

cpdengage

User Manual

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1.1 Introduction

As part of the RIAI's ongoing Continuing Professional Development (CPD) expansion and development programme, the Institute has purchased an online management and delivery system for Members to plan and manage CPD activities. The system we have purchased, **cpdengage™**, is provided by Aurion Learning, a Belfast based educational design company. The system is already in use with a number of organisations including the Insurance Institute of Ireland, the HSE and City & Guilds (UK) among others.

As part of broader changes taking place in the RIAI, particularly with respect to Registration of the title Architect and ongoing work relating to architectural technicians, the Institute has established a 'Standard of Knowledge, Skill and Competence' for each grade of membership. The Standards itemise the areas in which architects, architectural graduates and architectural technicians must have specific expertise and the level at which that expertise is required.

These standards are used as the backbone of this system, providing a framework within which Members can assess their level of expertise and thereby plan CPD. It should be noted that if you indicate that you feel development in a particular area would be beneficial, this information is

- a) Not available to the RIAI, and
- b) Does not suggest that your existing level of knowledge is below what it should be, this could be an area where you already have significant expertise but which you wish to develop even further

The first step is to complete a self-assessment using the Standard, laid out in 'competencies' here. Then, based on that exercise, you can define development goals. Through completion of these two key activities, you will be giving the system the information it needs to sort through the programme information it holds and identify programmes which are likely to be of interest to you. In this way, you are filtering recommendations to programmes or CPD opportunities which are:

- a) Essential for everyone and/or
- b) Of relevance to your specific goals

You can also view all programmes on offer as explained later in the manual.

For architects and architectural graduates, the Standards are based on Article 46 of the Qualifications Directive which defines 11 core areas of knowledge, skill and competence. These are further broken down into specific indicators.

For architectural technicians, the Standard is based on the RIAI Statement of Policy on Architectural Education.

1.2 Introducing cpdengage™

cpdengage™ is a secure and robust online CPD Management tool designed for Professional Body members and busy CPD Administrators.

It is a personal development and career planning tool that allows you to assess your Professional Development needs, plan your CPD activities for the coming year, record your CPD activities and of course reflect on the CPD undertaken.

cpdengage™ has been designed with usability in mind, with dynamic, proactive and individualised resources offered to develop the reflective practitioner.

cpdengage™ is designed to help you identify, record and track your own development requirements. **cpdengage™** provides you with a centralised record of past, current and future CPD in order to support your current role and facilitate your career progression.

2.1 Functions

There are 3 main areas within the system to help you identify and record your development needs.

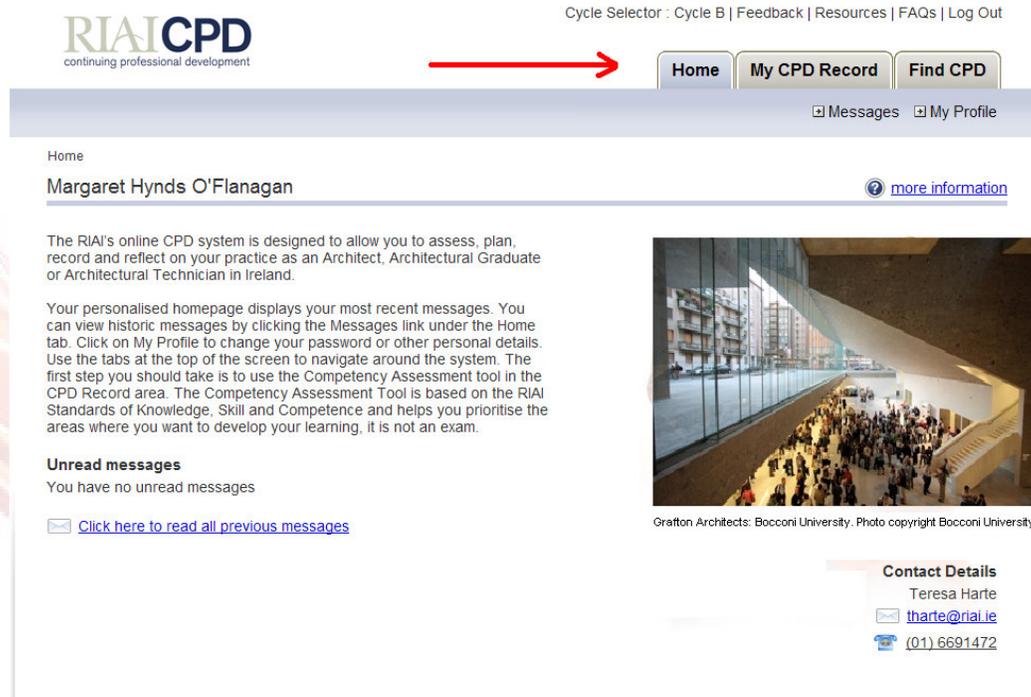


Figure 1 – Sample Home Screen

Home

The Home area provides member information in terms of:

- **Messages** dashboard, highlighting new features and/or changes to the system, which affect individual users.
- **My Profile** area, which holds information such as your username, name and email address.

My CPD Record

This provides a summary of your current CPD cycle. Within this area you can review your development needs, plan your future development goals, keep a diary of all activities identified and reflect on their impact. All of these functions can be printed out to keep as a hard copy or to provide evidence, to management/Human Resources, in support of professional development.

Find CPD

Within this area you are presented with a list of CPD and development options currently registered in **cpdengage™**. CPD opportunities can be filtered by:

- Plan/Goal related activities
- Role related activities
- Assessment related activities

The system will incorporate a range of learning modes both structured (such as accredited learning programmes) and unstructured (such as reading or work shadowing), incorporating a range of individual learning styles. You can upload materials linked to CPD (i.e. certificates, reports etc) to the system as evidence of your development.

2.2 Getting Started

All active RIAI members (excluding honorary members and retired members), and in the future registered architects, are registered on RIAI *cpdengage*TM by the RIAI Education Section. The information comes from the RIAI database, your login details are based on the database and your RIAI website login details. Your login is your membership number prefaced by the letters riai, i.e. riai^{yournumber} and your password is identical to your website password. You will have received these in your introductory email to RIAI *cpdengage*. Your details cannot be changed. However, if you have a problem with the information, please contact Teresa Harte tharte@riai.ie. Once registered on the system you will have received an automated introductory email, including your unique username and password, and a link to the online RIAI *cpdengage*TM tool.

