

**Society of Chartered Surveyors Ireland (SCSI)  
Continuing Professional Development (CPD) Policy**

**1. Introduction**

One of the earliest definitions of CPD and most commonly used by professional bodies is:

*“The systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout the individual’s working life”*

CPD is not directed towards a single goal which is achieved: end of story. It is a continual striving for, achieving and renewing of learning and development goals.

As a condition of membership, members of the Society of Chartered Surveyors Ireland are committed to continually updating their skills and knowledge to remain professionally competent.

**2. CPD as a benefit to members and others**

CPD helps members demonstrate a fundamental commitment to maintaining and developing professional standards to their clients, employers, the profession, their professional body, the general public, and in addition, to the members themselves.

CPD supports a professional’s career prospects and enhances job satisfaction.

As well as professional development, CPD supports personal development, encouraging self-confidence, awareness of ethical pitfalls and openness to new ways of doing things.

**3. SCSI Member CPD Rules of Conduct**

Members of the Society of Chartered Surveyors Ireland are obliged always to comply with the Society’s Rules of Conduct on CPD.

Rule 2.5 states:

*“Members shall plan, undertake, record and evaluate appropriate continuing professional development in accordance with the CPD Policy and, on request, provide the Society with evidence that they have done so in accordance with the Society’s CPD Policy and in accordance with Part 5 of these Rules”.*

**4. New CPD Planning & Recording system (with effect from 1<sup>st</sup> January 2018)**

Following a decision made by the SCSI Council in 2017, to maintain and develop their professional knowledge, skills and expertise, all SCSI members must

**Undertake and record online the following:**

- a minimum of 20 hours of CPD activity each calendar year
- a minimum of 50% of CPD (10 hours) per year must be formal, the remaining 50% (10 hours) can comprise either formal or informal relevant professional learning



- a minimum of 1 hour of formal CPD per year must relate directly to the professional designation held by the member to demonstrate compliance with Regulatory/Statutory CPD requirements associated with the holding of that designation
- In addition to the above acceptable 20 hour CPD requirements, Panel members that are included and act on the Society's Dispute Resolution Panels are required to undertake and record an additional 10 hours per calendar year, specifically related to the field of dispute resolution. This can include the following:
  - acting as a party representative in third party proceedings
  - acting as an arbitrator or other dispute resolver
  - attending or presenting at relevant events
  - attending workshop type events
  - writing and publishing relevant papers /articles private study.

All members are also required to undertake learning on the **topic of Professional and Ethical Standards once every 3 years.**

## 5. The CPD Calendar Year

The CPD Calendar year runs from 1<sup>st</sup> January to 31<sup>st</sup> December each year. Surplus CPD hours cannot be carried over into the next year.

## 6. Recording CPD on MyCPD

From 1<sup>st</sup> January 2017, it is a mandatory requirement for all members to use the SCSi MyCPD online recording tool to record their CPD activities.

MyCPD allows members to:

- ***Upload your records of CPD activities and hours***
- ***Store all your certificates and other evidence of CPD activities***
- ***View and reflect on your CPD data recorded for each year***
- ***Access CPD Calendar & directly book into SCSi events***
- ***Print downloaded reports which help to present your CPD record, whether for a job interview, performance review, audit or applying for a professional title***

In exceptional circumstances, members who are unable to use MyCPD may keep a hard copy of their CPD activity. Such members must notify the SCSi's Director of Regulation by the end of March of a calendar year of their intention to keep a hard copy and provide a valid reason, in writing, for not using the online system. If considered a valid reason, the hard copy must be submitted by the member before the end of the CPD calendar year.

## 7. What counts as CPD (and what does not)?

A diverse range of activities qualify as CPD. Members plan their own learning and development and this can come in many forms.

Formal CPD can be any form of structured learning that has clear learning objectives and outcomes, such as a professional course or structured online training. It could also be learning that includes an assessment measure. Members could be asked to provide supporting evidence of any formal learning entered on their MyCPD record.

