

## 1 Introduction

The basis of Continual Professional Development (CPD) is that whilst registrants of the various Personnel Certification Registers have undertaken assessments to demonstrate their competence they may only have a minimum level of knowledge. Even those that have a high level of knowledge need to learn about the new and improved technologies and methodologies that are always being developed and introduced.

CPD is a mandatory requirement of the CIBSE Certification Personnel Certification Schemes. Registrants of these schemes are required to update and enhance their skills continuously to ensure that they keep up with technological developments and the requirements of:

- The Building Regulations and the Energy Performance of Buildings regulations in the UK
- Any other relevant or applicable legislation

## 2 Scope

All CIBSE Certification Personnel Schemes

- Low Carbon Consultants
- Low Carbon Energy Assessors for EPCs & DECs
- Air Conditioning Inspectors
- ESOS Lead Assessors
- Heat Networks Consultants
- Management Systems Specialists

## 3 Requirements

### 3.1 General requirements

The CPD year runs from 1<sup>st</sup> January to 31<sup>st</sup> December and you can update your CPD records as and when any activity takes place or at the end of the year.

To enable CIBSE Certification to ensure that an appropriate amount of relevant CPD has been satisfactorily completed in each year the following requirements must be met:

- 1) Your CPD record must be completed online at [www.cibse.org](http://www.cibse.org)
- 2) CPD records shall contain a list of each CPD activity undertaken
  - a) At least one objective must be added to each year recorded
    - i) Objectives must be relevant to the Scheme(s) that you are registered for
    - ii) Objectives must be assigned to relevant activities
    - iii) Each objective must be met and where the relevance is not obvious please ensure that the CPD entry is clearly annotated to explain the link
  - b) The CPD record must contain a minimum of 21 hours of activity
    - i) Only the Scheme(s) that you are registered for must be assigned to relevant activities, e.g. if you are a DEC assessor only you do not assign AC or ESOS schemes
    - ii) The CPD activity record must total the required number of hours and for LCEAs as indicated in §3.2.4
    - iii) The CPD activity record must total the required number of hours and for ESOS Lead Assessors in §3.3

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- c) Some of the CPD hours should be in a formal training environment if possible but is not mandatory e.g. a structured training course
- d) The remaining CPD time may be composed of any further structured or unstructured CPD
- 3) CPD certificates or other verifiable proof that it was undertaken by the individual concerned need to be verified as a true and accurate record by someone who is either:
  - i) A professional member of CIBSE
  - ii) A professional member of another Chartered Institution
  - iii) A senior manager or director of the registrants' current employer
- 4) The content of CPD records is the responsibility of each individual. CPD can be planned and undertaken that is pertinent to their work and their areas of expertise. You may find some of the training courses offered on the CIBSE Training website to be useful. The CIBSE Journal is another source but equally, other briefing materials, courses and webinars can be sourced by you.
- 5) It is each individual's responsibility to provide a case for acceptance of any CPD activity submitted and to provide sufficient and appropriate evidence.

CIBSE Certification will accept CPD carried out to satisfy the requirements of other organisations so long as the CPD is demonstrated as being relevant, however, proof of attendance of any non CIBSE CPD courses must be provided to CIBSE Certification before it can count towards the required number of hours.

We accept CPD that is acquired both informally (e.g. reading and self-study) and formally (e.g. classroom/web-based training). CPD needs to be identified and recorded on the CIBSE website using the categories below:

- Unstructured CPD can include:
  - Assisting and supporting others
  - Open/distance learning that is not assessed and that does not lead to a qualification
  - Reading professional/technical journals, books and other publications
  - Relevant aspects of on-the-job training where specific learning objectives have been identified and planned (possibly from annual development planning and appraisal)
- Semi-structured CPD can include:
  - Conference and exhibition attendance
  - E-learning without assessment
  - Informal professional body meetings of a more social nature (networking opportunities)
  - Non-interactive lectures, talks etc.
  - Other institution technical meetings
  - Presentations and workshops
  - Writing and/or publishing of papers and articles
- Structured CPD can include:
  - Academic studies
  - Research preparation and first delivery of lectures/courses
  - Occasional lecturing
  - Active participation in the development of standards forms of open/distance learning that involve assessment and result in a qualification

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- E-learning with assessment
- Interactive and highly participative training courses and seminars
- Low Carbon courses
- Professional body meetings with formal lectures

The range of CPD activities that can be undertaken within each category above is extensive and the examples given above are intended to provide initial guidance only. You may find that there are many other forms of CPD that are more appropriate to your own needs and circumstances.