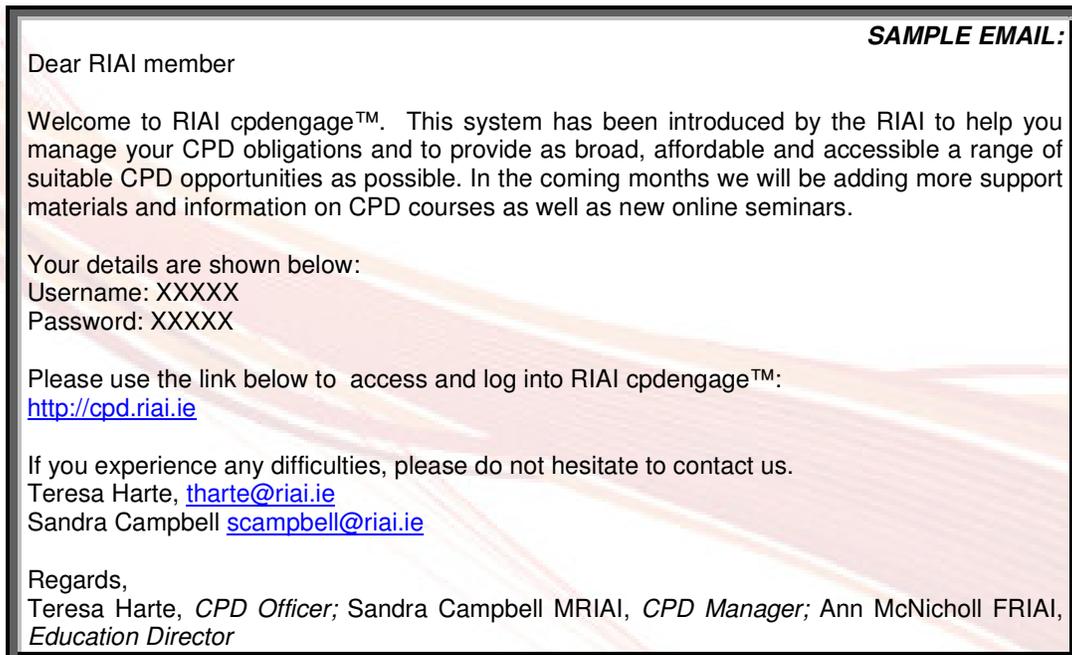


Figure 2 – Sample Email

To access RIAI *cpdengage*TM, click on the link provided in your introductory email or go to the URL <http://cpd.riai.ie> by typing or copying it into your internet browser. This will bring you to the login screen:

Figure 3 – RIAI cpdengage™ login page

Enter your username and password and then click **OK**. This will take you to your members **Home** area, where you will see a message welcoming you to RIAI **cpdengage™**.

Figure 4 – Sample Home Screen

Within this **Home** screen you can view:

- **Messages** - provides details of any system messages, which have been sent from the administrator.
- **My Profile** - provides information on your RIAI cpdengage™ member account details.

Messages

The Messages area is designed as a quick and easy way to receive information from the RIAI about CPD. Messages may be sent from the RIAI to an individual or to groups of members on RIAI cpdengage™, and are accessed through the **HOME** tab.

To Read an Existing Message:

Click on the **Messages** link in the **Home** area. All your messages are listed.

Click on the linked **Subject** to view the message in a new screen.

Once read, to delete the message, click **Delete**.

To get back to the **Message Centre** click on **Return**.

To Search for a Message:

Click on the **Messages** link in the **Home** area. All your messages are listed.

In the empty search field, enter the text that you want to search all messages for, e.g. conference, and click on the search icon

All messages that contain the text are listed

To display all messages once again, click on the **remove search** icon.

3 My CPD Record

This is where you assess your needs, plan your development and record and reflect on your CPD. **My CPD Record** provides a quick and clear summary of your current CPD portfolio. It is within this area you can print your CPD activities and goals.

To access your CPD Record, simply click on the **My CPD Record** tab (see Home page, p.5 of this document). The initial **My CPD Record** screen includes a brief explanation of the CPD model employed by the system and presents you with a summary of your current CPD status and record.



Home > My CPD Record

My CPD Record

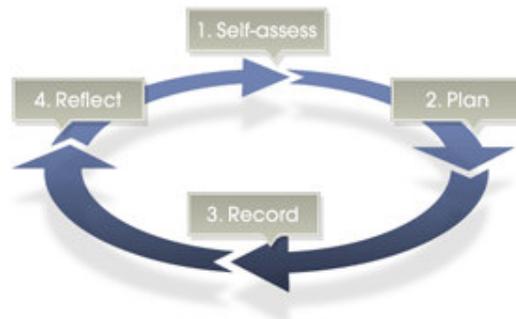


Figure 5 – My CPD record

There are 4 key areas within the **My CPD Record** area, **Self-assess**, **Plan**, **Record** and **Reflect**. These are accessed using the links in the upper right hand area of the **My Portfolio** screen

3.1 Self-assess

Click on the **Self-assess** link, located within the **My CPD Record** tab. Within the **Self-assess** screen you will be presented with a list of competencies¹ linked to your job roles. The job roles are actually the RIAI membership grades: Architect; Architectural Graduate (includes Associates) and Architectural Technician.

Note: competencies have been developed in accordance with the relevant Standards and mapped to job roles and appropriate CPD by the RIAI Education Section.

Competencies are split into two areas according to whether or not you have carried out your self assessment in these areas or not:

- Assessed Competencies
- Competencies to Assess

Within this section you can self assess against all competencies for your grade (job role), you should do this annually. On your first visit, all competencies will come under the 'Competencies to assess' heading. You do not have to self assess against all of them at once, you can do this incrementally. But the sooner you complete the self assessment, the more useful the system will be to you

Cycle Selector : Cycle B | Feedback | Resources | FAQs | Log Out

RIACPD continuing professional development

Home My CPD Record Find CPD

Self-assess Plan Record Reflect

Home > My CPD Record > Self-assess

Self-assess [more information](#)

The competencies for your current role are shown below. Please carry out a self-assessment against each of these competencies to help you plan for your CPD for the year.

Assessed Competencies

The table below indicates how strongly you have expressed a desire to gain further knowledge in each competency area. The closer the **Avg Score** is to 1, the stronger your expressed desire for development.

Click on the competency title to view a self-assessment

Group	Name	Account	Type	Relevance	Avg Score
Architect	(a) ability to create architectural designs that satisfy both aesthetic and technical requirements		Job Role Related	Critical	2.60
Architect	(b) adequate knowledge of the history and theories of architecture and the related arts, technologies and human sciences		Job Role Related	Not Important	2.00
Architect	(c) knowledge of the fine arts as an influence on the quality of architectural design		Job Role Related	Important	3.00
Architect	(d) adequate knowledge of urban design, planning and the skills involved in the planning process.		Job Role Related	Critical	2.00

.....

