



CPD Providers Network Forum

2026

Presented by:

Nichole Avan-Nomayo (Interim Senior CPD Assessment Manager)





Navigating the RIBA CPD Providers Network Assessment Process: From Submission to Approval

OBJECTIVES

- RIBA CPD Assessment team
- Why we assess
- Types of CPD you can submit
- CPD timescales and assessment process
- CPD content (Branding guidance)
- CPD content (Specification Essentials)
- CPD approval
- Things that can delay approval
- Post approval: difference between updates and slight changes
- What we do after approval
- Other handy tips

RIBA CPD ASSESSMENT TEAM

- One CPD Coordinator
- Three in-house CPD Assessors
- Two External CPD Assessors

Nichole Avan-Nomayo

Interim Senior CPD
Assessment Manager (Line
Manager)

Angella Finlayson

CPD Coordinator

Agnieszka Klimek

CPD Assessment Manager

Kenechi Udogu

CPD Assessment Manager

WHY WE ASSESS

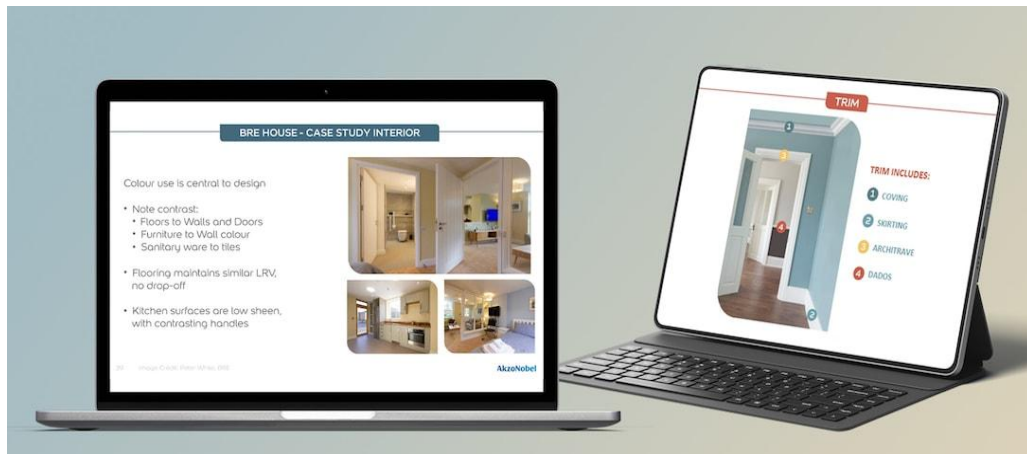
WHY WE ASSESS

- 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

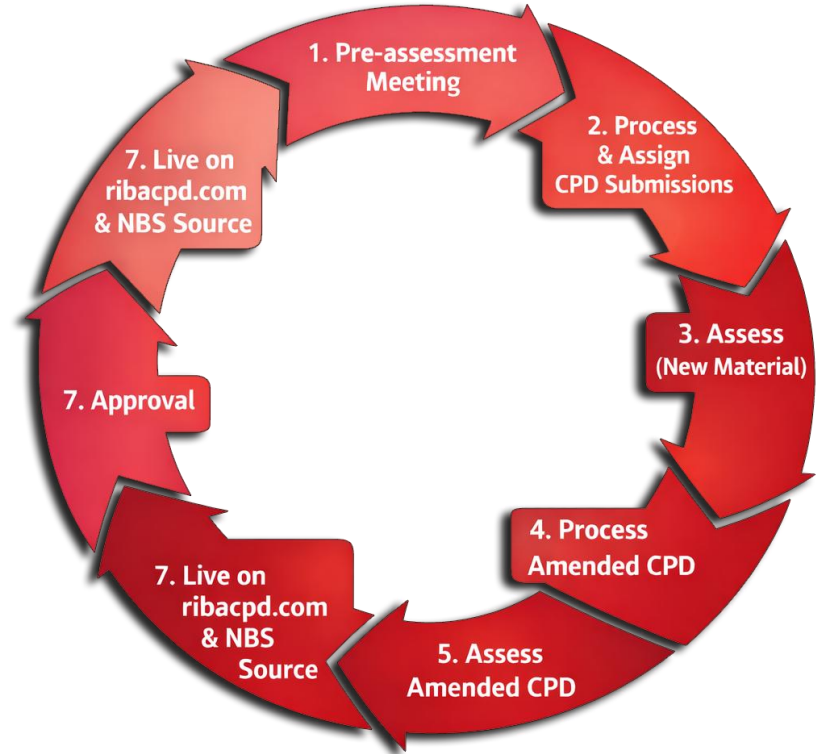
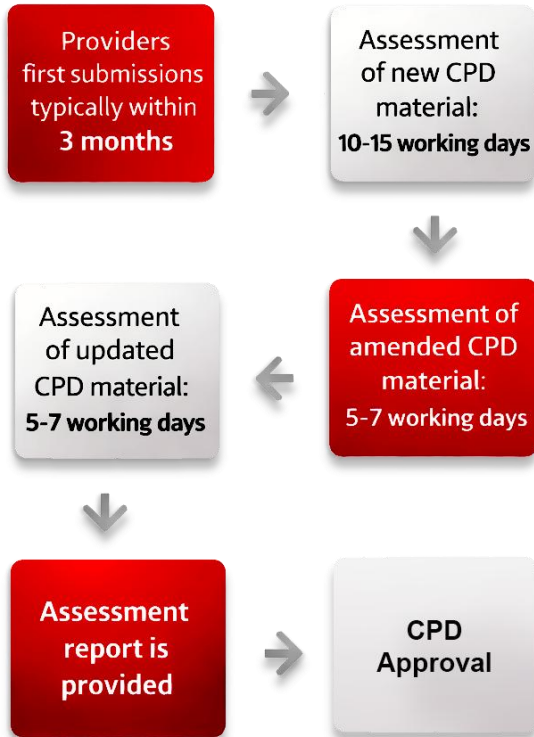


TYPES OF CPD YOU CAN SUBMIT

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CPD TIMESCALES AND ASSESSMENT PROCESS



CPD CONTENT (BRANDING GUIDANCE)

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Contents

- Introduction
- The assessment package
- Commercial content**
- Branding guidance
- Using case studies
- Specification essentials
- RIBA Core Curriculum
- Approved content
- Updating your content



CPD CONTENT (BRANDING GUIDANCE)

Branding guidance

Here are branding guidelines to help inform the structure of commercial content inclusions within your CPD material.

CPD title and description	Keep these clear and concise, accurately reflecting the educational content. Please don't include brand or product names.
Company profile slides	You may include up to six brand slides at the beginning or end of the presentation. Use these to highlight your history, expertise, innovation, research, awards, accreditations and relevant standards.
Logos	Your company logo may appear once per slide and Providers Network contract. Third-party logos can
Videos in the educational section	Videos are encouraged to support learning. You may include up to six videos in the educational section. Ensure all narration remains educational. Content may be moved to the company profile section.
Contact details	Include a final slide after the educational content which delegates to appropriate technical or specification content.
Case studies	Each slide can feature one branded project image, video or diagram.
Branded handouts	Provide branded PDF handouts to support assessment delegates digitally or in print.

