



Chartered property,
land and construction
surveyors

CONTINUING PROFESSIONAL DEVELOPMENT AND YOUR REGISTRATION UNDER THE BUILDING CONTROL ACT 2007 (AS AMENDED)

GUIDELINES FOR REGISTRANTS ON SYSTEM OF
CONTINUING PROFESSIONAL DEVELOPMENT

ABOUT THIS DOCUMENT

This document provides guidance to registrants about the requirements under the statutory CPD system under the Building Control Act 2007 (as amended). The information in this document is for general information purposes only. The SCSl reserves the right to make additions or modifications as required. This document will be of benefit to the following:

-
- a registrant who wants to find out more about CPD and their requirements for CPD under the statutory CPD system;*

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- a registrant who is being audited; and,*

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- an employer of registrants who wants to find out more about their employees' CPD responsibilities under the statutory CPD system.*
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Chartered property,
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surveyors

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SECTION A – INTRODUCTION

1 About the Society of Chartered Surveyors Ireland

- 1.1 The Society of Chartered Surveyors Ireland (the SCSi) is the leading professional body for construction, property and land professionals in Ireland. The role of the SCSi is to protect the public by promoting high standards of professional conduct, education, training and competence through its membership and statutory roles.
- 1.2 The Building Control Act 2007 (the BCA) specifies the statutory protection of the title of “Quantity Surveyor” and “Building Surveyor” by limiting the lawful use of the titles to suitably qualified persons whose names are entered on a statutory register administered by the SCSi. The BCA specifies the eligibility criteria for admission to the relevant registers and provides for an Admissions Board, a Technical Assessment Board and a Professional Conduct Committee. The BCA also provides for an Appeals Board to determine appeals against decisions of the aforementioned boards with an ultimate right of appeal against decisions of the Appeals Board to the High Court. The BCA further provides for payment of registration fees and appointment of a Registrar and a prosecution process for misuse of the title of “Quantity Surveyor” and “Building Surveyor” before the District Court. The BCA also designates the SCSi as the registration body and competent authority in the State under the EU Directive 2005/36/EC.

2 Continuing professional development – the BCA and the Regulation of Providers of Building Works and Miscellaneous Provisions Act 2022

- 2.1 The Regulation of Providers of Building Works and Miscellaneous Provisions Act 2022 (the 2022 Act) has amended the BCA by the insertion of new sections 31A and 45A requiring:
- (a) the SCSi to maintain a system of continuing professional development (CPD), the parameters of which are to be determined by the SCSi;
 - (b) the registrant to comply with any CPD system adopted by the SCSi under the legislation; and,
 - (c) a registrant to be removed from the register for non-compliance with the statutory CPD system.
- 2.2 The relevant sections of the BCA (as amended) are set out in Appendix 1 to this document.
- 2.3 The purpose of this document is to set out the scope and parameters of the new statutory CPD system in accordance with sections 31A and 45A of the BCA (as amended).
- 2.4 It is the registrant’s own responsibility to ensure compliance with these requirements.



SECTION B – SUMMARY

This section summarises the CPD requirements under the statutory CPD system for registrants.

3 CPD and registration

- 3.1 CPD is a requirement of your registration under the BCA. You need to meet the CPD standards set by the SCSi to remain on the register.
- 3.2 CPD is a way in which you continue to learn and develop throughout your career so you keep your skills and knowledge up to date and are able to practise safely and effectively.
- 3.3 CPD is not only gained through formal courses but through any activity from which you learn and develop.
- 3.4 This might include:
 - (a) work-based learning – for example, reflecting on experiences at work, considering feedback from service users, or being a member of a committee;
 - (b) professional activity – for example, being involved in a professional body or giving a presentation at a conference;
 - (c) formal education – for example, going on formal courses or carrying out research; and,
 - (d) self-directed learning – for example, reading articles or books.
- 3.5 We have provided a longer list of possible CPD activities in Appendix 2.
- 3.6 The list at Appendix 2 is not exhaustive and there may be other activities not listed that still help you to learn and develop that can be part of your CPD.