Competencies to Assess

Click on a competency area to begin your self-assessment

Group	Competency Area	Account	Type
Architect	(k) adequate knowledge of the industries, organisations, regulations and procedures involved in translating design concepts into buildings and integrating plans into overall planning.		Job Role Related

Figure 2 – Self-assess Screen

¹COMPETENCY: A required range of abilities and knowledge.

To Carry Out a Self-Assessment Against a Competency:

Scroll down to the section that contains **Competencies to Assess**.

Click on a **competency title**; you will be presented with the **Assess Competency** screen for the competency in question.

In the resulting Assess Competency screen, carry out the following tasks:

- Identify how relevant the chosen competency is to your job role (e.g. Critical, important etc.)
- perform your self-assessment against the list of specific skill requirements referred to as statements, using the 1-4 scoring system provided.

Cycle Selector : Cycle B | Feedback | Resources | FAQs | Log Out

RIACPDP continuing professional development

Home My CPD Record Find CPD

Self-assess Plan Record Reflect

Home > My CPD Record > Self-assess > (k) adequate knowledge of the industries, organisations, regulations and procedures involved in translating design concepts into buildings and integrating plans into overall planning.

Assess Competency [more information](#)

(k) adequate knowledge of the industries, organisations, regulations and procedures involved in translating design concepts into buildings and integrating plans into overall planning.

Please reflect on each of the indicators carefully because once you press the OK button these scores cannot be changed until the next CPD cycle.

Relevance

How relevant is this professional competency to your current Role?

N/A Critical Important Not Important

Please score each indicator in terms of how much you would like to have CPD opportunities in that area.
The scoring is:
1. I would like intensive CPD in this area now
2. I would like general CPD in this area now
3. I would like to do some CPD in this area in the future
4. I do not need CPD in this area

Indicators
Ability to translate design concepts into buildings within the Irish procurement context
<input type="radio"/> N/A <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Ability to advise clients on the appropriate selection and use of various procurement systems and contracts
<input type="radio"/> N/A <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Ability to manage the design process from conception to completion of the project
<input type="radio"/> N/A <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4
Ability to lead, motivate and/or work within a team as appropriate.

Figure 3 - Assess Competency

Once you have completed your self-assessment click on **OK** and you will automatically return to the **Self-assess** screen.

To View or Edit Assessment Details of a Competency:

In the **Self-assess** screen click on the competency title. In the **Review Competency Assessment** screen you are presented with previously recorded relevancy and statement scores

To alter the relevancy of the competency, simply select a different option and click **Update**.

Statement scores cannot be altered.

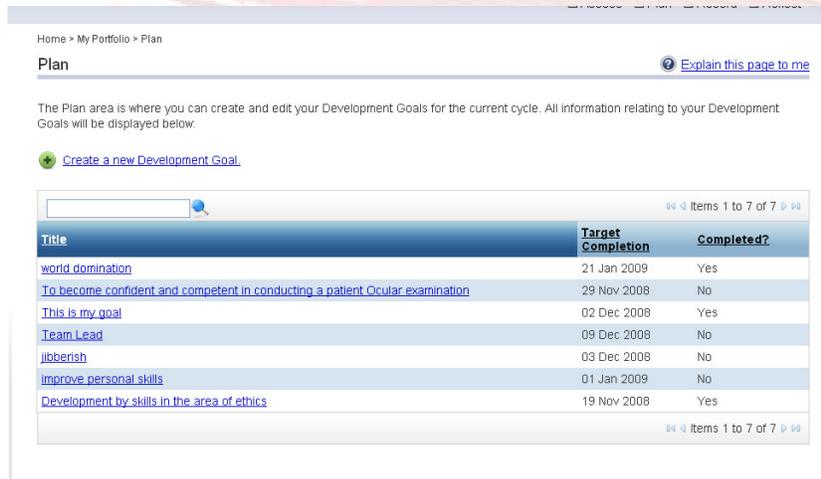
3.2 Plan

Now that you have determined how relevant the competencies are for your area of practice and how you score yourself against each competency in terms of your own development plans, you can start to plan your CPD activity for the cycle.

The Plan area is where you define your Development Goals for the current cycle. Development Goals help you to plan your CPD through the year and allows the system to recommend CPD opportunities that fit your needs. You can add new Goals or update existing Goals at any time during the year.

Below the **My CPD Record** tab click on the **Plan** link.

In the **Plan** screen all previously created goals are listed along with a target completion date for each and an indicator of whether each goal has been completed.



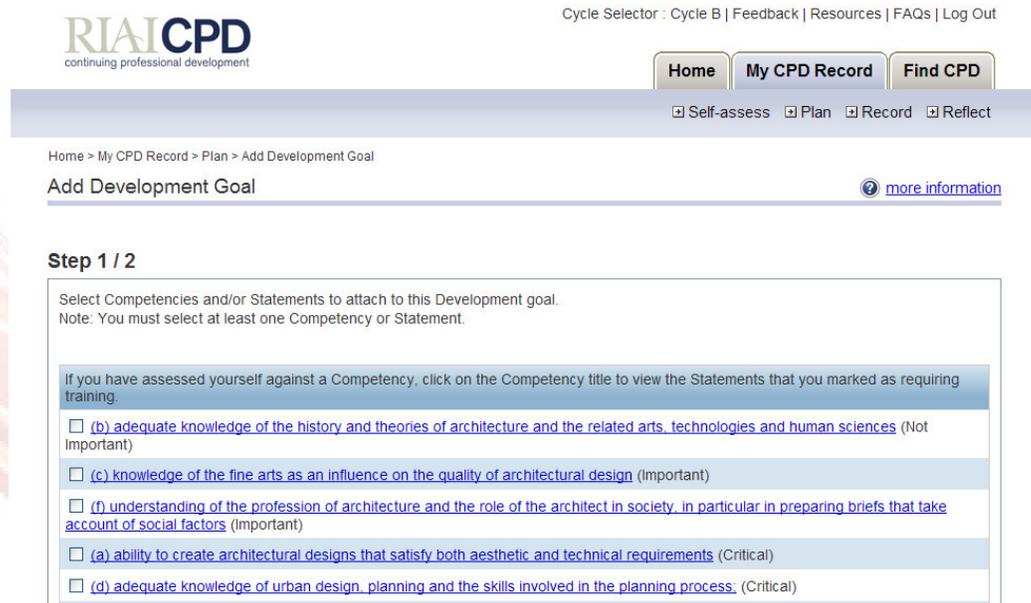
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Figure 8 - Plan Screen

To Create a Development Goal:

In the **Plan** screen click on the **Create a new Development Goal** link.

