



BIID Users Guide to Recording CPD Hours

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1. What is CPD?

CPD stands for Continuing Professional Development. It is a way for professionals to 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 for engagement with experts in the industry and a forum for the exchange of ideas and best practices.

2. What is your CPD Requirement?

All BIID Registered Interior Designers must undertake and record 20 hours of CPD activity in each membership year, which runs from 1st April to 31st March. Of these 20 hours, a minimum of 10 hours must be "structured" CPD, while the remaining hours can be "unstructured" CPD.

Examples of structured activities include attending live CPD training, courses, seminars, talks programs, conferences, participating in online events, teaching in a formal setting, writing for a professional audience, or completing an academic course related to interior design.

Examples of unstructured activities include attending exhibitions and trade shows, reading interior-related journals and books, listening to interior-related podcasts, mentoring or coaching, giving talks or participating in panel discussions, volunteering on a BIID committee, and more.

Certain exemptions apply to associate members, retired/non-practicing designers, and those who join after October 1st in the membership year. Extenuating circumstances, like long-term illness, may also be considered on a case-by-case basis.

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

The BIID does not stipulate a specific length of time for an activity to qualify as CPD. It can range from a short instructional video to a master's degree. The focus is on the learning outcomes and relevance to the practice of interior design.

4. Where can I source CPDs?

CPDs can be obtained from various sources. The BIID offers events and resources annually, but CPD can also be sourced externally. Some options include checking the BIID Events Diary, exploring the BIID CPD Providers Directory, accessing the BIID Member Area, exploring external sources like other professional bodies, trade shows, suppliers, networking with peers, and utilising exhibitions, journals, magazines, podcasts, and soft skills courses.

5. What are the accepted formats for submitted records?

There are three ways to record CPD activity:

1. The BIID CPD Tracker: Access the online CPD Tracker via the Member Area.
2. The BIID CPD Tracker Template (Excel): Contact the BIID office for the latest version or update the previous year's template.
3. Your own template: You can create your own CPD recording sheet or use a template from another professional organisation, ensuring it includes date completed, education name, category, and hours for each activity.

6. How do I submit my completed CPD report?

Members have a one-month grace period after the end of the membership year to collate their hours. Once your summary report is completed and meets the minimum requirements, save it as an Excel document and send it to info@biid.org.uk for approval before the last business day of April. The BIID will audit the information, and communication will be sent regularly to assist members in tracking their hours.

Top Tip for keeping on top of your annual requirement

Create a dedicated folder in your inbox to store records of attended activities, including event tickets and trade show registrations. This allows for easy access and a quick overview of accrued activities at the end of each month, quarter, or year, simplifying the recording process.

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7. General FAQ's

Q: I went to an overseas trade show for two days, how many hours should I apply?

A: Apply the number of hours you actively spent at the trade show, not the entire duration of your trip. For example, if you spent 7 hours at the fair each day, you would input 14 hours of unstructured hours on your record.

Q: I went on a course that is not accredited by the BIID, does that count?

A: Yes, any formal training with clear learning objectives and relevance to interior design counts as CPD, even if it's not accredited by the BIID.

Q: I have accrued over 20 hours in one category, does that mean my CPD record is completed?

A: No, your CPD record must include a minimum of 10 hours in each category. If you haven't met the minimum requirements in both categories, your record is incomplete.

Q: I have already completed my 10 hours in each category, do I need to keep adding extra activities?

A: Once you have reached the minimum requirement, you can stop recording if you wish. However, it's best practice to continue recording all activities for your own records.

Q: I haven't been able to accrue the required minimum hours this year, what should I do?

A: Review your activities, including any research or meetings, to identify additional hours. Utilise online learning to top up your hours before the deadline. Also, remember to count reading interior-related magazines, which can contribute to unstructured hours.

Q: I have submitted my record, what is the next step?

A: If your record is complete and meets the minimum requirements, a BIID staff member will acknowledge your submission and update your account. The highest amount of structured CPD hours may be awarded the BIID CPD Award at the Annual General Meeting.

Q: Why do I need to report CPD as an experienced interior designer?

A: Reporting CPD ensures that experienced designers stay up to date with industry changes, technology, and regulations. It demonstrates a commitment to ongoing professional development and delivering the best service to clients, teams, and communities.

Q: I am based overseas; do I need to submit my annual record?

A: Yes, it is a requirement for BIID Registered Interior Designers, regardless of location. If you cannot attend in-person events in the UK, explore local equivalent professional bodies in your country for CPD opportunities.

Q: Why is the BIID Knowledge Hub no longer available?

A: The BIID no longer uses the Knowledge Hub platform. The CPD Tracker on the BIID website should be used instead. E-learning modules can be found in the CPD Providers Directory or the Member Area.

Q: How can I contact the BIID for assistance?

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A: You can reach the BIID staff via email at info@biid.org.uk or by phone at +44 (0)208 628 0255 for guidance, questions, suggestions, or discussing CPD requirements and activities.

We hope you enjoy accruing your annual CPD and we look forward to reviewing your annual report , happy learning!

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