Informal CPD is any self-managed learning that is relevant or related to a member's professional role. This could include activities such as private study, on-the-job training,



attendance at informal seminars or events where the focus is on knowledge sharing. Members could be asked to provide supporting evidence of any informal learning entered onto the CPD online facility.

For recording purposes SCSi categorises CPD into:

- **3<sup>rd</sup> Level Course/Further Education**
- **Briefing/Conference/Workshop/Seminar**
- **Exam Setting/Moderation**
- **Mentoring**
- **On-the-job Training by Internal Expert**
- **Online/Distance Learning**
- **Other**
- **SCSi Voluntary Activities**
- **Self-directed Reading/Research**
- **Teaching/Training Delivered to Others**
- **Technical Authorship**
- **Training Course**
- **Work-based Activity**

#### **What doesn't count as CPD?**

Any activity that does not have a clear learning purpose, or does not relate to a member's role and/or specialism cannot be considered as appropriate CPD. For example, activities such as networking, social events, team meetings or informal planning events and involvements in boards, committees or clubs that have little or no relevance to a member's professional role, cannot count towards their CPD requirements.

#### **8. SCSi - Supporting members with CPD**

SCSi provides a huge range of CPD events, webcasts and presentations in response to external events and the needs of members. See <https://www.scsi.ie/calendar/> & [https://www.scsi.ie/education/cpd/cpd\\_webcasts\\_presentations](https://www.scsi.ie/education/cpd/cpd_webcasts_presentations)

Completion of e-learning courses available at <https://www.scsi.ie/education/e-learning> can count towards your annual CPD requirement.

Members that attend SCSi events or use SCSi e-learning for CPD purposes will not be required to upload evidence of completion to the SCSi CPD online recording tool as SCSi will verify on their behalf once CPD attendance is confirmed.

SCSi will research and develop certificates of completion/attendance for all members who attend their CPD events.

#### **PSRA (Property Services Regulatory Authority) CPD Requirements:**

In 2017, SCSi was appointed by the PSRA to assist licence holders fulfil their PSRA CPD requirement by delivering CPDs throughout the year on relevant topics.

*If you are a licence holder, you are required to separately evident to the PSRA completion of 5 hours CPD per year on specified topics.*

Details of relevant topics and SCSi/PSRA CPD delivery programme can be found at link [https://www.scsi.ie/uncategorised/o/cpd\\_-\\_psra\\_requirements](https://www.scsi.ie/uncategorised/o/cpd_-_psra_requirements)



### **SCSI/RICS Dual Members:**

CPD compliance of SCSI/RICS dual members in Ireland is monitored by SCSI, so members are not required to use the RICS online recording tool.

Members who use non- SCSI events, e-learning or other activities as formal activities will be required to upload evidence of completion to their MyCPD record.

Acceptable evidence includes a certificate of completion or documentary evidence of completion such as an email/letter on letterhead paper from the person or organisation delivering the training. The certificate/documentary evidence should include the participants name, details of the type of CPD activity undertaken, the dates and hours completed.

## **9. Audit Process**

100% of the members CPD Records are checked for compliance so all members must ensure **that they have completed their 20 hour CPD requirements within the calendar year.**

**Members will have until 31<sup>st</sup> January of each year to upload any outstanding records to MyCPD.**

## **10. Disciplinary Action – Part 5 of the Society of Chartered Surveyors Ireland Members Professional Conduct Rules Monitoring and Investigation Procedures Disciplinary Rules and Procedures**

This Part 5 sets out the policy and procedures to be followed by the Director of Regulation in regulating the CPD Policy;

### **Members Obligation and Consequences for failure to comply with CPD Policy**

Failure by any Member to comply with the mandatory CPD requirement under the Society's CPD policy will lead to automatic sanction by the Director of Regulation in accordance with Rule 5.2 and may, at the discretion of the Director of Regulation, lead to possible further referral by the Director of Regulation to the Professional Conduct Committee under these Rules.