In the **Add Development Goal** screen you are presented with a list of your competencies, (Step 1/2).



RIACPDP continuing professional development

Cycle Selector : Cycle B | Feedback | Resources | FAQs | Log Out

Home My CPD Record Find CPD

Self-assess Plan Record Reflect

Home > My CPD Record > Plan > Add Development Goal

Add Development Goal [more information](#)

Step 1 / 2

Select Competencies and/or Statements to attach to this Development goal.
Note: You must select at least one Competency or Statement.

If you have assessed yourself against a Competency, click on the Competency title to view the Statements that you marked as requiring training.

- [\(b\) adequate knowledge of the history and theories of architecture and the related arts, technologies and human sciences](#) (Not Important)
- [\(c\) knowledge of the fine arts as an influence on the quality of architectural design](#) (Important)
- [\(f\) understanding of the profession of architecture and the role of the architect in society, in particular in preparing briefs that take account of social factors](#) (Important)
- [\(a\) ability to create architectural designs that satisfy both aesthetic and technical requirements](#) (Critical)
- [\(d\) adequate knowledge of urban design, planning and the skills involved in the planning process](#) (Critical)

Figure 9 - Add a Development Goal, Step 1

Click on a competency title to view the statements associated with the competency.

Select the appropriate statement(s) that you wish to attach to this development goal using the tick box provided and then click the next button at the bottom of the page².

² You will only be able to link development goals to competency areas you have reviewed yourself against.

The next screen (step 2/2) prompts for further goal details, including a target completion date. All fields are mandatory.

Home > My Portfolio > Plan > Add Development Goal

Add Development Goal [Explain this page to me](#)

Step 2 / 2

Focus for this development goal.

- Assessment of Visual Function/Binocular Vision Anomalies (important)

Enter details of your planned Development Goal. All fields are mandatory. Enter a title and a brief summary description for this Development Goal as well as providing some information about your reasons for deciding upon this objective. Press Next to access the final step of the Development Goal set up process.

Title *

Summary *

Why is this goal important to you? *

How do you plan to put your learning into practice? *

Target Completion Date *

Date Format: dd/mm/yyyy
The date should be within the cycle start and end dates of 01 Apr 2008 and 31 Mar 2009

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Figure 10 - Add a Development Goal, Step 2

Once complete click on the **Finish** button.

You are now presented with the **Development Goal Details** screen, which lists all goal details, including competency areas and statements.



RIACPD
continuing professional development

Cycle Selector : Cycle B | Feedback | Resources | FAQs | Log Out

[Home](#)

[My CPD Record](#)

[Find CPD](#)

[Self-assess](#)

[Plan](#)

[Record](#)

[Reflect](#)

Home > My CPD Record > Plan > Develop understanding of the planning regulation

Development Goal Details [more information](#)

Develop understanding of the planning regulation

Target Completion Date : 30 Mar 2009 **Completion Date :**

Summary

Update knowledge on how the planning regulations are being applied and review RIAI advice on developments

Why is this goal important to you?

We frequently run into problems with decisions that are hard to understand. in the current climate it is critical that we avoid unnecessary time wasted on matters of limited relevance

How do you plan to put your learning into practice?

I intend to use this knowledge as soon as I have it and apply it to forthcoming applications.

Reflection

Update
Delete
Print

Competency Areas to focus on:

Below are the Competencies and Statements that have been mapped to this Development Goal

(d) adequate knowledge of urban design, planning and the skills involved in the planning process;

Update

Recommended CPD
Record Activities

Items 1 to 8 of 8

Title	Provider	Learning Mode	Next Schedule	Type
Creating successful masterplans: a guide for clients	Various Authors	Reading / Home Study		Unstructured
Introduction to New Urbanism	Various Authors	Reading / Home Study		Unstructured
Manual for Streets - Technical Guidance Document	Various Authors	Reading / Home Study		Unstructured

Figure 11 - Development Goal Details

Scroll down to the bottom of the **Development Goal Details** screen where you will see 2 additional tabs:

- Recommended CPD - a list of CPD activities associated with the competency areas, which you have assigned to this particular development goal. This list is generated automatically and is based on the competency and CPD opportunity mapping defined by the RIAI CPD administrator.
- Record Activities - a list of any self-defined activities associated with the competency areas which you have assigned to this particular development goal (see the section entitled **To Create a Self Defined Activity**: for further information on adding a self defined activity)

Click on the **Return** button to go back to the main **Plan** screen

To View or Edit an Existing Goal:

In the **Plan** screen click on a goal title. All **Development Goal Details** are presented. To edit a goal, click on **Update** in the relevant details section, e.g. completion date, Competency Areas to focus on etc

Home > My Portfolio > Plan > To become confident and competent in conducting a patient Ocular examination

Development Goal Details [Explain this page to me](#)

To become confident and competent in conducting a patient Ocular examination

Target Completion Date : 29 Nov 2008 Completion Date :

Summary
This Goal is essential part of my development specialism.....

Why is this goal important to you?
As pre-reg Optician I want to become competent in carrying out Ocular patient examinations as I plan to work in.....

How do you plan to put your learning into practice?
As part of my pre-reg period I will be practicing in an workplace environment and this skill in supporting the lead examiner is essential

Reflection
fdhfhdfzhdzdhg

[Update](#) [Delete](#)

Competency Areas to focus on:
E ents that have been mapped to this Development Goal

N

- 5.2 The ability to assess the external eye and adnexa.
- 5.3 The ability to assess the tear film.
- 5.4 The ability to assess pupil reactions.
- 5.5 The ability to use a slit lamp.
- 5.6 The ability to use diagnostic drugs to aid ocular examination.
- 5.7 The ability to examine fundi using direct and indirect techniques.
- 5.9 The ability to investigate visual fields and to analyse and interpret the results.
- 5.11 The ability to make an assessment of the fundus in the presence of media opacities

[Update](#)

Recommended CPD | **Record Activities**

Title	Provider	Learning Mode	Next Schedule	Type
Ocular examination skills	Sight Care Group	Classroom-based		Structured

[Return](#)

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Figure 12 - Development Goal Details

Make the changes then click on **OK**.

Reflecting on Goals

Within each **Development Goal Details** section you may reflect on the goal, in order to assess the impact of the goal on your personal development.

This is simply your own thoughts on a goal in order to assess how it has supported your professional development.

This information can be printed out to provide evidence to support your development during performance reviews or as part of external moderation and self-assessment processes.