4 CPD mandatory requirements

- 4.1 The statutory CPD system adopted by the SCSi under the BCA (as amended by the 2022 Act) requires registrants to undertake the following:
 - a minimum of 20 hours of CPD each year to meet the CPD standards;
 - maintain a record of CPD undertaken;
 - a minimum of 10 hours must be formal, structured CPD (possible examples provided in Appendix 2);
 - a maximum of 10 hours may be informal CPD (possible examples provided in Appendix 2);
 - as part of the annual requirement, a minimum of at least one hour of CPD relating to ethics;
 - together with a minimum annual requirement of at least one hour on sustainability;
 - ensure your CPD is relevant to your practice as a Quantity or Building Surveyor, including the manner in which the CPD may improve your service delivery and benefit your service users; and,
 - co-operate with the SCSi if you are subject to an audit.
- 4.2 It should be noted that the CPD year is the calendar year (i.e., from January 1 to December 31 each year) and that CPD hours may not be carried forward to the next calendar year.

5 Record keeping

- 5.1 Each registrant will have access to the SCSi's online CPD management portal to record and keep track of their CPD activities. The details and dates of all the activities carried out by you should be recorded to show that you carried out CPD that meets the CPD standards set by the SCSi.
- 5.2 The SCSi may also operate an alternative mechanism for the recording and tracking of CPD by registrants.
- 5.3 There is more information about our CPD standards in Section C of this document.
- 5.4 We recommend that you always include evidence to activities that require it as and when you record them, so that you have the relevant evidence available when you are required to provide it.

6 CPD monitoring and audit

- 6.1 Each year, the SCSi will carry out more comprehensive reviews of registrants' CPD records.
- 6.2 There is more information about our audit process provided in Section D of this document.



SECTION C – CPD STANDARDS

This section provides more information about the CPD standards and how registrants can meet the standards when carrying out their CPD.

7 Meet the standards

7.1 The SCSi has adopted six standards. Each standard is listed below and explained:

(a) Standard 1: A registrant must comply with the minimum requirements set down by the SCSi as part of the statutory CPD system

What the standard means:

- your CPD must include a mixture of different types of learning;
- a minimum of 10 hours must be formal, structured CPD;
- a maximum of 10 hours may be informal CPD;
- included in your minimum requirement must be at least one hour of CPD relating to ethics;
- included in your minimum requirement must be at least one hour on sustainability;
- we have provided a longer list of possible CPD activities in Appendix 2; and,
- it is not an exhaustive list and there may be other activities not listed that still help you to learn and develop that can be part of your CPD.

(b) Standard 2: A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to their practice as a Quantity or Building Surveyor

- If you were audited and you had only carried out one type of learning – for example, if you had only read professional journals but had not carried out any other kind of learning – you would not meet the standard set out in the system.
- Your CPD must be relevant to your practice as a Quantity or Building Surveyor. This means that your CPD should be related in some way to your registration as a Building and/or Quantity Surveyor.
For example, some of your CPD might be based around improving your skills in a Quantity or Building Surveyor core competency area such as contract administration, cost planning, procurement and tendering, risk management (Quantity Surveyor),

construction technology, building pathology, inspection, measurement, health and safety, assigned certifier, building environment regulations (Building Surveyor).

'Interactive activities'

There is some developing evidence that suggests that the most effective learning activities are often those that are 'interactive' and which encourage 'self-reflection'. For example, 'peer discussion' is a term used to describe opportunities to discuss practice issues with groups of professional colleagues. Although this is not a specific requirement, we would encourage you to look for opportunities to learn and reflect on your practice with others.

(c) Standard 3: A registrant must seek to ensure that their CPD has contributed to the quality of their practice as a Quantity or Building Surveyor and service delivery

What the standard means:

- you must aim for your CPD to improve the way you work; and,
- some CPD activities may mean that you continue to work as you did before, but that you are more confident that you are working effectively. Others might help you gain new or improved skills or help you to make changes to working practices.

(d) Standard 4: A registrant must seek to ensure that their CPD benefits the service user

What the standard means:

- you must aim for your CPD to benefit your service users; and,
- these benefits do not need to be radical and in many cases may simply be a result of improvements you have made to your practice. For example, a CPD activity has improved your practice because you have gained new skills, and as a result you are able to provide a better service to your service users. This standard is asking you to think about how your CPD has benefited those you work with and who are affected by your practice.

Section C/Section D – The Audit Process

(e) Standard 5: A registrant must maintain a continuous, up-to-date and accurate record of their CPD activities

What the standard means:

- you must carry out regular CPD activities – you can find examples of these in Appendix 2;
- you must keep a record of what you do on the SCSi's online CPD management portal;
- you must add to your record on an ongoing basis; and,
- your record shall be a true reflection of the activities that you have carried out.

