



BIID CPD Providers Handbook

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Registered Office:
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170 Finchley Road
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VAT reg No. GB 318 3948 36
Registered in England & Wales,
Co Reg No. 860708



Overview of the Institute

The British Institute of Interior Design is the pre-eminent professional organisation for interior designers in the UK. Our growing national and international membership represents both the commercial and residential sectors, from heritage to cutting edge. In addition to rigorous entry requirements which assess training, experience, and professionalism, we require our members to continue their professional development throughout their career to ensure their continued expertise in design process, practice, and regulatory matters.

The British Institute of Interior Design is the only professional organisation for interior designers which has been granted the prestigious and rare accolade of Institute status by the Minister of State as the pre-eminent body in its field.

The organisation was founded in 1965 as the Interior Decorators and Designers Association (IDDA). In 2001, the IDDA was amalgamated with the globally recognised International Interior Design Association UK Chapter (IIDA), to form the British Interior Design Association (BIDA). The Secretary of State recognised the BIDA as the pre-eminent body in the field in 2009 and granted Institute status so it became the British Institute of Interior Design.

On the national stage we are full members of the Construction Industry Council and as a result are now part of Government consultations to advise on new policy and legislation. Internationally we are full members of the International Federation of Interior Architects and Designers (IFI).

What is CPD?

CPD stands for Continuing Professional Development. It is the way professionals maintain and update their knowledge and skills. BIID Members must complete a minimum of 20 CPD hours annually to demonstrate their commitment to furthering their expertise.

Why offer CPD?

Offering CPD enhances your company's reputation as an expert in the field, strengthens client relationships, and helps you stand out in a crowded market. CPDs provide valuable knowledge exchange and engagement with industry experts.

The BIID CPD Providers Directory

The BIID CPD Providers Directory offers access to high-quality specialist CPD material that has been rigorously assessed to meet our standards. It provides interior designers with a trusted resource for accredited CPDs.

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“The experience has been really positive. It gives us a reason to talk to a practice and it starts a conversation for our sales team.” Sarah Roberts, John Cullen Lighting



INTERIOR DESIGNER

“As a designer I must ensure that my client's projects are run professionally, and products are fit-for purpose. Education on materials and regulations is essential so when looking for new CPDs, I rely on BIID accreditation for quality assurance and relevance.”

Clarie Tull, BIID Registered Interior Designer

CPD PROVIDER

“Offering BIID-approved CPD material gives our sales team a powerful tool they can use to connect with practices. By demonstrating our expertise through CPD sessions we can build mutually beneficial relationships based on knowledge and trust.”

Aaron Dixon, INTRASystems



Benefits and Promotion

- Promotion to BIID Registered Interior Designers®
- Listing on the BIID CPD Providers Directory (up to 5 modules)
- Promotion through the BIID newsletter and social media
- Use of BIID CPD Provider logo
- Event promotion through the BIID platform
- Content collaboration with BIID team

Fees

- Annual Subscription Rate: £450 + VAT (£540) per year
- Application fee per CPD: £100 + VAT (£120)

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- Waived application fee for RIBA or ASID/IDCEC accredited CPDs

CPD Formats

CPDs can take various formats, including workshops, lectures, online modules, and more. Online e-learning CPDs can be videos, white papers, PDFs, or on-demand webinars.

Top Tips

- Focus on educational value over commercialism
- Clearly outline your expertise and qualifications
- Specify learning objectives and what designers will gain from the CPD
- Use readable fonts and visuals
- Practice and time your presentation
- Provide technical advice and address common questions
- Maintain neutrality and avoid sales pitches
- Offer supplementary materials and samples

How to Apply

Once you are ready to apply, fill in the [online application form](#)

Accreditation Procedure

For CPDs not pre-approved by the RIBA or ASID/IDCEC:

- Pay application fee invoice
- Send an electronic copy of your presentation, speaker notes and synopsis of your showroom or factory tour (if applicable)

Stage 1 Assessment

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The BIID staff member dealing with your application will feedback any suggestions for edits and inclusions. Once the material is deemed fit, an assessment date will be set that is convenient for you and the BIID.