To Reflect on an Existing Goal:

Within the **Plan** screen click on a goal title. All **Development Goal Details** are presented.

In the **Completion Date and Reflection** area click on **Update**. The **Edit Reflections** screen is displayed, which prompts for feedback on the goal.

RIACPD continuing professional development

Cycle Selector : Cycle B | Feedback | Resources | FAQs | Log Out

Home My CPD Record Find CPD

Self-assess Plan Record Reflect

Home > My CPD Record > Reflect

Reflect [more information](#)

Reflect on your overall plan and its effectiveness. To reflect on an individual goal or activity revert to the "Record" page.

How effective has your learning and development been during this CPD cycle?
[nothing added]

To what extent has your practice changed during this CPD cycle?
[nothing added]

Have you identified any further development needs for the next CPD cycle?
[nothing added]

Edit

Development goal and Activity reflections
Development Goals and all associated feedback, including Reflections on Activities associated with the Goal, are listed below: -

become an expert in Urban Design in my practice
Reflection: [No Reflection Added]

Improve my knowledge of new Part L legislation
Reflection: [No Reflection Added]

Figure 13 – Reflecting on a Development Goal

Once you have recorded your thoughts, click on **OK**.

Note: It is possible to reflect on a goal if it has not yet been assigned a completion date.

Once back in the **Development Goal Details** screen you are presented with your reflections on the goal. Click **Return** to go back to the **Plan** screen.

3.3 Record

Now that you have set up CPD goals, you will want to record any activities that you carry out when working towards these goals. The **Record** section is where details of all planned activities are recorded. These will then link back to your development goals.

CPD activities are defined within **cpdengage™** as either being **Approved** or **Self-Defined**. Approved CPD is any CPD activity that has been defined by the RIAI and is listed under the **Find CPD** tab in **cpdengage™**. **Self-Defined** activities are activities that you create yourself. CPD activities, whether they are approved or self defined, can be Structured or Unstructured and include the following:

Structured CPD

Provided that they confirm to the definition for Structured CPD, activities qualifying as Structured CPD Activity can include:

- All 'CPD designated' RIAI events (including educational events organised by Regional Groups, etc.)
- Relevant online seminars such as those provided or recommended by the RIAI
- RIAI/UCD Professional Practice Lecture Series
- Relevant educational events run by IEI, SCS, and other professional organisations
- Events recommended or listed by the RIAI in its CPD Resources information
- Relevant courses/programmes run by recognised educational institutions
- Relevant conferences, lectures, seminars and workshops
- Structured site visits and study tours
- Technical demonstrations
- RIAI CPD Network seminars and visits

The number of Structured CPD hours that can be claimed is limited to learning-time; time spent in registration or coffee/meal breaks does not count. Participation in Structured CPD must be supported by attendance certificates, test results or evidence of successful completion of a course.

Unstructured CPD

Activities qualifying as Unstructured CPD Activity can include:

- Personal study or development
- Unstructured Site visits (site visits to one's own projects are excluded) and Study Tours
- Case studies, other than for course requirements.
- Peer review (routine in-house design reviews are excluded)
- Original research (unless research is one's principal activity)
- Delivery of lectures (lectures about one's own practice excluded)
- Reading books, journals, technical literature, etc.
- Service on Council or on an appropriate RIAI Committee.

To count as 'Unstructured CPD' the activity must be supported by appropriate evidence. Where no independent evidence (e.g. copy of published work or research results, schedule of lectures issued by event organisers, etc.) is available the activity must be completed by a 'Reflection' prepared by the participant (see Reflection section of the manual).

You can add an entry into your diary at any time but it will only count as CPD once you have confirmed it has been 'completed'.

Click on the **Record** link below the **My CPD Record** tab.

All structured activities and CPD opportunities that are mapped to your competencies are listed, along with CPD Hours (CPD Hours are hours (or half hours) spent in the actual activity excluding coffee and lunch breaks etc) assigned, activity type, mode and whether the activity has been completed.

RIAI CPD continuing professional development

Cycle Selector : Cycle B | Feedback | Resources | FAQs | Log Out

Home My CPD Record Find CPD

Self-assess Plan Record Reflect

Home > My CPD Record > Record

Record [more information](#)

Your Record of CPD activities is displayed below.

You can use the filter to select a CPD activity relating to a particular Development Goal or enter the activity title in the search box below and click 'search'.

Approved CPD activities can be found and added to your CPD record from within the **Find CPD** area.

[Add a self defined CPD Activity.](#)

Filter by : Development Goal

None Found

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Figure 14 – Record Screen

Activities & Evidence

To View or Edit an Activity's Details:

To view the details of a particular activity, within the **Record** screen click on an activity title. All activity details are presented in the resultant **View Activity Details** screen.

The screenshot shows the 'View Activity Details' page for a CPD programme titled 'Designing for Safety'. The page includes a navigation bar with 'Home', 'My CPD Record', and 'Find CPD' buttons. Below the navigation bar, there are filters for 'All CPD Opportunities', 'Goal Related', 'Role Related', and 'Assessment Related'. The breadcrumb trail is 'Home > Find CPD > Designing for Safety'. A 'more information' link is available. The main content area contains a table with the following details:

Title	Designing for Safety
Ref	DfS
Account	
Provider	Cathal Mooney/Douglas Wallace
Learning Mode	Formal
Price	€ 400.00
CPD Hours	4
Help URL	http://www.riai.ie/public/downloads/Designing-for-Safety-Booking-Form-1.pdf
Description	"Designing for Safety" is an intensive half-day safety course designed by architects for architects. The purpose of the course is to provide Architects with a working knowledge of health and safety and the role of the designer under the construction regulations. The programme includes practical exercises to develop experience in producing the correct information to be passed onto Project Supervisors, record keeping and designing out hazards. Cathal Mooney, MIOSH, says "The course will use up to date and live case studies to highlight issues for designers when it comes to making safe design decisions". John Graby, director of the RIAI, comments "The course explains and clearly marks the beginning and the end of the health and safety role of the designer in the building process". This programme will run in venues around the country. In addition to scheduled events, the programme is available to be run on an in-house basis at a cost of €350 per head (minimum 10 people). For further details on this option please contact tharte@riai.ie or (01) 6691472.
Pre-requisites	MRIAI, FRIAI, ARIAI, RIAI (Arch. Tech.)
Speakers	Cathal Mooney MIOSH

At the bottom right of the table, there is a green plus icon and a link that says 'Add to Record'. Below the table, there is a section titled 'Scheduled Dates'.

