1. CONTEXT

The Construction Industry Registration Ireland (CIRI) registration process commenced in 2014 and requires mandatory Continuing Professional Development (CPD).

A central purpose of the CIRI registration process is to assist governance and statutory performance compliance. This will include compliance with CIRI CPD requirements as a constructive part of a wider company training and development process. The CPD element of the CIRI registration process is central to regulatory compliance and market credibility, and as such must set a standard and bear scrutiny from the outset.

CPD is learning that adds to and enhances a person’s existing occupational, technical and professional competence in a process of lifelong learning. In the case of CIRI, this will be company-centered and must reflect the diverse range of registered entities and within these the activities of various individual personnel at different levels and in a variety of roles.

In the coming years the construction industry in Ireland and internationally will be driven by profound change. As an industry, we must meet the demands of more rigorous building regulations, more complex and competitive procurement processes, the use of innovative and diverse technologies in the design and construction processes, and increasingly demanding building contracts. Businesses that proactively embrace and respond to this change will survive and flourish through competitive advantage. Continuing Professional Development will be of critical and increasing importance as businesses seek to identify and manage the risk associated with these changes.

High quality and fit for purpose CPD targeted on and addressing areas of identified risk, will protect both the builder and the consumer. It is therefore imperative that all those involved in the construction process are suitably trained in up-to-date regulatory, technological and business management processes, with CIRI CPD playing a vital role in achieving this.

While it is accepted that meeting CPD obligations should be both manageable and affordable in terms of cost and time commitments, it is important that it adds value
and enhances the capacity of an organisation to deliver a professional service to its clients. CPD must be carefully planned to facilitate and encourage appropriate training of all personnel within registered entities. CPD will be focused on management and supervisory staff whose input is essential to achieving compliance with legislation and regulations, but will include Craft Workers and General Operatives whose workmanship is central to realising quality performance in practice.

As the CIRI registration process develops, the CPD needs of members will be monitored and developed to ensure that the emerging needs of both members and consumers can be met. Existing CPD opportunities will address some of these challenges, but new CPD must and will be developed to meet emerging needs.

2. CIRI CPD

The CIRI CPD process aims to address the needs of the various types of registered entity, with CPD standards applying consistently across all those on the register.

CPD is a mandatory requirement for the annual CIRI registration. All CIRI members are required to ensure that the personnel within their organisations are competent and informed on current thinking and developments relating to their role and to the type and level of their individual responsibility. Each organisation will be required to plan, record and verify the CPD activities of its personnel, and should be able to provide evidence that the training and development activities undertaken address the needs identified.

CPD is not an onerous additional demand on resources, but should focus and build on existing core activities. CIRI members already operating training and upskilling programmes or sending staff to relevant accredited courses as part of internal staff development and performance management processes, can direct this activity towards the realisation of a structured CIRI CPD plan.

Each CIRI CPD plan should include preparation for the increasing demands of changing legislation generally and the Building Regulations in particular, and related emerging technologies and processes. Registered builders are focused on regulatory compliance and the CIRI CPD process provides a constructive means of achieving the required change.

The CPD process developed and administered by CIRI CPD Office will not take responsibility for the compliance of a registered entity or individuals with CIRI CPD requirements. It is the responsibility of each registered entity to ensure that it has the appropriate skills base and capacity to deliver an effective and compliant service to its clients.
3. COMPANY FOCUS FOR CIRI CPD

The CIRI CPD process requires an overall company approach to CPD, capturing the combined competences of a range of individuals, in a variety of occupations, working at different levels in each CIRI organisation.

It should not rely on the simple accumulation of the professional CPD of directors and employees individually. Neither should it rely solely on training required to meet statutory requirements. It should be focused on the needs of each organisation, providing for staff training aimed at the growth and development of each registered entity based on its own assessment of training and upskilling needs.

Each CIRI member should develop a staff development plan based on identified company training needs using a structured self-appraisal, which identifies any knowledge and skills deficits across a diverse multi-level team and workforce including directors, managers, supervisors, craft workers and operatives. This should lead to the development of the detailed CIRI CPD Plan.

The CIRI CPD Plan should outline CPD training and upskilling requirements initially over a 2-year period, demonstrating how the organisation as a whole will address knowledge and skills deficits in a range of areas and levels, centered on its own business plan, and with regard to its regulatory compliance obligations. This should be prioritised to meet its statutory obligations.

In order to focus on core CPD needs the CIRI CPD Plan should seek to identify services and activities to be provided by the CIRI member itself, and the services and activities to be provided by CIRI-registered and non CIRI-registered sub-contractors.

A pro forma CIRI CPD Plan template has been developed as a resource for registered entities.

