



CPD Providers Network Forum

2025

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Navigating the RIBA CPD Providers Network Assessment Process: From submission to approval success

RIBA CPD ASSESSORS

- Three inhouse CPD Assessment Managers
- Plus, two external assessors
- All assessors are qualified architects
- Many years of professional experience
- Diverse knowledge of architecture practice with specialism in various projects e.g. residential, education, mixed use commercial, heritage and conservation, retail, hospitality, master planning
- Hundreds of CPD materials have been assessed in the last 5 years

OBJECTIVES

- Why we assess
- Types of CPD you can submit
- CPD submission and timescales
- Key things we look for
- Specification essentials
- CPD approval & RIBA CPD Core Curriculum
- Things that can delay approval
- Your CPD submission
- Things that can delay approval
- Post approval: difference between updates and slight changes
- What we will do after approval
- Other handy tips

WHY WE ASSESS

- Guidance on RIBA CPD standards
- Support in developing your CPD material
- Clarity on the assessment and approval process
- Confidence in achieving approval
- Supports safe and informed specification
- Educational, factual, and non-commercial
- Helps delegates maintain professional competence and knowledge
- Provides clear understanding of the product type



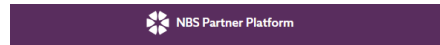
TYPES OF CPD YOU CAN SUBMIT



FACTORY TOUR

CPD SUBMISSION AND TIMESCALES

- Submissions are typically within 3 months from initial contract signing.
- Submit your CPD on the NBS Partner Platform
- 10 working days to assess new CPD material
- 5 working days to assess amended and updated CPD
- Assessment report is provided



Royal Institute of British Architects

RIBA CPD Providers Network
Assessment summary report: xxxxxxxx
Title: xxxxxxxxxxxxxxxxxxxxxxxxxxxx
Date: 14 October 2025

Conditions of approval

1.0 Building, fire and life safety

1.1 Slide 8 speaker notes should specifically mention some of the fire safety requirements that PAS 24 timber fenestration should adhere to. For instance, state that cavity barriers must be provided around external wall openings for windows and doors; (see [Approved Document B, Vol 1](#), para. 2.20, 5.19(a), 6.3(a) and 6.15).

1.2 A new slide must address the [CDM Regulations 2015](#), highlighting the responsibilities of duty holders in reducing risks linked to the installation and maintenance of PAS 24 timber fenestration across their entire lifecycle. Include specific mitigation measures, such as designing out risks on site, by using appropriate equipment to lift large and heavy doors. Refer to this [RIBA guidance](#).

2.0 Environmental performance

2.1 According to [Table 4.2, in Approved Document L, Vol 1](#) - It is now (external) doors with >90% of 'internal face glazing' that should meet 1.4 Wm²/K and not >50%. Furthermore, rephrase the comment about Part O to read as: Part O came into effect in June 2022. Please apply all the above changes to slide 8 speaker notes.

2.2 In a handout, address Environmental Product Declarations (EPDs) for PAS 24 timber fenestration discussed in the seminar, telling them five-year validity period and advise delegates to check whether the EPDs have been prepared internally or by an external body. If it is available, provide us with a PDF copy of the EPD (and submit it via the NBS Partners Platform).

3.0 Product information and performance

3.1 Although some product performances have been mentioned in the seminar, we require handouts containing relevant technical information that demonstrates the product's performance, suitability and correct application. The evidence should outline the potential consequences of incorrect specification or misuse, ensuring that RIBA assessors can make an informed approval decision and that delegates understand associated risks.

The documents you should supply to evidence this specification essential should be a concise selection of existing product literature (in PDF format with explanatory notes) and should be submitted via the NBS Partners Platform.

The following are accessible examples:

- A link to NBS Source documentation relating to the product.
- Testing and certification proof from testing bodies e.g. PAS 24 Certificate.
- Maintenance issues that would impact on design or long term use.
- Installation information.

KEY THINGS WE LOOK FOR

- Commercialism
- CPD content addresses RIBA CPD Specification Essentials
- Regulatory references are current and correct
- Addresses safety critical elements and inclusive environment




KEY THINGS WE LOOK FOR

One brand
logo per
slide



KEY THINGS WE LOOK FOR



 NBS Partner Platform

Sample Provider ▾
Nichole Avan-Normayo

Home

[All CPD material](#) / [Home](#) / [CPD material](#) /
Your CPD title appears here

Your CPD title **must not contain your brand name**

 NBS Partner Platform

Sample Provider ▾
Nichole Avan-Normayo

Home

Brand ▾

CPD ▴

CPD material

All registered events

Title *

Your CPD title **must not** contain your brand name

Description *

This description will be used for promoting your content on www.ribacpd.com. Please write compelling and interesting copy without using brand, trade or product names.

