

Application form for Fellowship of the Institute

For members of RICS (FRICS, MRICS, TechRICS)



Under Rule 37 (Part VI I I Lifelong learning), RICS members must now complete a minimum of 60 hours LLL over three consecutive years, with a minimum of 10 hours carried out every year. Fellowship of The Institute of Continuing Professional Development is based on 50% excess of the RICS yearly average (20 hours).

The requirement for Fellowship (FInstCPD) is therefore: **an annual amount of 30 hours minimum of qualifying CPD, undertaken in the 12 month period preceding application.**

Personal and contact details

Full name.....Title (Mr/Ms etc).....

Honours/Awards

Professional qualifications/letters.....

Grade of RICS membershipDate of birth.....

Home address

.....

Telephone.....Mobile

Email.....

Company.....

Position held

Company address

.....

Telephone.....Fax.....

Email.....

Please indicate preferred correspondence address: Home Work

The current annual subscription is £100 plus VAT. Please enclose with your application a cheque for £117.50, payable to ICPD.

Declaration

I hereby apply for admission to Fellowship of The Institute of Continuing Professional Development and declare that, in the 12 month period to the date of this application form, I have completed no less than 30 hours of qualifying CPD activity. I confirm that the information in support of my application is accurate and agree, if admitted, to abide by the Institute's bye-laws (available at www.cpdinstitute.org).

SignatureDate

**Please send your application, together with supporting material and subscription fee to:
The Membership Office, The Institute of Continuing Professional Development, Grosvenor Gardens House,
35/37 Grosvenor Gardens, London SW1W 0BS, UK Tel +44 (0)20 7828 1965 info@cpdinstitute.org**

With reference to the guidelines on the opposite page, please summarise your 'qualifying CPD activity' over the past twelve months by completing the form below and/or attaching a copy of your CPD record. Please also attach appropriate supporting material in respect of the CPD activity.

Activity	No. of hours	Comments
Attendance at: CPD events		
Lectures		
Conferences/Seminars		
In-house training		
Open, distance and e-learning		
Formal study		
Lecture delivery/Presentations		
Structured reading		
Coaching		
Mentoring		
Other activities		
Total hours		

FOR INTERNAL USE ONLY

Approved for membership

Initials

Date.....

Qualifying CPD activity

(Extracted and appropriately amended from RICS Rules of Conduct – Part VIII Lifelong Learning)

“Members” in this context refers to Fellows, Members and Technical grade members of RICS (FRICS, MRICS, TechRICS)

I. “Qualifying CPD activity” means the study of:

- a) some part of the theory and practice of surveying as defined in the Royal Charter of RICS;
- b) other professional and/or technical surveying topics related to a Member’s current or potential occupations;
- c) topics relating to the acquisition of personal, business management or consultancy skills; and/or
- d) such other topics considered by the RICS to be within the purview of one or more of its Faculties, or as may be advised or promoted as qualifying by the RICS from time to time, intended to increase a Member’s management or business efficiency and effectiveness.

Items a) to d) above are to be achieved by one or more of the following means:

- (i) attendance at conferences, workshops seminars and courses and technical meetings having some formalised structure including, for example, objectives, an introductory paper or speech, video or audio cassette presentations or computer or other similar facilities and, in the case of technical meetings, there must be a competent person in charge of the proceedings and the subject must be announced in advance;
- (ii) undertaking a programme, which may include participation in distance, multi or flexible learning opportunities, or other supervised study involving a programme of reading or recorded lectures, on completion of which programme a qualification may be awarded;
- (iii) attendance at meetings, working groups and panels requiring a significant contribution from Members and based upon a paper, audio, television programmes or other presentations;
- (iv) private study and pre-course reading in a structured form on pre-defined themes for up to two thirds of the total hours required (13 hours);
- (v) job development and experience based learning including through project secondments and placements, temporary job changes, exchanges and development of subordinates and trainees;
- (vi) preparation for publication of technical work, research and the preparation and first delivery of presentations to colleagues and other professionals;
- (vii) additional activities such as acting as an RICS APC/ATC assessor; an external examiner or similar.

2. Qualifying CPD activity shall be computed as follows:

- (a) the maximum time attributable to any qualifying CPD activity shall be the duration from the opening to the close of any formal event calculated to the nearest half hour or from the commencement to the completion of other informal activities;
- (b) when a Member attends for only part of a qualifying CPD activity, only the time attended shall be counted;
- (c) time spent in administering a CPD activity shall not qualify;
- (d) In Item 1. above regular reading of professional journals does not normally count as “private study” although study of articles in professional journals relevant to the Member’s structured programme of study is eligible.

Membership of the Institute does not necessarily infer compliance with the full extent of RICS’ Lifelong Learning requirements, which RICS remains free to enforce independently.



The Institute of
Continuing Professional Development

www.cpdinstitute.org

Grosvenor Gardens House
35/37 Grosvenor Gardens
London
SW1W 0BS
United Kingdom

T +44 (0)20 7828 1965
F +44 (0)20 7828 1967
info@cpdinstitute.org
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