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# 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 activity examples

- Attending live CPD training, courses, seminars, talks programmes and conferences.
- Attending online events – CPD training, bite-size e-learning, courses, webinars, talks programmes.
- Teaching in a formal setting – developing and delivering learning for others.
- Writing - writing an article, manual or book that is published for a professional audience.
- Completing an academic course – with a clear relationship to the practice of interior design.

## Unstructured activity examples

- Attending live or virtual exhibitions and trade shows, such as Decorex International, Maison&Objet and 100% Design.
- Reading interiors related journals, magazines, and books.
- Listening to interiors related podcasts.

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- Mentoring or coaching a student or junior designer.
- 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.

### 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.

### How long does an educational activity have to be to qualify for CPD?

The BIID do not stipulate any length of time for an activity to count as CPD, so this could mean anything from a short instructional video to a Masters Degree can be accepted as a learning activity on your tracker. Therefore, we now record in hours instead of points.

### Where can I source CPDs?

The BIID offers events and resources annually to interior designers, but CPD can also be obtained from external sources. Here is an example of some of the places you can go to access training:

- [BIID Events Diary](#)  
For upcoming events and trade shows.
- [CPD Providers Directory](#)  
For accredited virtual and in-person CPD seminars, factory tours, guides, and videos.
- BIID Member Area  
For [Peer-to-Peer Guidance](#), [Pathway Support](#), and [on-demand webinars](#).
- External Sources  
Other Built Environment bodies such as [RIBA](#), [CITB](#), [CIC](#), [RICS](#) and the [UKGBC](#) all have resource and event pages that can be accessed by the public.
- If you are overseas  
Find out who the BIID equivalent body is in your territory using the International Federation of Interior Architects/Designers (IFI) [membership directory](#) and explore their CPD offer for in-person events near you.
- Trade shows  
Trade shows often include excellent talks programmes with interesting speakers.
- Suppliers  
Speak to your reps about any CPD they provide.
- Your network  
Keep in contact with your peers about training and share any interesting courses, articles, or events you have been to which may also interest them.
- Exhibitions, Journals, Magazines, Podcasts

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There is a myriad of content out there for interior designers to enjoy and benefit from!

- 'Soft Skills'  
Undertaking business development courses on soft skills such as marketing, VAT, GDPR and HR can also be included as CPD.
- Volunteering  
Please let the BIID know if you would like to volunteer on a BIID Committee, stand for election to the BIID Council of Directors, sit on the Membership or CPD Assessment Panels, or if you would like to be a Mentor to Associate and Provisional Associate members on the BIID Professional Pathway.

The BIID do not require our Members to gain certificates to prove that you have attended the CPD activities you claim to have undertaken as we accept all reports submitted on an honesty-based system.

### **What are the accepted formats for submitted records?**

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

1. The BIID CPD Tracker  
Access the online CPD Tracker via the [Member Area](#)
2. The BIID CPD Tracker Template (Excel)  
If you do not have this template, please email the office for the latest version.
3. 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).

An introduction to each of these methods is detailed later in this document.

### **How do I submit my completed CPD report?**

At the end of the membership year (31st March) Members have a one-month grace period to collate their hours.

Once your summary report is completed, your minimum hours are reached and the categories are all correct (to the best of your knowledge), save the report as an Excel document and send to [info@biid.org.uk](mailto:info@biid.org.uk) for approval on or before 30<sup>th</sup> April.

The BIID will audit this information to check that all Registered Interior Designers have successfully completed their annual CPD requirement of 10 hours of structured activities and 10 hours of unstructured activities.

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 Members 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.



- When filling out your CPD report, please try to be as detailed as possible in your description of the activities undertaken. For example: 'Talk on Sustainability at Decorex' – did you attend this talk as an audience member, or did you participate in this talk as a panellist? As the two activities are listed under different categories, (attending as an audience member: structured, speaking as a panellist: unstructured), this description will assist the BIID staff member reviewing your report to confirm that the category you have assigned the activity is correct for your final record.

## Introduction to the BIID CPD Tracker

The BIID CPD Tracker is the online portal to record your CPD throughout the recording year. You can access the tracker in the [Member Area](#).

The tracker shows you your current cycle and how much CPD you need to complete for the year, you can add your activities here and assign them categories. Once completed, you can export the report to an Excel document. If you require any assistance using the CPD Tracker, please contact the office.

## Introduction to the BIID CPD Tracker Template

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

To receive the latest version of the template, please email [info@biid.org.uk](mailto:info@biid.org.uk)

## 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/minute increments.

## 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&Objet, you would not state that you accrued 48 hours, you would input how many hours you were at the fair, so if you spent a total of 7 hours there each day, you would input 14 hours on your record.

### [I went on a course that is not accredited by the BIID, does that count?](#)

Yes, absolutely! Any formal training you undertake that has clear learning objectives and is relevant to the field of interior design will be counted as CPD on your record. We actively encourage Members to seek out external training in addition to the CPD the BIID provides.

### [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.

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### [I have already completed my 10 hours in each category, do I need to keep adding extra activities?](#)

Once you have reached your minimum requirement, you can stop recording onto your tracker if you wish. However, for your own records it is best practice to try and record everything you have undertaken for the year.

### [I haven't been able to accrue the required minimum hours this year, what should I do?](#)

Not to worry, you have probably already accrued it and not realised! Look back through your diary to pinpoint any rep meetings or research you may have undertaken if you are struggling to fill your structured hours. If you have time, top up the hours before the 31<sup>st</sup> of March with online learning. If you haven't recorded enough hours in your 'unstructured' category, remember to count magazine reading, assuming you sat down to read an interiors magazine for an hour each month, that's 12 hours alone for the year.

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

Please scroll down until you find the CPD Tracker section, this should be under your details and public profile information. If you don't have a tracker, please inform the office and we will investigate for you.

### [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 '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. Members are now directed to use the CPD Tracker on the BIID website. 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 Area.

### [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 (IFI) please visit their [Membership Directory](#).

### [I have been working as an interior designer for several years, why do I need to report CPD to you?](#)

We understand that during a long career, you have become an expert in your field, but to keep up with the regular changes to technology and regulations that affect the sector, it is critical that all interior designer's top-up their expertise with revision of older topics and introductions to new ones. This ensures that all designers are working professionally and providing the best service they can to their clients, their teams, and their communities.

## **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.

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**Happy learning!**

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