Annex A: Examples of types Formal and Informal CPD Activity

CPD Activity	Formal	Informal
Professional courses, seminars and conferences (where there are clear objectives and learning outcomes and supporting evidence can be provided if requested)	✓	
Structured seminars/discussions where there is a learning outcome, for example leading an online webinar on a technical topic	✓	
Development of personal and practical skills through activities such as shadowing and delivering/receiving coaching		✓
Informal learning and development within your firm or organisation, for example interactive and participative discussions with internal experts on specific technical topics		✓
Formal learning and development within your firm or organisation, for example attending in-house training on a technical subject	✓	
Formal teaching/training for others (providing interactive and participative tutoring and/or instruction for others which includes setting clear objectives and learning outcomes)	✓	
Informal teaching/training for others, such as facilitating a discussion session at a seminar or conference, or feeding information back to peers, boards or committees		✓
Self managed learning which is formally assessed by a third party subject expert	✓	
Computer based training where there are clear objectives and learning outcomes and an assessment measure, e.g. multiple choice test	✓	
Taking part in online events/viewing video sessions relating to your professional role where there is a clear learning outcome.	✓	
Private study such as: reading online or paper based trade publications, manuals, professional briefs, journals listening to podcasts relating to your professional role		✓
Technical Authorship (writing articles, reports, manuals etc which are published for use by members)	✓	
Mentoring (providing instruction, guidance and support to trainees		✓

NEW YORK · SAO PAULO · LONDON · BRUSSELS · DUBAI · NEW DELHI · HONG KONG · BEIJING · SYDNEY

Surveyor Court, Westwood Way, Coventry CV4 8JE
United Kingdom

t +44 (0)20 7695 1670   (Regulation Helpline)
t +44 (0)20 7334 3867   (Members' Confidential Helpline)
f +44 (0)20 7334 3746
e regulation@rics.org   **rics.org/regulation**

or students)		
Sitting on RICS Boards/Committees that focus on technical matters, for example advising on measurement standards, and where there are clear learning outcomes	✓	
Attending an RICS Board meeting where there is a clear learning objective, such as a third party expert attending and delivering a session which enhances your knowledge of a technical subject.	✓	
Sitting on non-RICS Boards/Committees where you are able to develop your business/technical skills		✓
Undertaking training on the RICS Global Professional and Ethical Standards, such as completing the free online training module available at rics.org/ethics	✓	
Delivering a presentation on a technical subject where research and preparation have been required to enhance your own understanding/knowledge	✓	
Delivering a presentation on a technical subject that you are already an expert in and little or no research or preparation has been required		✓
Undertaking academic courses that have a clear link to your professional role, for example undertaking an MSc in Construction Law if that relates to your professional field	✓	
Some examples of activity that are NOT considered to be CPD include: Social activities Networking or meetings that have little or no relevance to your professional role Running a personal website, blog or newsletter Participation in marketing events		