Your CPD description **must not** contain your **brand name** and **must not** include **branded product names** (or your product codes)

SPECIFICATION ESSENTIALS

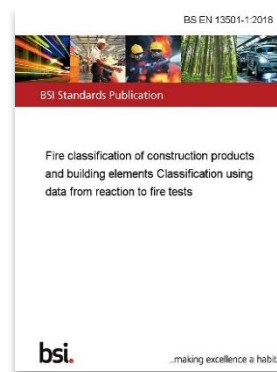
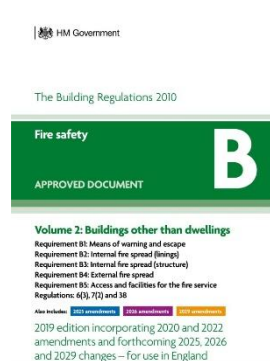
Specification essentials are the three essential and obligatory technical and regulatory information, detailing the safe and informed specification of your product.

You do not need to focus your content solely on them to the detriment of telling your story, but to provide information in one or more slides, in handouts or in PDFs to supplement the story that you want to tell. If it is a safety-critical product, you are more likely to integrate information throughout the presentation or capture it in slides at the end.

1 Building, fire and life safety

2 Environmental performance

3 Product information and performance



SPECIFICATION ESSENTIALS



CPD APPROVAL & RIBA CPD CORE CURRICULUM

1. Architecture for social purpose
2. Health, safety and wellbeing
3. Legal, regulatory and statutory compliance
4. Contracts and procurement
5. Business, clients and services
6. Sustainable architecture
7. Building conservation and heritage
8. Places, planning and communities
9. Inclusive environments
10. Design, construction and technology

The screenshot displays the RIBA CPD website interface. At the top, there is a navigation bar with the RIBA CPD logo, a search bar, and links for 'RIBA Academy', a heart icon, and a 'NA' button. Below the navigation bar, a 'Home' link is highlighted in the main menu. The main content area features a large section titled 'Specification CPD from RIBA-approved Providers' with two buttons: 'Browse RIBA Core Curriculum' and 'Browse RIBA CPD Providers'. A link 'Who are RIBA CPD Providers?' is also present. To the right of this section is a grid of architectural images. Below the main content, a 'Featured CPD' section displays four items, each with a heart icon and a right arrow button. The items are:

- Junkers Ltd**: Selecting Solid Wood Floors for Heritage and Retrofit Buildings. Topics: Building conservation and heritage, Design, construction and technology.
- Eba Interiors UK**: The Importance of Base Units in Kitchen Design. Topics: Design, construction and technology.
- Freedom Bi-Folds Limited**: A Guide to: Sustainable Windows and Doors to Achieve RIBA's... Topics: Sustainable architecture, Design, construction and technology.
- Crystal Units Ltd**: Suspended Film Technology for Insulating Glass Units. Topics: Sustainable architecture, Design, construction and technology.

THINGS THAT CAN DELAY APPROVAL

- Missing speaker's notes
- Commercial content in the submission form
- Specification essentials addressed incorrectly/not addressed
- Inaccuracies and uncited material sources.
- Cross check the statutory material you reference – is it the latest version?



THINGS THAT CAN DELAY APPROVAL

Resubmission after the initial assessment

- Provide everything stated in the assessment report
- If possible, mark up a copy of the assessment report and return this with your material
- Seek clarification and advise from the team before resubmission
- Do a thorough search of your CPD material to ensure there are no other instances of commercialism.

POST APPROVAL: DIFFERENCE BETWEEN UPDATES AND SLIGHT CHANGES

- Material should be kept up-to-date and reviewed every two years to ensure it is still current
- Review current RIBA standards because they evolve regularly to ensure approved material remains in line with best practice, industry changes, and statutory and regulatory requirements



WHAT WE WILL DO AFTER APPROVAL

- **We spot check** approved material regularly, for example- at RIBA CPD Expos (and Hour) etc. Please ensure you only present approved material
- We also send reminders to update your material



RIBA Academy

RIBA CPD Hour

- Free webinars
- Bitesize RIBA approved CPD
- Discover tech trends
- Learn from experts

architecture.com/RIBAAcademy

A photograph of a woman with blonde hair, wearing a green shirt, sitting at a desk and working on a laptop. The background is slightly blurred, showing a modern office environment.

RIBA Academy

RIBA CPD Expo

- Free to attend
- Discover latest tech trends
- Learn from experts and extend your network

architecture.com/RIBAAcademy

A photograph of a woman with dark hair, wearing a white shirt, standing and gesturing with her hands. A man with glasses and a beard, wearing a blue shirt, is seated and looking up at her. They appear to be in a professional meeting or presentation.

OTHER HANDY TIPS

Introductory meeting:

- Maximise it
- Ask questions
- Get clarity

Aesthetics:

- Not a criteria for approval, but needs to be considered
- People tend to remember what they see more than what they hear



THANK YOU

*Contact us:
assess@riba.org*