



BIID Users Guide to Recording CPD Hours

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What is CPD?

CPD is an acronym for Continuing Professional Development. It is the way by which professionals maintain and update their knowledge and skills after qualification. BIID Members are required to accrue CPD to demonstrate their commitment to furthering their knowledge and competence in the industry. CPD also provides a platform to engage with experts in the industry and a forum for the exchange of ideas and best practice.

What is your CPD Requirement?

All BIID Registered Interior Designers are required to undertake and record 20 hours of CPD activity in each membership year (1st April to 31st March). A minimum of 10 hours of CPD activity must be 'structured' and the remaining hours can be 'unstructured'.

Structured CPD activities include:

- [BIID live events](#) – courses, seminars, workshops, and conferences
- CPD offered [by BIID accredited CPD Providers](#) – whether live events or online learning
- Other live events with clear learning objectives – courses, seminars, workshops, and conferences
- Online learning and webinars with clear learning objectives
- Formal teaching – developing and delivering learning for others that includes clear learning objectives
- Authorship – writing an article, manual or book that is published for a professional audience
- An academic course (for example an MSc) that has a clear relationship to the practice of interior design

Unstructured CPD activities include:

- Attending exhibitions and trade shows, such as Decorex International, Maison et Objet and 100% Design
- Attending an art or craft exhibition
- Reading interiors related journals, magazines, and books
- Listening to interiors related podcasts
- Mentoring or coaching a student or junior designer

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- Giving a talk or participating in a panel discussion at an exhibition, trade show or festival
- Volunteering on a BIID committee, Council or working party or as a BIID membership assessor or CPD Provider assessor

Exemptions

- Associate members of the BIID who are undertaking the Professional Pathway as a route to BIID Registered Interior Designer status are not required to submit CPD hours
- Retired and non-practising designers are also exempt from the requirement
- If you become a BIID Registered Interior Designer midway through the membership year, your annual CPD requirement will be pro-rated
- Extenuating circumstances, for example a long-term illness, will be considered on a case by case basis

This policy came into effect on 12/10/2016. The previous BIID CPD requirement was measured in points rather than hours.

Please be aware that CPDs come in a myriad of formats and from varying sources. If you are unable to obtain all your annual hours from BIID events, please take a look at the many CPDs available through the BIID CPD Providers Directory. Alternative avenues to tap into include CPDs from other Built Environment bodies such as [RIBA](#), [CITB](#), [CIC](#), [RICS](#) and the [UKGBC](#).

What are the accepted formats for submitted records?

There are two ways to record your CPD activity throughout the membership year:

1. The BIID CPD Record Template
If you do not have this template, please email the office for a copy, or overwrite your copy from last year's recording cycle.
2. Using your Own Template.
Complete and save your own template with the following details of each activity: date completed, education name, category, and hours (please complete all fields).

At the end of the membership year (31st March) users will have a one-month grace period to collate all their hours. The end declaration date is annually set as 30th April whereupon the BIID will expect BIID Registered Interior Designers to submit their completed report electronically to the BIID office. The BIID will audit this information to check that all Registered Interior Designers have successfully completed their annual CPD requirement of 20 hours.

Please note that all hours gained are to be by the individual Registered Interior Designer, please do not include training that your staff have undertaken.

Communication from the BIID will be sent regularly via email to help users with reminders about tracking their hours.

Top Tip for keeping on top of your annual requirement

Keep your attended events on file by creating a folder in your inbox for all the event registrations you have been to and tickets to trade shows and exhibitions you have registered for. This means that at the end of the month, quarter, or year, you will be able to see what you have done at a glance, for easier recording.

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Introduction to the BIID CPD Excel Template

The BIID have created a simple excel template which you can use to input your annual CPD activities undertaken,

On receipt of the template, please delete the examples and make sure all hours are in hours, not days.

Please remember to add your name and the correct date if you are overwriting a previous recording year's template.

To receive a template, please email info@biid.org.uk

Once your summary report is completed, your minimum hours are reached and the categories are all correct, save the template as an Excel document and send to info@biid.org.uk for approval on or before 30th April.

Introduction to your own template

You are also entitled to generate your own CPD recording sheet if you wish or send in one from another professional organisation such as the RIBA if you are also an architect.

Please remember that all dates, hours, and categories must be added to your template to accompany the education undertaken. Please do not include 'days' but record in hour increments.

Once completed, send via email to info@biid.org.uk for approval on or before 30th April.

General FAQ's

[I went to an overseas trade show for two days, how many hours should I apply?](#)

Please apply the number of hours you were actively at the trade show, not the whole time of your trip. For example, if you went to Paris on Saturday and Sunday to attend Maison Et Objet, you would not state that you accrued 48 hours, you would state how many hours you were at the fair, so if you spent a total of 7 hours there on both days, you would input 14 hours on your record.

[I have accrued over 20 hours in one category, does that mean that my CPD record is completed?](#)

No, your CPD record must reflect that you have completed a minimum of 10 hours of learning in **each** category. If you have not completed both minimums, your CPD record for the year is incomplete.

[I have logged in to the BIID Member's Area, but I cannot find where to add my hours?](#)

The Member's Area does not currently host the necessary tools for you to add your hours. If you would like to use the excel template we created for you, please inform the office and we will send it electronically.

[I have submitted my record to you, what is the next step?](#)

Thank you! If your record is complete and all the education has been categorised correctly with the minimum hours obtained, a member of the BIID staff will email you an acknowledgement of your completed record and your account will be updated on the BIID database to reflect that the requirement has been met. If you have the highest amount of

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'structured' CPD hours from the completed submissions, you will be awarded the BIID CPD Award at the Annual General Meeting.

[I used to record my hours on the BIID Knowledge Hub, why is that no longer available?](#)

The BIID no longer utilises the BIID Knowledge Hub platform as our Learning Management System. All the e-learning modules that were on the Hub, can now be found directly on the BIID CPD Providers Directory, or in the Member's Area if you are looking for the Pathway Support modules.

[I am based overseas; do I need to submit my annual record to you?](#)

Yes, it is a requirement of your membership as a BIID Registered Interior Designer that you complete and submit 20 hours of CPD annually for audit. If you are unable to attend any in person events in the UK, please utilise the many online resources that are available to you. A good point of call is the local equivalent professional body to the BIID in your country of residence as they will host events and run courses that you may be able to attend. To check who is a member of the International Federation of Interior Architects/Designers please visit their [website](#).

Contact Us

If you would like to speak to a BIID staff member to discuss your requirement, have a question about what qualifies as CPD, need guidance in searching for a particular CPD to meet your learning needs, or you have a suggestion for a CPD for the BIID to produce, then please do not hesitate to get in touch.

Email: Info@BIID.Org.UK

Telephone: +44 (0)208 628 0255

Happy learning!

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