(f) Standard 6: A registrant must, if requested by the SCSi, provide supporting evidence (which must be their own work) explaining how they have met the standards of CPD

What the standard means:

- if you are subject to audit, we may ask you to provide supporting evidence containing information about how you have met the standards;
- we recommend that you always include evidence to activities that require it as and when you record them, so

that you have the relevant evidence available when you are required to provide it;

- possible examples of evidence to support your CPD might include:
 - materials/accreditations you have got from others – for example, a course certificate;
 - materials you may have produced – for example, articles, presentations, research papers produced by you;
 - materials showing you have reflected on and evaluated your learning and work – for example, evaluations of courses or conferences you have attended; and,
- your CPD profile must be your own work. A profile which was written by someone else, or included text from profiles produced by others, would not meet this standard. If we suspect that a CPD profile is not your own work but, for example, includes plagiarised material, your CPD may be considered to be non-compliant and may result in your registration being removed. This does not mean that you cannot ask a colleague for help and we would encourage you to discuss your CPD audit with your colleagues if you feel you need help.

SECTION D – THE AUDIT PROCESS

8 Selection for audit

- 8.1 When you apply and renew your registration, you are required to declare that you will meet our standards, including the requirements and standards for CPD.
- 8.2 The SCSi will use the online CPD management portal and/or any other CPD management system in operation to monitor compliance statistics and CPD records.
- 8.3 Each year the SCSi will carry out more comprehensive reviews of registrants' CPD records. A risk-based approach may be adopted in the selection of registrants' records for audit.
- 8.4 The SCSi reserves the right to undertake an audit of any registrant's CPD record at any time.
- 8.5 If a registrant joins the register mid calendar year, he/she must commence their CPD without delay. They will not be eligible for audit until the end of the next calendar year. The exceptions to this are where there is a targeted audit being conducted.
- 8.6 As CPD is an ongoing requirement while you are registered, it is possible that you could be picked for audit on multiple occasions.

9 Completing the audit

- 9.1 Registrants must carry out their CPD activity each CPD year (January 1-December 31).
- 9.2 We strongly recommend that you always add your CPD activity to your online CPD profile as and when you carry out your CPD activity throughout the year.
- 9.3 If you are subject to audit, you are required to co-operate with any request for information relating to your CPD compliance and submit this information by a deadline date specified by the SCSi.
- 9.4 The Registrar may consult a CPD assessor(s) appointed by the SCSi with expertise in quantity or building surveying to assess your CPD profile against the standards. The role of the CPD assessor(s) shall be to assist the Registrar in establishing compliance or otherwise of your obligations under this CPD system. The CPD assessor(s) plays no role in determining compliance. The determination of whether a registrant is in compliance with the relevant CPD requirements is a matter solely for the Registrar.
- 9.5 If circumstances mean that you cannot comply with your CPD obligations, you can make a request for consideration to defer your audit (see Point 13).

