what actions you will undertake to achieve them. This will help you to target your learning effectively over the coming year.

Actions taken

Describe what learning activities you have undertaken to meet goals including: the type of learning, title, number of hours and date. The Society is looking to see that a variety of quality activities have been undertaken which have been tailored to the original goals.

Evaluation

Provide considered assessment of whether the learning has been constructive.

Reflection

Consider what further skills or knowledge might be developed because of the perspective gained from CPD.

To assist you in obtaining and recording your CPD requirement, the Society provides:

- An array of CPD and Training offerings for all members, viewable on the Society calendar http://www.scsi.ie/events_calendar/calendar
- Personal Development Planner, which can be used as a tool to record your CPD and Training records http://www.scsi.ie/events_calendar/pdp
- CPD and Training Videos and Presentations, where you can access CPD notes, presentations and video recordings. http://www.scsi.ie/members/edu/cpd_videos_and_presentation_

In order to satisfy your CPD and training needs please inform the Society of any gaps in knowledge, training needs, areas of interest that you may have by contacting education@scsi.ie

Monitoring

The Society regulates and monitors members' compliance with CPD and does so as a matter of routine by calling in members' records.



CPD and Training - Your Commitment to Maintaining the Highest Professional Standards



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CPD and Training - Your Commitment to Maintaining the Highest Professional Standards

Continuing Professional Development (CPD) - Regulation and Guidance

The Council and Board of Directors of the Society of Chartered Surveyors Ireland have approved new regulations in respect of members' obligations with regard to continuing professional development (CPD). The new regulations are aligned with the RICS as well as having regard to the requirements of the Registration Body and the Property Services Regulatory Authority.

The Society's CPD Regulation is as follows:

"Continuing Professional Development (CPD) - Members shall plan, undertake, record and evaluate 60 hours appropriate continuing professional development in every consecutive period of three years and, on request, provide SCSi with evidence that they have done so."



Why is CPD important?

It is important for members to undertake CPD for a number of reasons:

- To improve your professional competence for your own benefit and that of your clients, employers and others.
- To enable you to demonstrate how you have sought to maintain your competence in the event of a claim or allegation.

You are most likely to be able to demonstrate that you have complied with the Society's CPD Regulation if you plan, carry out and record an annual programme of learning activities designed to maintain competence and improve professional knowledge. It may be more difficult for you to demonstrate compliance if you choose another method.

What is appropriate learning for CPD?

The Society requires members' CPD to be effective, enabling them to do their work competently. The outcome of the learning is as important as the number of hours spent on it. In general, it is recommended that a minimum of 10 hours per annum of CPD is completed, whilst having regard for the overall requirement of 60 hours in every consecutive period of three years.

Quality is as important as quantity. Make sure you gain from the activities and that they enable you to meet your learning aims.

Examples of activities Society members undertake for CPD are:

- Professional work-based activities
- Personal and informal learning
- Voluntary or charity work
- Courses, seminars and conferences

What activities qualify as CPD?

You can undertake a wide variety of activities as part of your CPD programme. The table below will assist you in identifying the best methods of CPD for you. Please note this is not an exhaustive list and activities should be regarded as constructive suggestions.

Many different activities can qualify as CPD and you must decide which is the most appropriate for your needs. The Society does not formally accredit CPD.

CPD Methods

Formal events

- Courses, seminars, conferences (Society and other)
- Workshops and briefing sessions

Meetings, working groups or panels (in-house or external)

- A special working group
- Course accreditation visits
- Internal presentations/discussions
- APC Counselling/Assessing
- Board/committee participation
- Day in the Life programme

Long-term qualifications and projects (six months or more)

- Full-time study
- Open/distance learning
- Contribution to original research

Research publications and presentations

- Research for publication and papers
- Preparation for presentations
- Delivering ideas to public meetings
- Lecturing on careers/the profession
- Presentation to clients
- Internal discussions/presentations

Specific additional vocational/ professional activities (experience)

- Secondments
- Placements
- Job changes/exchanges

Private study, structured reading

- Assimilation of knowledge from various texts and references
- Self-study on specific topics
- Use of internet, audio, video or other multimedia resources and library

On-the-job development – non-surveying specific

- Special project work
- Staff training
- Developing transferable skills, eg languages, IT, business/financial skills
- Management skills

Online Learning Activities