(Example) About your company (maximum of x6 slides)

- Award winning manufacturers
- Formed in 1994
- Located in Horsham, West Sussex
- Over 30 years experience
- 100+ staff
- Innovative industry leaders

We manufacture and supply:

- metal standing seam systems for roof and wall applications



Product
image

Product
image

Product
image

Product
image

Product
image

Product
image

One
Logo

CPD CONTENT (SPECIFICATION ESSENTIALS)

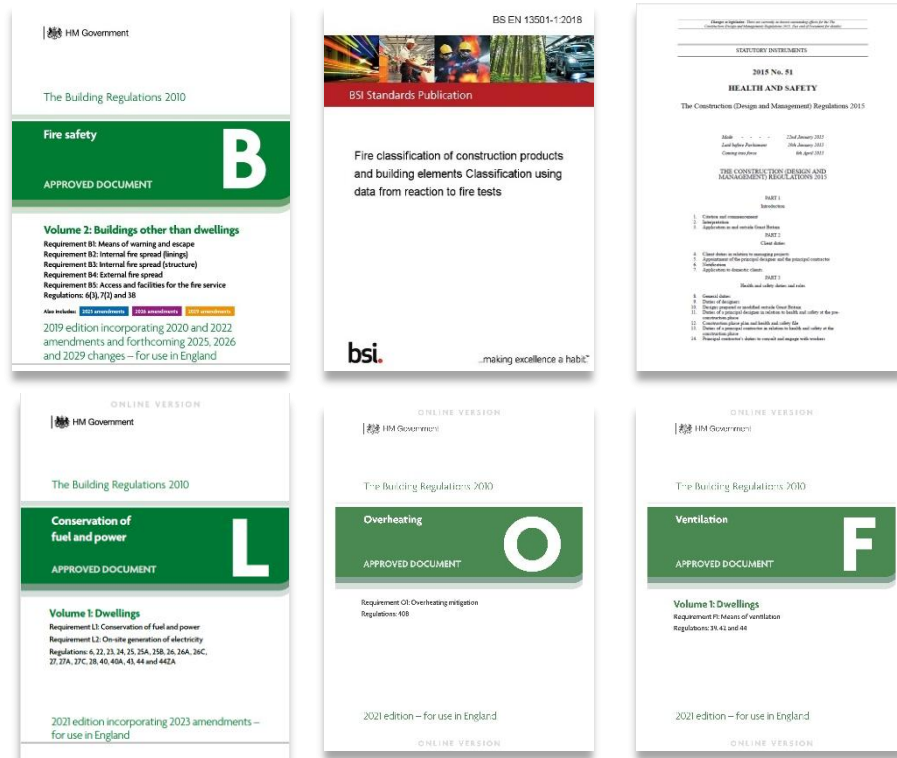
CPD CONTENT (SPECIFICATION ESSENTIALS)

Specification essentials are the key technical and regulatory details needed to specify your product safely and correctly.

They should be included as part of your CPD, and you can present them in dedicated slides, handouts or supporting PDFs alongside your main narrative. For safety-critical products, this information should be integrated throughout the presentation and supplemented as branded handouts.

- 1 Building, fire and life safety
- 2 Environmental performance
- 3 Product information and performance

Supplementary guidance for Safety Critical CPD material can be found on NBS Partner Platform.



CPD CONTENT (SPECIFICATION ESSENTIALS)



CPD APPROVAL

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RIBA CPD CORE CURRICULUM

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 to RIBA Academy, a heart icon, and a NA icon. Below the navigation bar, a menu bar includes links to Home, Browse, Showcase, Events, About, and Become a RIBA CPD Provider. 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 six images. Below the main section is a "Featured CPD" section with a "View Featured CPD" button. This section contains four featured CPD cards, each with a title, a brief description, and a list of topics.

Specification CPD from RIBA-approved Providers

[Browse RIBA Core Curriculum](#) [Browse RIBA CPD Providers](#)

[Who are RIBA CPD Providers?](#)

Featured CPD [View Featured CPD](#)

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

THINGS THAT CAN DELAY APPROVAL

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- 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 advice 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

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 DO AFTER APPROVAL

WHAT WE 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. There are some books and a small plant on the desk.

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 talking to a man who is sitting and looking up at her. They are in a bright, modern interior space.

OTHER HANDY TIPS

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Pre-assessment 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

Be unforgettable

- Engaging content
- Be excited about your product



THANK YOU

*Contact us:
assess@riba.org*