Section D – The Audit Process

- 9.6 If you do not send the information sought by the SCSi as part of the audit process within timeframes specified by the SCSi, you may be removed from the Register. You will be able to review this decision (see Point 11).
- 9.7 Appendix 2 breaks down each standard into ‘assessment criteria’ so you can see what meeting and not meeting a standard might look like. While we are assessing your CPD profile (and if you have requested a review against any decision), you will continue to stay registered.
- 9.8 At any point in the process, the SCSi shall be entitled to pause or suspend consideration of any matter arising if it is considered appropriate to do so in the circumstances.
- 10 Assessment outcomes**
- 10.1 Once we have assessed your profile, there are three possible outcomes available to the Registrar:
- 1: *Your profile meets the standards.*
The SCSi will contact you and advise you accordingly.
- 2: *The SCSi may seek further information.*
The SCSi will contact you and let you know what information it requires to decide whether you meet the CPD standards.
- 3: *Your profile does not meet the standards.*
If your profile does not meet the standards, the Registrar will then decide whether or not to offer you additional time to meet the standards.
- 10.2 If we give you additional time to meet the standards in accordance with outcome 3 above, we will contact you to tell you what we need you to do and by when. This might include, for example, carrying out further CPD. When considering whether additional time should be given to you to meet the standards, among other factors, the Registrar may have regard to the following:
- (a) the extent of the alleged breach of the standards;
(b) the potential effect on you in refusing to allow additional time to meet the standards; and,
(c) any potential effect on the general public in allowing additional time to meet the standards.
- 10.3 If you are not offered additional time or if you are offered additional time to meet the standards and you fail to meet the standards within that specified time period, the Registrar, on behalf of the SCSi, in accordance with the BCA (as amended), will determine that you are non-compliant with the statutory CPD system and will remove your name from the Register.
- 10.4 If you fail to co-operate with the requirements of the statutory CPD system, the Registrar, on behalf of the SCSi, in accordance with the BCA (as amended), will determine that you are non-compliant with the statutory CPD scheme and will remove your name from the Register.
- 10.5 Any decision to remove your name from the register will be communicated to you in writing and the reasons for the decision.
- 11 Right to a review**
- 11.1 If the Registrar makes a decision to remove your name from the Register, you can submit an application for a review of this decision by the Independent Reviewer.
- 11.2 The Independent Reviewer shall be appointed by the Board of the SCSi on such terms and conditions as the Board considers appropriate. The role of the Independent Reviewer will be to review decisions of the Registrar to remove a registrant’s name from the register.
- 11.3 A request for a review must be lodged by completing and submitting the prescribed form to the SCSi within 21 days of date of being advised of the decision of the Registrar. The request shall set out in detail the basis for the request.
- 11.4 Where a registrant has requested a review of a decision of the Registrar, the Independent Reviewer shall consider that request and may make such enquiries as he/she considers appropriate (including of the registrant and the Registrar).
- 11.5 The review will be conducted based upon the papers submitted by the registrant and any other documents as sought and provided to the Independent Reviewer as part of the review. In exceptional circumstances, the Independent Reviewer may conduct the review other than on the papers and may determine the manner in which the review shall proceed.
- 11.6 The Independent Reviewer may uphold the initial decision of the Registrar or may set aside the decision of the Registrar.
- 11.7 The Independent Reviewer shall issue his/her decision in writing to the registrant and the Registrar, together with the reasons for the decision. The decision shall take effect from the date specified in the notice. The decision of the Independent Reviewer shall be final.
- 12 Coming back onto the Register**
- 12.1 If your name is removed from the Register, you may be able to apply to us to be registered again in the future. To come

back onto the Register, an application for 're-admission' would need to be made.

- 12.2 We may ask you for more information about why you previously came off the Register and about the detailed CPD engagement process you plan to carry out if you are registered again.
- 12.3 We will consider your application, together with any information held on our file and any information provided under Point 12.2 before making a final decision about your application. Your application for re-admission may be subject to conditions imposed to include, for example, the requirement to make good any CPD shortfall in relation to your previous registration prior to re-admission to the Register.

13 Exemption or modification of CPD requirement

- 13.1 If you are not in a position to complete your CPD obligations in accordance with the statutory CPD system and/or comply with the CPD system itself, you can ask us to either exempt you from the requirement to complete CPD for a given year or to modify the requirement on you to complete CPD for a given year. This might be, for example, due to serious illness, a bereavement or maternity leave. We may need to ask you to send us supporting information/documentation indicating why you cannot take part.
- 13.2 Any such applications for exemption or modification should be made as soon as possible and, ideally, within the year that the exemption or modification is sought.

APPENDIX 1: USEFUL INFORMATION

Building Control Act 2007

SCSI STATUTORY CPD - FAQ <https://scsi.ie/registration/cpd>

Building Control Act 2007

<https://www.irishstatutebook.ie/eli/2007/act/21/enacted/en/html>
(as enacted)

<https://revisedacts.lawreform.ie/eli/2007/act/21/revised/en/html>
(updated including 2022 Act)

Regulation of Providers of Building Works and
Miscellaneous Provisions Act 2022

<https://www.irishstatutebook.ie/eli/2022/act/15/enacted/en/html>

Sections 31A and 45A of the Building Control Act 2007 (as amended)

Quantity Surveyors

31A. (1) *The registration body shall maintain a system of continuing professional development of quantity surveyors (in this section referred to as a 'system of continuing professional development').*

(2) *A person registered under this Part shall, as a condition of continuing to be registered, comply with the requirements of the system of continuing professional development and shall provide evidence that he or she has so complied in such manner and at such time as may be specified by the registration body.*

(3) *The name of a person who fails to comply with subsection (2) shall be removed from the register.*

Building Surveyors

45A. (1) *The registration body shall maintain a system of continuing professional development of building surveyors (in this section referred to as a 'system of continuing professional development').*

(2) *A person registered under this Part shall, as a condition of continuing to be registered, comply with the requirements of the system of continuing professional development and shall provide evidence that he or she has so complied in such manner and at such time as may be specified by the registration body.*

(3) *The name of a person who fails to comply with subsection (2) shall be removed from the register.*

