



Continuing Professional Development (CPD) Policy

February 2026

Introduction

This CPD policy underpins the requirements for all members as outlined below.

All members agree to abide by the Royal Charter and Bye-Laws and all associated Rules and Regulations on becoming a member and at each subscription renewal.

Rule 10 of the CIOB Rules and Regulations of Professional Competence and Conduct states that:

'Members shall keep themselves informed of current thinking and developments appropriate to the type and level of their responsibility. They should be able to provide evidence that they have undertaken sufficient study and personal development to fulfil their professional obligations in accordance with the Institute's policy for Continuing Professional Development (CPD).'

Ideally the process of CPD should be treated as an annual cycle of focussing on the review of past learning and identification of future needs, rather than the pursuit of hours of learning or mandatory courses. It is important that members take time to plan, undertake and reflect on their learning throughout their career.

What is CPD?

CPD is learning activity which increases a member's occupational knowledge, skills and professionalism to maintain and extend their professional competence. This may take many forms that could be externally directed or self-directed.

Competence can be demonstrated by applying in your practice skills, knowledge, experience and behaviours to fulfil a defined role, function or activity.

Compliance with this CPD policy is a means of validating ongoing competence.

Who must complete and record CPD?

All members of CIOB (with the exception of RetMCIOB and RetFCIOB) must undertake Continuing Professional Development in line with the policy.

What is the CIOB's annual CPD requirement?

Members are required to undertake a minimum of 25 hours of CPD in each subscription year. The CPD annual requirement is broken down as follows:

Themes

- 12 hours of Members' CPD activities must cover the four CIOB core themes, with at least **3 hours CPD activity recorded for each theme**

The core themes are:

- **Health, Safety and Wellbeing (3 hours)**
- **Sustainability (3 hours)**
- **Quality (3 hours)**
- **Professionalism (3 hours)**

Some examples of CPD topics are provided at **Appendix 1**.

- 13 hours of CPD may be chosen by the member to meet their own learning and development needs

What kind of CPD is accepted?

While we do not prescribe the types of activities you do, it is recommended that members should have a mixture of formal and informal learning within their annual CPD.

- Formal learning – is directed by a trainer, teacher or industry expert
- Informal learning – is self-directed learning, e.g. reading.

Members should aim for approximately 15 hours of formal learning and 10 hours of self-directed learning.

What is the reflective account of learning?

A member must reflect on their overall learning for the year. This is a mark of a professional practitioner. By reflecting on the learning already undertaken members are better able to understand their future learning needs. The reflective account will have a backwards and forwards looking focus directed by questions to help the member to complete the reflective account.

How do I record my CPD?

The CIOB Members' Portal enables members to keep a record of CPD activities.

You may choose to record this information elsewhere, for example your company's learning and development portal, but should you be called in a CPD Audit, members must submit their records on the CIOB Portal.

What is the CPD Audit?

In line with Rule 10 of the Rules and Regulations of Professional Competence and Conduct a member 'should be able to provide evidence that they have undertaken sufficient study and personal development to fulfil their professional obligations in accordance the Institute's policy for Continuing Professional Development (CPD).'

CIOB regularly calls CPD audits during the subscription year. CPD audits comprise a random sample of the eligible members. Trustees, members of Governance Committees and other CIOB volunteers will be called for audit periodically.

Members will be required to upload their CPD for a set period on the CIOB Members' Portal.

How do I know if I have been called in a CPD audit?

An email will be sent to your registered email address that CIOB holds on your member record. It is your responsibility to ensure that your email address is up to date at all times.

Extenuating circumstances

If a member has extenuating circumstances as to why they cannot comply with the CPD audit requirements, a member must contact cpdaudit@ciob.org.uk to discuss their situation.

Extenuating circumstances are unexpected events that affect the ability to complete an action. This may include but not be limited to ill health, bereavement or extended leave from the work environment. All discussions will be kept in the strictest confidence.

What happens if I fail to respond by the deadline given?

Failure to respond during the CPD audit period, may result in CIOB beginning disciplinary proceedings under the Disciplinary Regulations, for a breach of the Rules and Regulations of Professional Competence and Conduct.

CIOB Certifications and CPD

Some CIOB members are also members of one of CIOB Certification Schemes. These Schemes are:

- Building Conservation Certification Scheme
- Principal Contractor Competence Certification Scheme
- Principal Designer Competence Certification Scheme

The content of the learning prescribed by the Scheme will count as part of the 25 hours of required CPD.

Confidentiality and data protection

CIOB regards any CPD records submitted and held by the Institute as personal information. This information is held on the member's membership record.

Appendix 1 – Core Themes of the Institute's Assessment of Competence

These core themes are based on CIOB's core values that sit at the heart of Chartered Membership, which measures the competence and/or learning development towards the Chartered grades. It is expected that Chartered Members maintain and develop this competence and that non-chartered members have a development plan that works towards them.

Health, Safety and Wellbeing

Improving the life of those who create and use the built environment. This includes site safety and whole life safety of built assets.

For designers, this could be designing-out risk.

For constructors it could be anything around the safety of those on and around the site and for facilities managers it could be the safety of users of the building.

Sustainability

Promoting sustainability of the built environment and construction process for public benefit, through technology or modern methods of construction.

For designers, this could be designing-out waste or environmental impacts.

For constructors it could be waste management or enhancing the performance of the building through innovation and technology and for facilities managers it could be enhancing the performance of the building.

Professionalism

Promoting professional, ethical behaviour throughout your organisation. Commitment to diversity and inclusion in construction, inclusive and accessible design, social value and corporate social responsibility, respect, fair trade and ethical employment practices.

For designers, this could be inclusive design and selecting professional teams.

For constructors it could be about developing teams and bringing social value to projects and for facilities managers it could be about engagement with the users of buildings.

Quality

Commitment to meet standards that improve the quality of life for those who create and use the built environment through creation of high-quality built assets.

For designers, this could be bringing value to the design of built assets.

For constructors it could be about ensuring the quality of workmanship and for facilities managers it could be about improving the performance of the building for occupiers.