### **Sanction for breach of CPD Policy**

**on a first breach**, the Director of Regulation shall caution the member against repeating the breach of the CPD Policy. The caution will be maintained on the Member's file for a period of five years from the date of issue.

**In addition**, if a member fails to rectify their failure to comply with the CPD policy within 28 days from the date on which they are advised of the failure to comply with the CPD Policy and issued with a caution, a Fixed Penalty will be levied against the Member in the amount of €150.

Failure to discharge the Fixed Penalty within the time prescribed for payment will lead to an automatic increase in the level of the Fixed Penalty to €300.

If the member rectifies their failure to comply with the CPD policy within 28 days from the date on which they are advised of the failure to comply with the CPD Policy, the monetary fine will not be levied against the Member, but the first breach caution will still remain on the members record.

**on a second breach**, which occurs within five years of the first breach, a Fixed Penalty will be levied in the amount of €250. Failure to discharge the Fixed Penalty within the time prescribed for payment will lead to an automatic increase in the level of the Fixed Penalty to €500.



**on a third breach**, but within five years from the first breach, the Director of Regulation shall refer the complaint to the Professional Conduct Committee for further action under these Rules.

#### **Right to be advised of decision**

The Director of Regulation shall inform the Member of the decision to impose a sanction under this Part 5 and his reasons for making such decision, this may include as the context so requires informing the Member of the right to have the decision reviewed under Rule 5.6.

#### **Correction of Members record on administrative error on part of Society**

Where there is an administrative mistake, on the part of the Society, any caution registered in such a situation may be expunged from the Members record and any monetary Fixed Penalty paid, returned to the Member.

#### **Obligation on Member to make good any shortfall in CPD requirement**

In all situations, where a Member has failed to comply with the CPD Policy, the Member must make good and authenticate the shortfall in CPD in advance of the next CPD audit, which is carried out annually, having being requested to do so by the Director of Regulation.

#### **Right to have decision reviewed**

A Member shall be entitled to have any decision of the Director of Regulation made under this Part 5 reviewed by a Reviewer in accordance with Rule 8.

### **11. Publication for breaching CPD Policy**

The Sanctions Policy section 3 Publication of Regulatory/Disciplinary matters paragraph 2.2 states:

*“Where a Member has breached the CPD Policy on two occasions, within a five-year period, as provided for in Rule 5.2, the Society will publish on the Society’s website a list of members who are non-compliant for a second time. This publication to remain on the website for a period of one year from imposition of sanction”.*

### **12. CPD Best Practice**

MyCPD has been designed to allow members to plan, record and reflect on their CPD activities

Members will only be required to record CPD activities to adhere to the CPD policy. However, it is recognised CPD best practice for members to plan, record and reflect upon their CPD activities.

- **Planning** CPD activities allows you 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.
- **Recording** CPD activities allows you to keep a record of your CPD activities to refer to at a later date as well as demonstrating adherence to the CPD policy. It also allows you to look at the balance of your CPD activities over a period.



- **Reflecting** on your CPD activities allows you to ask yourself questions such as: “What did/will I learn? And “How did/I apply the learning?” It provides the opportunity to consider what further CPD activities might be undertaken to reach your professional goals.

### **13. Exemptions**

Those who cannot complete CPD due to extenuating circumstances may apply for a pro-rata reduction in their annual CPD requirement. This will be restricted to those in the following groups:

Members on maternity, paternity, parental, adoption or family raising leave or Members who are unemployed or those who are on long term sick leave or may currently be non-practising for other compassionate reasons. Documentary evidence will be required for these situations.

### **14. Confidentiality and Data Protection**

Members can access MyCPD through the SCSi website [www.scsi.ie](http://www.scsi.ie) using their SCSi membership number and password. Members should not divulge their password to any third party. SCSi regards CPD data as personal information for the purposes of the Data Protection Acts 1988, 2003 and 2018 the Freedom of Information Act 2014 and the EU General Data Protection Regulation.

#### **Author**

**Gwen Wilson, Director of Regulation**