Stage 2 – Live Assessment

The CPD Provider Assessment Panel is a volunteer pool of approximately 40 professional interior designers and as they are volunteers, we have set out the following timeframes for scheduling an assessment date from Stage 1 approval:

- Live assessment at your premises = 6-8 weeks
- Live assessment to be conducted over video call = 3-4 weeks
- Online e-learning module = 2 weeks

3-6 panel members will convene with the BIID staff member administrating your accreditation for the assessment.

After your presentation to the panel (or the viewing of your online material), the panel members will send their scores to the administrator to be collated for your overall pass mark including any feedback to enhance your CPD for interior designers.

This is a fantastic opportunity to receive constructive criticism of your CPD material from practicing interior designers before offering it to your audience.

Assessment Criteria

Presentation skills, educational content, ability to respond to questions, neutrality, and supplementary materials are assessed for live CPDs

Objectives, educational content, presentation, neutrality, and supplementary materials are assessed for online e-learning CPDs

All CPDs are marked out of 100 with a passing score of 70.

Approval

Once approved, the BIID will invoice you for your annual subscription fee and activate your subscription and live listing.

Promotion

CPDs are promoted through the BIID CPD Providers Directory, newsletter, social media, and events diary.

We encourage you to use BIID CPD Provider logo and tag BIID on social media for additional promotion.

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Frequently Asked Questions

Q. How do I apply to become a BIID accredited CPD Provider?

A. Complete and submit the [online application form](#) on the BIID website.

Q. How much is the annual CPD Provider subscription fee?

A. The annual fee for CPD Providers is £450+VAT and is charged pro-rata from 1st April to 31st March.

Q. Is there an application fee?

A. Yes, your company will be charged £100 + VAT per application to process your application. The application fee is waived for pre-approved RIBA and ASID/IDCEC CPDs.

Q. How long does it take to become a CPD Provider?

A. The time it takes to become a CPD Provider varies. If your CPD is approved by RIBA or ASID, you'll be listed once your application is processed and payment is received. If BIID assesses your CPD, the process time depends on material submission, suggested changes, panel recruitment, and payment of the annual subscription.

Q. How many CPDs can my company list on the directory?

A. You can list up to 5 modules per subscription.

Q. How do I update my CPD Provider Directory listing?

A. To update your CPD Provider Directory listing, submit written changes to the BIID office. Keep us informed of any contact detail updates. You can also edit your listing to provide information on how your CPD can be presented to designers.

Q. How can I market my CPD to BIID Members?

A. Market your CPD to BIID Members by listing it on the online BIID CPD Providers Directory. We can promote your CPD events on our platform and encourage you to advertise your CPD on your website, social media, and network. Use the BIID CPD Providers Logo on your website and marketing materials.

Q. Do I have to inform the BIID every time I present the CPD to a designer(s)?

A. There is no need to inform the BIID every time you present your CPD unless you would like us to promote an event for you.

Q. Is my BIID accredited CPD for BIID Members only?

A. No, your BIID accredited CPD is not limited to BIID Members only. You are encouraged to invite your entire network and new business leads. Increasing access to high-quality CPDs strengthens the professionalism of the industry.

Q. Do I need to provide certificates to CPD attendees?

A. The BIID does not require certificates, but some professionals may request them. If asked, feel free to provide a certificate with the BIID CPD Providers logo and CPD duration.

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Q. How can I update my BIID accredited CPD?

A. Contact the BIID office to discuss changes. The extent of changes will determine if informing the office is necessary. For CPDs older than 2 years, re-assessment is required with an application fee.

Q. Can I be a BIID CPD Provider if I'm based overseas?

A. Overseas providers are welcome. Specify your location on the application form, and assessment can be done via video link. The Assessment Panel can also travel overseas for workshops or factory tours, with costs covered by the provider.

Contact Us

To arrange a meeting to discuss your options, please email the BIID Learning and Events Manager Hayley McLennan Hayley.mclennan@biid.org.uk

We look forward to working with you to accredit your valuable CPDs and promote your education to interior designers.

Check out the BIID webpage '[Become a BIID Accredited CPD Provider](#)' for our CPD Provider Full Terms and Conditions.

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