
RIBA CPD Core Curriculum Study Guide

1. Being safe health and safety

Possible topics

- *Pertinent construction legislation and building regulations
- *CDM (or similar outside the UK), particularly designers' responsibilities
- *Workplace health and safety
- *Employers' responsibilities
- *Risk assessment
- *Fire safety legislation
- *CSCS card procurement

2. Climate: sustainable architecture

Possible topics

A. Briefing

- *Knowledge of climate change and climate change science and impact of both mitigation and adaptation
- *KPI's and which ones should be used
- *Communicating the importance of low carbon design
- *Understanding stakeholders, clients, planning and legislative authorities
- *Defining the brief whilst balancing sustainability targets
- *Understanding and prioritising energy efficiency in low carbon design
- *Importance of sustainable design from inception to completion and handover including post-occupancy evaluation and feedback
- *Understanding the impact of choices on traditional and old buildings

B. Design process

- *Regulations, codes, guidance and standards (current and planned)
- *Heat loss parameters and understanding the relationship between air tightness, insulation, glazing, heat loss and solar gain.
- *Building services and renewable energy systems
- *Building energy performance/metering and monitoring
- *Understanding the energy assessment process
- *Material selection, embedded energy, recycling and minimising waste
- *Understanding energy and u-value calculations
- *When to use passive or mechanical ventilation
- *Whole life carbon footprinting
- *Resource energy efficiency, materials, water, energy and behaviour
- *Understanding sustainable benchmarking tools and assessment methods: BREEAM, SAP, PHPP, Code for Sustainable Homes, EARM

3. External management: clients, users and delivery of services

Possible topics

- *Architects' contracts (eg, as lead or sub consultant), terms of engagement, scope of services, clear letters of appointment, relevant legislation

- *Intellectual property rights, copyright law
- *Duty of care, professional liability, negligence and professional indemnity, including insurance
- *Client relationship management
- *Briefing/getting the brief right/context of the brief
- *Adding value through design and services
- *Obligations to stakeholders, warranties and third party rights
- *Communication, progress reporting and appropriate and timely advice
- *Cost monitoring and control and financial management
- *Programming of services appropriate to appointment
- *Coordination + integration of design team input

4. Internal management: professionalism, practice, business + management

Possible topics

- *Architect's obligation to society and the protection of the environment
- *Practice structures, legal status and business styles
- *Time management, recording, planning and review
- *Effective communication, presentation, pitching, confirmation and recording
- *Staff management and development
- *Practice finance, business planning, funding and taxation
- *Marketing and promoting the practice
- *Fee calculation, negotiation, bidding
- *Administration, quality management, QA systems, recording and review
- *Team working and leadership
- *Resource management, job costing and cash flow
- *Risk management
- *Project management
- *Current RIBA and ARB codes of conduct and discipline, including professional ethics

5. Compliance: legal, regulatory and statutory frameworks and processes

Possible topics

- *The relevant UK (or overseas if you work elsewhere) legal systems and processes, civil liabilities and the laws of contract and tort (delict)
- *Planning, Listed Buildings and Conservation Areas Acts, guidance and processes (see also section 9)
- *Building regulations, EU regulations, ISOs, approved documents and standards, guidance and processes, such as The Equality Act 2010, Health and Safety, fire safety, environmental
- *Land law, property law, The Party Wall Act, and rights of other proprietors
- *Terms within construction contracts implied by statute
- *Statutory undertakers and authorities, their requirements and processes
- *Employment-related legislation and policies
- *Environmental and sustainability legislation (see also section 2)
- *Accessibility, inclusion, and diversity legislation (see also section 10)
- *Advisory design review systems
- *Health and safety/CDM legislation and regulations (see also section 1)

6. Procurement and contracts

Possible topics

- *Procurement methods, including for public and larger projects and relevant legislation
- *Tendering methods, codes, procedures and project planning
- *Forms of contract and sub-contract, design responsibility and third-party rights
- *Claims, litigation and alternative dispute resolution methods
- *The effect of different procurement routes on programme, cost, risk, quality
- *Collaboration and briefing in construction and provisions for team working
- *Application and use of contract documentation
- *Duties and powers of a lead consultant and contract administrator
- *Site processes, quality monitoring, progress recording, payment and completion
- *Project Management (as a qualified person)

7. Designing and building it: design, construction, technology and engineering

Possible topics

- *Architectural design
- *BIM, CAD, modelling, mapping and visualisation.
- *Design for accessibility
- *Technical innovations
- *Specification writing and choosing materials
- *Production information
- *Alternative structural, construction and material systems
- *Optimum physical, thermal and acoustic environments
- *Systems for environmental comfort within the relevant precepts of sustainable design
- *Strategies for building services and the integration within a design project

8. Where people live: communities, urban + rural design and the planning process

Possible topics

- *The theories and objectives of urban design and the qualities of successful places
- *The influence of design and development on places, communities, non urban areas and cities
- *The needs and aspirations of communities, and space and building users
- *The ways in which spaces and places fit into their local context
- *The role played by design within the larger community context
- *Understanding briefing, engagement, empowerment, cohesion and leadership and their impact on creating successful communities
- *Understanding the relation between design, buildings, green spaces, gathering places, facilities, energy, carbon reduction, highways, servicing, safety and security and people

9. Context: the historic environment and its setting

Possible topics

- *Legislation and published governmental and other guidance relevant to historic assets (buildings, areas, monuments, gardens and parks, whether designated yet or not) and their settings, eg, Icomos
- *Planning and Conservation Acts, guidance and processes
- *Cultural significance
- *Historical significance
- *Architectural significance
- *Settings
- *Aesthetic qualities and values
- * Investigation, materials, technology and the building environment
- *Social, environmental and financial issues
- *Implementation and management of conservation works
- *Special considerations in the application of approved documents (including building regulations, The Equality Act, environmental, fire safety)
- *The impact of archaeological sites known or suspected on building
- *The impact of green design choices on traditional and old buildings

10. Access for all: universal/inclusive design

Possible topics

- *The principles of universal or accessible design
- *Planning and access
- *Equality and diversity legislation, including The Equality Act 2010, and relevant building and other regulations
- *Access and inclusion in the workplace
- *Understanding, writing and implementing access statements
- *Relevant product specification
- *Community consultation and engagement and working with user groups
- *Special issues for fire, security and egress
- *Principal guidance standards
- *Different buildings and their uses and users
- *Design detailing, eg, colour and contrast, acoustics
- *Fixtures, fittings and equipment
- *Refurbishment of listed buildings and access
- *Management policies, procurement and brief writing
- *Lifetime Homes and wheelchair housing