Figure 15 – View Activity Details

To edit the activity, click on **Edit**, make the necessary changes and click on **OK**. Click **Return** to go back to the **Record** screen.

Self-defined Activities:

In addition to accessing activities added by the CPD administrator, RIAI **cpdengage™** enables you to create your own self-defined activities.

Self-defined activities can be both structured and unstructured and will apply only to you. Within these activities, as with approved activities, you can upload evidence of your development and reflect on its impact on your personal development.

To Create a Self Defined Activity:

Within the **Record** screen click on the **Add a self-defined CPD Activity** link.

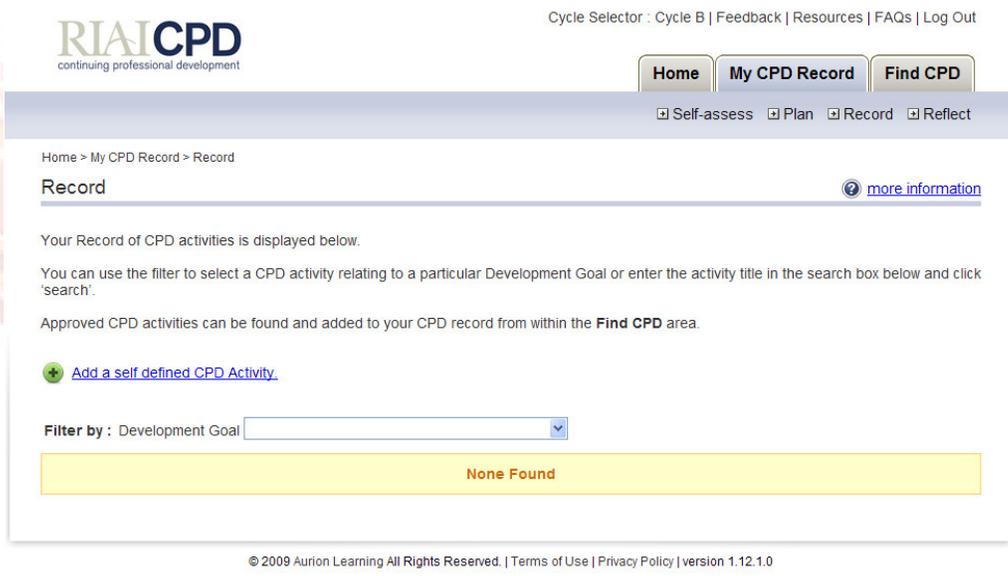


Figure 16 - Record Screen

Select the course type as either:

- **Structured** - This will be all forms of accredited CPD and/or activities officially recognised by the organisation **OR**
- **Unstructured** - This will be all forms of non-accredited CPD.

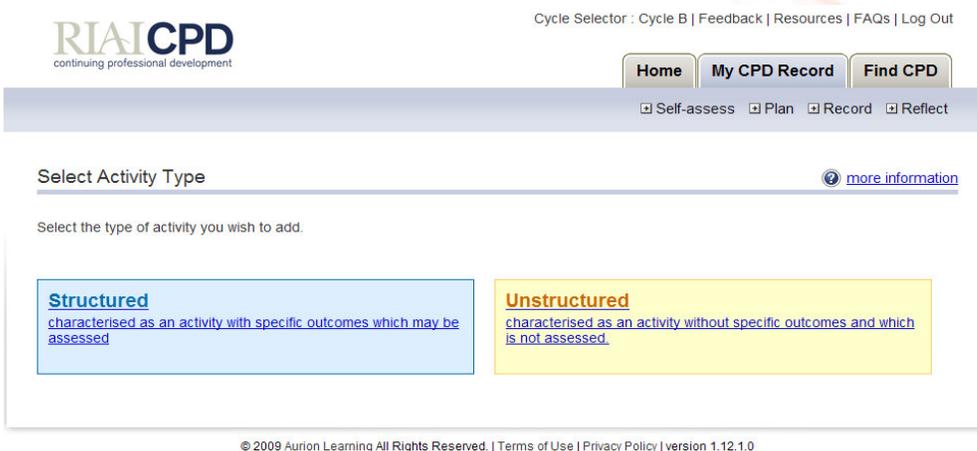


Figure 17 - Activity Types

In the **Add a New Activity** screen simply complete the table providing all relevant course details. For each course the following fields are compulsory:

- Title
- CPD Hours- This must be in the range 0.5 – 50.
- Learning Mode – choose from the dropdown box
- Start Date
- Description

An additional Goal field is available, to enable you to link the activity to one of your predefined goals. This field is optional.

The screenshot shows the 'Add a new activity' form within the RIAI CPD system. At the top, there is a navigation bar with the RIAI CPD logo and the text 'continuing professional development'. To the right, it says 'Cycle Selector : Cycle B | Feedback | Resources | FAQs | Log Out'. Below this are three buttons: 'Home', 'My CPD Record', and 'Find CPD'. Underneath these buttons are four small icons with labels: 'Self-assess', 'Plan', 'Record', and 'Reflect'. The main content area shows a breadcrumb trail: 'Home > My CPD Record > Record > Add a new Structured Activity'. Below the breadcrumb is the title 'Add a new activity' and a link for 'more information'. The form itself is enclosed in a light blue border and contains the following fields:

- Title ***: A text input field.
- Training Type**: A dropdown menu currently set to 'Structured'.
- CPD Hours ***: A text input field.
- Learning Mode ***: A dropdown menu.
- Start Date ***: A date picker field.
- Goal**: A dropdown menu.
- Description ***: A large text area with a vertical scrollbar.
- Note**: A smaller text area with a vertical scrollbar.

 At the bottom of the form are two buttons: 'OK' with a green checkmark icon and 'Cancel' with a red 'X' icon.

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Figure 18 - Add a New Activity

Once you have completed all of the necessary fields, click on **OK** to save your course information.

The resultant **View Activity Details** screen will display all details entered.

The screenshot shows the 'Add a new activity' form in the RIAI CPD system. The form is titled 'Add a new activity' and includes a 'more information' link. The form fields are as follows:

- Title ***: Office delivery of RIAI short seminar on HR
- Training Type**: Structured
- CPD Hours ***: 1
- Learning Mode ***: Formal
- Start Date ***: 25/03/2009
- Goal**: (empty dropdown menu)
- Description ***: we had an in house delivery of the RIAI Clarigen seminar
- Note**: (empty text area)

At the bottom of the form, there are 'OK' and 'Cancel' buttons.

Figure 19 - View Activity Details

An online record of evidence associated with this activity can now be uploaded using the feature at the bottom of the **View Activity Details** screen (see the following section)

Click on **Return** to go back to the Find CPD screen.