Building Control (Amendment) Regulations (2014)

<https://www.irishstatutebook.ie/eli/2014/si/9/made/en/print>

If you have any questions about this document, please contact us. You can contact us at:

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APPENDIX 2: EXAMPLES OF CPD ACTIVITIES

CPD activity	Formal	Informal
Professional courses, seminars and conferences (where there are clear objectives and learning outcomes and supporting evidence can be provided if requested).	✓	
Structured seminars/discussions where there is a learning outcome, for example leading an online webinar on a technical topic.	✓	
Development of personal and practical skills through activities such as shadowing and delivering/receiving coaching.		✓
Informal learning and development within your firm or organisation, for example interactive and participative discussions with internal experts on specific technical topics.		✓
Formal learning and development within your firm or organisation, for example attending in-house training on a technical subject.	✓	
Formal teaching/training for others (providing interactive and participative tutoring and/or instruction for others, which includes setting clear objectives and learning outcomes).	✓	
Informal teaching/training for others, such as facilitating a discussion session at a seminar or conference, or feeding information back to peers, boards or committees.		✓
Self-managed learning that has a clear learning outcome, clearly linked to the registrant's development needs.	✓	
Computer-based training where there are clear objectives and learning outcomes and an assessment measure, e.g., multiple choice test.	✓	
Taking part in online events/viewing video sessions relating to your professional role where there is a clear learning outcome.	✓	
Private study such as: reading online or paper-based trade publications, manuals, professional briefs, journals, newspapers; and, listening to podcasts relating to your professional role.		✓
Technical authorship (writing articles, reports, manuals).	✓	
Mentoring (providing instruction, guidance and support to trainees or students).		✓
Sitting on boards/committees/working groups that focus on technical matters, for example advising on measurement standards, and where there are clear learning outcomes.	✓	
Attending board/committee meetings where there is a clear learning objective, such as a third-party expert attending and delivering a session which enhances your knowledge of a technical subject.	✓	
Delivering a presentation on a technical subject where research and preparation have been required to enhance your own understanding/knowledge.	✓	
Delivering a presentation on a technical subject that you are already an expert in and little or no research or preparation has been required.		✓
Undertaking academic courses that have a clear link to your professional role.	✓	

ASSESSMENT CRITERIA

Standard	Standard not met	Standard met
Standard 1: A registrant must comply with the minimum requirements set down by the SCSi as part of the statutory CPD system	You have not carried out any CPD activities. <i>or</i> You have carried out less than the minimum 20-hour requirement. <i>or</i> You have not provided evidence that you have kept a record of your CPD.	There is evidence that you have kept a record of your CPD activities. <i>and</i> You have carried out the minimum 20-hour requirement for CPD and complied with the minimum requirements set out.
Standard 2: A registrant must demonstrate that their CPD activities are a mixture of learning activities relevant to their practice as a Quantity or Building Surveyor	Your CPD consists of only one type of learning activity. <i>or</i> Your CPD is not relevant to the practice of a Quantity/Building Surveyor.	There is evidence that you have demonstrated that your CPD activities includes a mixture of learning activities. <i>and</i> Your CPD is relevant to your practice as a Quantity/Building Surveyor.
Standard 3: A registrant must seek to ensure that their CPD has contributed to the quality of their practice as a Quantity/Building Surveyor and service delivery	You have not carried out sufficient CPD activities that have improved the quality of your practice and service delivery. <i>and/or</i> You have not provided sufficient information about how your CPD activities may have improved the quality of your practice and service delivery.	You have carried out sufficient CPD activities that have improved the quality of your practice and service delivery. <i>and</i> You have provided sufficient information about how your CPD activities may have improved the quality of your practice and service delivery.
Standard 4: A registrant must seek to ensure that their CPD benefits the service user	You have not carried out sufficient CPD activities that has benefitted the service user. <i>and/or</i> You have not provided sufficient information which explains any benefit to service users.	You have carried out sufficient CPD activities that has benefitted the service user. <i>and</i> You have provided sufficient information about how your CPD activities may benefit service users.
Standard 5: A registrant must maintain a continuous, up-to-date and accurate record of their CPD activities	You do not maintain or keep up-to-date full and accurate records of your CPD.	You maintain full, up-to-date and continuous records of all CPD activities.
Standard 6: A registrant must, if requested, provide supporting evidence (which must be their own work) explaining how they have met the standards of CPD	You did not provide us with sufficient supporting evidence explaining how you have met the standards of CPD.	You have sent a completed profile by the deadline.



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