4. CATEGORIES OF PERSONNEL

CIRI anticipates that the activities of Director, Manager, Supervisor, Craft Worker and General Operative will be provided for in the CPD process within each organisation. These categories of personnel will vary in number and proportion depending on the nature and focus of each individual CIRI registered member.

Personnel from each category may hold membership of professional representative bodies or trade organisations, which require CPD as a condition of membership or registration. Such appropriate CPD can be used to address CIRI CPD requirements provided that it aligns with and clearly addresses the overall training and upskilling needs identified in the CIRI CPD plan.
Personnel who do not hold membership of representative bodies or trade organisations requiring CPD must undertake CPD (structured and informal) based on the needs identified in the CIRI CPD plan.

5. CPD PILLARS

Registered members are required to focus CPD on four pillars.

1. Building Regulations
2. Safety, Health & Welfare
3. Technology & Innovation
4. Business & Management

Competence in the area of Building Regulations and quality control on site is of primary importance to the registration process. In order to achieve this, it is anticipated that each registered entity would direct a predominance of its CPD provision to the area of Building Regulations particularly in the initial 18 months to increase and maintain competence in this area. The remaining hours would address Safety, Health & Welfare, Technology & Innovation, and Business & Management according to the specific nature and needs of the company. This will vary from case to case depending on the knowledge, skills and competences in each CIRI organisation.

6. TYPES OF CPD

CIRI CPD comprises a combination of structured and unstructured or informal learning, with CPD points based on learning hours reflecting the size and nature of the registered entity.

Structured CPD includes attending formal courses approved as structured CPD, company training and development, structured and verified tool box talks, attending and speaking at verified conferences and CPD events, including online learning covering topics under the four pillars. Unstructured/Informal CPD includes learning from colleagues on the job, reading, reflecting on one’s own work, and activities undertaken outside work, which feed back into work.

The nature of CPD will vary to reflect the particular role and level in a company, from Manager to Supervisor to Craft Worker to General Operative, with the CIRI CPD plan determining specific needs.

Appropriately aligned structured CPD already approved by, for example, Engineers Ireland, SCSI, RIAI, CIOB, Universities, Institutes of Technology and other recognised professional bodies, and CPD modules developed by private training suppliers and recognised by CIRI, and which are relevant to the four CPD pillars as determined by company CIRI CPD Plan will be accepted.
CPD for Director, Manager and Supervisor can include a wide range of topics under the four pillars to enable delivery of non-accredited/structured & unstructured CPD offerings in-house and on-site delivery of CPD training to Craft worker and General Operative personnel.

General Operative and Craft worker CPD can be delivered by competent, in-house management, supervisory or Craft Worker personnel who have appropriate levels of competency in the topics to be delivered. General Operative and Craft worker CPD can also take the form of practical talks and demonstrations by suppliers and other experts, where new learning is taking place.

Forms of training and CPD used to support compliance with CIRI structured CPD requirements will be subject to review by CIRI.

7. CIRI SUPPORT

CIRI will work in conjunction with the CIF and other CPD educational and training providers to ensure that its members have access to relevant CPD resources including:

- CPD modules to assist in Staff Development and CPD Planning.
- Pro forma templates with worked examples for small, medium and large companies, to be issued as part of the CIRI CPD process.
- CPD focused on the regulatory environment, including the existing CIF / QQI FETAC Level 6 Building Regulations Programme, or equivalent, with such programmes being amended on an ongoing basis to reflect legislative and industry changes.
- A ‘one-stop’ CPD programme for individuals and small businesses as a structured alternative to the self-assessed and more open Staff Development Plan and CPD Plan.

8. MONITORING CPD COMPLIANCE

CIRI CPD will be monitored through a system of structured audits with penalties for non-compliance.

In the short term, CIRI CPD will be structured around a paper-based system, administered and applied by each registered member, with both random and targeted CIRI audits based on hard copy submissions to demonstrate compliance.

In the medium term, CIRI CPD will be recorded through an online electronic system to enable registered members to electronically record CPD, and to enable CIRI to more effectively monitor and audit compliance.
APPENDICES

Appendix 1: Examples of Indicative Hours for CPD Compliance

The following table outlines CIRI examples to show indicative hours for CPD compliance for CPD (structured and informal) under each personnel category per annum.