Activity Evidence

RIAI cpdengage™ also provides a facility to keep an online record of evidence associated with each activity, such as scanning in certificates, project reports, handouts etc. to document your development.

N.B: All files uploaded must be no larger than 2MB.

To Attach Evidence to an Activity:

Within the **Record** screen click on an activity title.

All activity details are presented in the resultant **View Activity Details** screen.

Title	Office delivery of RIAI short seminar on HR
Training Type	Structured
CPD Hours	1
Learning Mode	Formal
Created	25 Mar 2009
Start Date	25 Mar 2009
Completed Date	(not completed)
Goal	
Description	we had an in house delivery of the RIAI Clarigen seminar
Note	

[+ Add to Calendar](#)

[Edit](#) [Delete](#) [Reflect](#)

[Return](#)

Evidence

You can upload evidence files or link to evidence files.

[+ Add an evidence item](#)

Figure 20 - Attach Activity Evidence

At the bottom of the screen, any previously added evidence items are listed. Click on **Add an Evidence Item**.

In the **Add Evidence** Item screen enter a title and notes for the evidence item then choose an evidence type.

Cycle Selector : Cycle B | Feedback | Resources | FAQs | Log Out

Home My CPD Record Find CPD

Self-assess Plan Record Reflect

Home > My CPD Record > Record > Office delivery of RIAI short seminar on HR > Add Evidence

Add Evidence [more information](#)

Fields marked with an asterisk (*) are required.

Title *

Note

Type *

OK Cancel

Return

Figure 21 - Add Activity Item Screen

If evidence type is File Upload you will be prompted to locate and upload the file.

If evidence type is Web Link you will be prompted to enter the web address.

Once updated, click on **OK**, followed by **Return** to **View Activity Details** once again. Note the newly attached item will now appear at the bottom of the screen.

Marking an Activity as Complete

An activity can only be marked as complete as part of the **Reflect** feature of CPD, in the next section.

Reflecting on Activities

Within each **Activity Details** section you must reflect on the activity, in order to assess the impact of the activity on your personal development.

The Reflect process involves answering several questions relating to a specific activity in order to assess how it has supported your professional development and how you will implement the learning in your current practice.

This information can be printed out to provide evidence to support your development during performance reviews or as part of external moderation and self-assessment processes.

To Reflect on an Activity:

Within the **Record** screen click on an activity title.

All activity details are presented in the resultant **View Activity Details** screen.

Click on **Reflect**. The **Activity Reflection** screen is displayed, which prompts for feedback on the activity. All questions are mandatory.

Figure 22 - Activity Reflections Screen

Note: You cannot reflect on an activity if it has not yet been assigned a completion date. You must enter the End Date and save this reflection before you can mark this Activity as being complete.

Once all fields are completed, click on **OK**.

Once back in the **View Activity Details** screen you are presented with your reflections on the activity. Click **Return** to go back to the **Record** screen.

3.4 Reflect

Once a CPD activity has been completed you will be directed to the Reflections area. Within **My Portfolio** there are 3 areas where members can reflect on their development:

- You can provide feedback on a particular development goal based on your reason for setting this goal, e.g. have you achieved a satisfactory outcome? (See the section entitled **Reflecting on Goals** on page 17 above)
- Through **each activity** there will be a range of questions designed to help you to focus your learning and look at the impact of each event. (See the section entitled **Reflecting on Activities** on page 26 above)
- Reflect on the cycle.

The **Reflect** area focuses on the current cycle by encouraging you to complete 3 key questions assessing the overall impact of your professional development and looking at any further needs.

To Reflect on your Overall CPD Plan:

Click on the **Reflect** link below the **My Portfolio** tab.

All previous reflections are listed, including any reflections on goals and reflections on activities.

Cycle Selector : Cycle B | Feedback | Resources | FAQs | Log Out

Home My CPD Record Find CPD

Self-assess Plan Record Reflect

Home > My CPD Record > Reflect

Reflect [more information](#)

Reflect on your overall plan and its effectiveness. To reflect on an individual goal or activity revert to the "Record" page.

How effective has your learning and development been during this CPD cycle?
[nothing added]

To what extent has your practice changed during this CPD cycle?
[nothing added]

Have you identified any further development needs for the next CPD cycle?
[nothing added]

Edit

Development goal and Activity reflections
Development Goals and all associated feedback, including Reflections on Activities associated with the Goal, are listed below: -

become an expert in Urban Design in my practice
Reflection: [No Reflection Added]

Improve my knowledge of new Part L legislation
Reflection: [No Reflection Added]

Develop understanding of the planning regulation
Reflection: [No Reflection Added]

Figure 23 - CPD Reflections Screen

Click on **Edit** and answer the questions presented. Once complete click on **OK** to return to the Reflect screen

Members can update this information at any stage throughout the cycle. All of this information can be printed as evidence of CPD.

4 Find CPD

The Find CPD area provides a list of all CPD activities that have been added by the RIAI. Simply click on the Find CPD tab to display the full list of CPD opportunities available.

You can also use the search window to do a keyword search to refine the options shown to you.

The screenshot shows the RIAI CPD interface. At the top right, there is a 'Cycle Selector' with options: Cycle B | Feedback | Resources | FAQs | Log Out. Below this are three tabs: 'Home', 'My CPD Record', and 'Find CPD'. A breadcrumb trail reads: Home > Find CPD > All CPD Opportunities. The main heading is 'All CPD Opportunities' with a 'more information' link. Below the heading, it says 'Below is a list of all the CPD programmes that are available.' There is a filter: 'Filter by : Include training already added Yes'. A search bar contains the text 'conservation'. Below the search bar is a table with the following data:

Title	Provider	Learning Mode	Next Schedule	Type
Conservation Induction Module	RIAI	Formal		Structured

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Figure 24 - All CPD Opportunities Screen using the keyword 'Conservation'

To View CPD Activity Details:

Click on the title of the CPD opportunity to see more information about it and the dates that it is scheduled to run.

Adding CPD to Your CPD Plan.

If you find a programme/activity that is of interest to you, you can add it to your list of activities in the Record area of RIAI **cpdengage™**.

NOTE: - adding CPD programmes to your CPD Record does not automatically book your place on the course - you will need to do this separately. Once you have attended the programme you can mark it as completed and reflect on it as normal.

To Add a CPD programme to Your CPD Record:

From within the **All CPD Opportunities** screen, click on the title of the programme you are interested in.

In the **CPD Programme Details** screen click on **Add to Record** in the bottom right hand corner.