## 3.2 CIBSE Certification Low Carbon Energy Assessors (LCEAs)

The CPD requirements for LCEAs are also governed by the MHCLG Scheme Operating Requirements (SORs) under which CPD is undertaken in 3 categories:

- Changes in Requirements
- Disciplinary Procedure Requirements
- Other Professional Development

### 3.2.1 Changes in Requirements

Where there are changes in software, Scheme requirements and any other changes which materially affect the way in which EPCs, DEC's or ACI reports are provided or LCEAs operate, CIBSE Certification will ensure that you have access to the changes, are made aware of the changes, and where training is required to help ensure understanding of the changes will evaluate your competence with regard to those changes.

The MHCLG requirement is for LCEAs to maintain their professional competence by undertaking whatever training is necessary to keep up to date with changes in requirements.

CIBSE Certification will keep records which demonstrate that any required training, and where necessary, assessment, in this category has been undertaken.

### 3.2.2 Disciplinary Procedure Requirements

In certain circumstances (e.g. QA failures, CPD failures or as a result of complaints) CIBSE Certification may require an LCEA to undertake remedial training.

In such cases CIBSE Certification will identify the training requirement and ensure that training is completed and assessed as effective. (Note: once identified, training may be undertaken at any training centre. However, CIBSE Certification reserves the right to examine or otherwise assess competence as a result of any training undertaken).

The requirement is for Schemes to specify an appropriate training regime and subsequent compliance regime for the assessor to demonstrate their competence.

CIBSE Certification will keep records which demonstrate that any required training, and where necessary assessment, in this category has been undertaken.

NB. Following a disciplinary issue, this area of CPD shall not be counted towards an Energy Assessor's annual CPD requirement.

### 3.2.3 Other Professional Development

Your CPD plan must meet your own requirements as an LCEA. CIBSE Certification will, from time to time, define the types of CPD that should be undertaken. When this occurs, you will be informed of the requirements and what evidence is necessary to demonstrate that this CPD requirement has been met.

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### 3.2.4 CPD Hours

You are required to undertake a minimum of 10 hours per year of relevant CPD for the main strand that you are certified for and 5 additional hours for each additional strand.

This is only part of the required minimum 21 hours of CPD per year.

In addition, LCEAs must have a minimum of 10 structured hours of CPD relevant to the strands they are registered for.

For example:

Energy assessor strands registered	Minimum CPD Hours required	Other CPD to meet the 21 hour minimum	Minimum Structured hours
LCEA EPC Level 4 only	10 hours	11 hours	10
LCEA EPC Level 4 & 5	10 hours + 5 hours = 15 hours	6 hours	10
LCEA EPC Level 4 & 5 + ACI	10 hours + 5 hours + 5 hours = 20 hours	1 hour	5 + 5
LCEA EPC Level 4 & 5 + ACI + DEC	10 hours + 5 hours + 5 hours + 5 hours = 25 hours	No further CPD required	5 + 2.5 + 2.5

## 3.3 ESOS Lead Assessors

CIBSE Certification ESOS Lead Assessors need to comply with the General Requirements in §3.1 above and have a minimum of 21 hours of CPD recorded.

In accordance with the Environment Agency requirements ESOS Lead Assessors must set an ESOS specific objective within 3 months of being on the ESOS register. The objective must be relevant to ESOS requirements/PAS competencies with a minimum of 5 hours recorded. This is part of the required minimum 21 hours of CPD per year.

## 4 Audit of CPD Records

CIBSE Certification audits all CPD records annually to ensure compliance with these requirements, this is an independent audit and has no relevance to the audit carried out by CIBSE of their members.

If any CPD record does not meet these requirements then CIBSE Certification will write to the individual concerned requiring that the CPD record is revised to meet the requirements.

Registrants whose CPD records have not been updated will be suspended until their records satisfactorily meet the Scheme requirements set out in this procedure.

CPD hours undertaken in response to a suspension shall only count towards the period where there was insufficient CPD. This CPD does not count for the next CPD year i.e. it cannot be counted twice.

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