Table A1.1

<table>
<thead>
<tr>
<th>Category</th>
<th>Structured</th>
<th>Comment</th>
</tr>
</thead>
</table>
| Director / Manager| At least 40 or as identified in the Company CPD Needs Analysis  
(Up to 50% of this may be informal CPD) | CPD arising from professional membership can be included provided that it addresses the needs identified in the CIRI CPD plan.  
Director, Manager and Supervisor with core competencies on subject matter to enable in-house and on-site delivery of CPD to Craft Worker and General Operative personnel. |
| Supervisor        | At least 40 or as identified in the Company CPD Needs Analysis  
(Up to 50% of this may be informal CPD) |                                                                                                                                               |
| Craft worker      | At least 20 hours or as identified in the Company CPD Needs Analysis  
(Up to 50% of this may be informal CPD) | General Operative and Craft worker CPD can be delivered by in-house management, supervisory or craft worker personnel who have the relevant core competencies on the topics to be delivered. |
| Operative         | At least 10 hours or as identified in the Company CPD Needs Analysis.  
(Up to 50% of this may be informal CPD) |                                                                                                                                               |

Table A1.1: Indicative CIRI requirement for structured and informal CPD

Registered Members can carry forward extra hours to the following year, for a maximum of two years with the approval of the CIRI CPD Office. Extra hours must be highlighted at the renewal stage and noted in the CIRI CPD Plan for the following year.

Up to 40 hours of structured CPD hours, in one year, can be carried over to the following year where an individual has completed more than their required hours in any one year across the four CIRI Pillars. This is provided that the company is satisfied that the extra hours satisfy the Training Needs identified in the company learning plan to satisfy regulatory and competence requirements.
Appendix 2: Examples of existing available CIRI CPD Office approved programmes

Table A2.1

<table>
<thead>
<tr>
<th>CIRI CPD PILLARS</th>
<th>TRAINING PROGRAMMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Regulations</td>
<td>Broad range of offer now available on the <a href="http://www.ciri.ie">www.ciri.ie</a> CPD section</td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>Broad range of offer now available on the <a href="http://www.ciri.ie">www.ciri.ie</a> CPD section</td>
</tr>
<tr>
<td>Technology &amp; Innovation</td>
<td>Broad range of offer now available on the <a href="http://www.ciri.ie">www.ciri.ie</a> CPD section</td>
</tr>
<tr>
<td>Business &amp; Management</td>
<td>Broad range of offer now available on the <a href="http://www.ciri.ie">www.ciri.ie</a> CPD section</td>
</tr>
</tbody>
</table>
Appendix 3: The CIRI CPD Office

The CIRI CPD Office

The CIRI CPD Office shall consist of the CIRI CPD Officer and administration staff.

A subcommittee of the Construction Industry Registration Board (CIRB) comprising the following will support the CIRI CPD Office:

- Member of CIRB nominated by the Minister for Education;
- Member of CIRB from contractor background;
- Member of CIRB from other background;
- CIRI CPD Officer (Secretary);
- CIRI Executive & Administration Office;
- Other personnel and experts as required from time to time;

The CIRI CPD Office shall not engage in the provision of CPD other than as required to support members in understanding and engaging with CIRI CPD processes as required as part of registration. Provision of all other CPD shall be through recognised providers.

Duties

The duties of the CIRI CPD Office shall include the following:

General

- Carry out all tasks pertaining to the CIRI CPD process required as part of registration;
- Carry out the decisions of the Construction Industry Registration Board relating to CPD;
- Deal with all the queries and correspondence from CIRI members;
- Develop and operate paper-based and in the future online CPD systems and processes in support of Construction Industry Registration Ireland;
- Maintain records of annual CPD training undertaken by members to support ongoing registration;
Checking

- Check the CIRI CPD documentation provided by the applicants/registered firms according to the procedures as described CIRI CPD Policy;
- Issue all requests for further information from applicants as is relevant to the CPD checking and auditing processes;
- Convene and record the minutes of the meetings of the CIRI CPD subcommittee;
- Provide all necessary administrative support for CPD subcommittee meetings and associated requirements;
- Work with the CIRI Executive & Administration Office to confirm that a valid CPD Plan has been submitted by both new applicants and re-registrants;
- Check CPD Plans submitted by registered entities to the CIRI Executive & Administration Office as part of the application and annual re-registration process;
- Confirm to the CIRB that the CPD element of applications for registration are in accordance with the requirements of CIRI CPD Policy so as to facilitate the Board in decision making on applications for registration;

Auditing

- Carry out random and targeted auditing across all categories of registrant as provided for in CIRI CPD policy.
- Work with the CIRB CPD subcommittee to confirm that auditing processes are carried out fairly.

CPD guidance

- Deliver CPD induction guidance modules as part of the application and re-registration processes;
- Develop pro forma templates such as CIRI CPD Plans for company types and sizes in each registration category;
- Develop and operate a one-stop CPD planning module aimed at small companies with limited experience in CPD compliance;
- Propose any changes for CPD support services with due regard to the registration fee;
- Advise the CIRB on costs of CPD support.