The screenshot shows the RIAI CPD website interface. At the top, there are navigation buttons for 'Home', 'My CPD Record', and 'Find CPD'. Below these are filters for 'All CPD Opportunities', 'Goal Related', 'Role Related', and 'Assessment Related'. The breadcrumb trail reads 'Home > Find CPD > Designing for Safety'. The main heading is 'CPD Programme Details' with a 'more information' link. The details are as follows:

Title	Designing for Safety
Ref	DfS
Account	
Provider	Cathal Mooney/Douglas Wallace
Learning Mode	Formal
Price	€ 400.00
CPD Hours	4
Help URL	http://www.riai.ie/public/downloads/Designing-for-Safety-Booking-Form-1.pdf
Description	"Designing for Safety" is an intensive half-day safety course designed by architects for architects. The purpose of the course is to provide Architects with a working knowledge of health and safety and the role of the designer under the construction regulations. The programme includes practical exercises to develop experience in producing the correct information to be passed onto Project Supervisors, record keeping and designing out hazards. Cathal Mooney, MIOSH, says "The course will use up to date and live case studies to highlight issues for designers when it comes to making safe design decisions". John Graby, director of the RIAI, comments "The course explains and clearly marks the beginning and the end of the health and safety role of the designer in the building process". This programme will run in venues around the country. In addition to scheduled events, the programme is available to be run on an in-house basis at a cost of €350 per head (minimum 10 people). For further details on this option please contact tharte@riai.ie or (01) 6691472.
Pre-requisites	MRIAI, FRIAI, ARIAI, RIAI (Arch. Tech.)
Speakers	Cathal Mooney MIOSH

At the bottom right of the details box is a green plus icon and the text 'Add to Record'.

Figure 25 – CPD Programme Details

You will be brought to the **Add a New Activity** screen in the **Record** area of **cpdengage™**, with the CPD programme title and type fields pre-completed.

Complete all mandatory fields and optional field as required, then click on **OK**. Click on **Return** to go back to the **Record** screen where you will now see the CPD programme added to your list of CPD activities.

Notes: if the CPD programme opportunity has already been added to your CPD Record a message will appear at the top of the CPD Programme Details screen informing you of this.

5 Additional Functions

5.1 Cycle Selector

In RIAI **cpdengage**TM CPD activities take place over an annual (October to September except for this first half year which runs March to September 2009) The Cycle Selector allows you to view a summary of the cycles you have created records for in the past, or cycles you are planning for in the future. Cycles will have been previously set up the RIAI.

To view the various cycles click on the link in the top right hand corner of ANY screen in RIAI **cpdengage**TM. The link is also qualified with the year range of the currently active cycle, e.g. 2007-2008, 2008-2009.

All current cycles in the system are displayed along with details of each cycle including date range, status, and whether the cycle is current or has been selected.

To select a different cycle simply click on the Select option to the right of the cycle of your choice.

Note: Past cycles will have status Closed; although you can access the various CPD areas of cpdengageTM the data cannot be edited.
Future cycles will have status Not Started; although you can access the various CPD areas of cpdengageTM features will be limited.

You can return to the current cycle on this page or the system will default to the current cycle when you next login.

5.2 Feedback

If you wish to comment on the features within RIAI **cpdengage**TM simply complete the feedback form located on the system. A link to this option is available in the top right hand corner of ANY screen in RIAI **cpdengage**TM.

Once you have completed the form, click on Send, and your feedback will be emailed to the main RIAI **cpdengage**TM contact at Aurion Learning

5.3 Resources and FAQs

RIAI **cpdengage**™ provides a Resources area which is designed to store items of information which have been added by the RIAI and may be of use to members. These include information pertaining to professional development activities, details associated with national standards and the RIAI's policies and procedures.

To access resources simply click on the **Resources** link at the top of any screen.

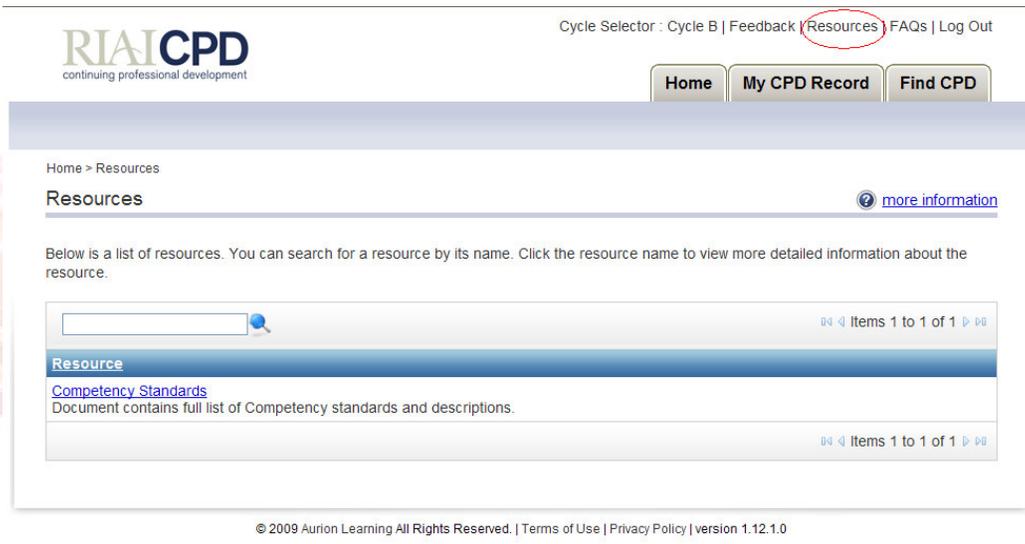


Figure 26- Resources

Resources can be searched by content. Simply enter text in the search field and click on the search icon. Click on the Remove Search Icon to display all resources again.

If you would like to share useful resources with other RIAI members you can do this by contacting your Teresa Harte or Sandra Campbell, who can upload the details to the system.

cpdengage™ also provides a FAQ section which lists all the Frequently Asked Questions that have been asked by your colleagues and answered by the Administrators. This page will be updated on an ongoing basis.

To access FAQs, simply click on the **FAQ** link at the top of any screen.

5.4 Logging Out

When you wish to conclude a session using the system it is important that you log out properly. To log out look to the very top line on the page (this is plain text) and the last option on the far right is 'log out'. Click on the words 'log out', you will be asked to confirm this action by clicking on a logout button on the centre of the screen. Click this and you will be safely logged out of the system.

5.5 Help

Throughout RIAI **cpdengage**™ help is available to you via the "Explain this page to me" link. This link is visible within each section of RIAI **cpdengage**™ and presents you with an explanation of the feature and help on how to use it.