



unlock your  
full potential



# Reg AI: the key to the future of our industry

Reg AI status is the benchmark standard for architectural ironmongery and one which lies at the very heart of what the GAI stands for – the highest possible standards of education and professionalism. Every Registered Architectural Ironmonger is a qualified GAI Diploma holder and has been able to prove they are fully up to date with industry standards, regulations and legislation.

The GAI is committed to maintaining this pivotal role for Reg AI status and can now announce a number of important changes to the way professional architectural ironmongers can become, and remain a Reg AI. There is also a programme of activities which the GAI and Institute have committed to, to ensure that it remains the height of achievement in our industry

## Why become a Reg AI?

The benefits of becoming Reg AI - and maintaining that status - are much more than a certificate on the wall. Reg AI status confers real benefits to both the individual and the company they work for:



Access to training manuals on the GAI website which gives up to date information to keep you abreast of all the most recent changes in the industry.



The CPD programme organised by the Institute across the UK gives Reg AIs the chance to learn, network and maintain their professional status in an enjoyable, sociable environment.



A list of Reg AIs is maintained on the GAI web site and in the Architectural Ironmongery Journal. This gives Reg AI exposure to thousands of visitors and readers every week and the national recognition which that brings.



Access to GAI Technical Updates and a technical helpline manned by an expert with access to all the latest technical information. All Reg AIs will be able to discuss technical and education issues on the GAI's Education website and interact live with their peers.

# to the Industry



The opportunity to market and promote an impressive professional status – an important differentiator in a competitive market. Personalised electronic logos and letters after your name also allow Reg AIs to stand out from the crowd.

## Promoting Reg AI

The GAI and the IAI are working hard to raise the profile of Reg AI status, both within our industry, and outside of it – to architects and specifiers.

### *This activity includes:*

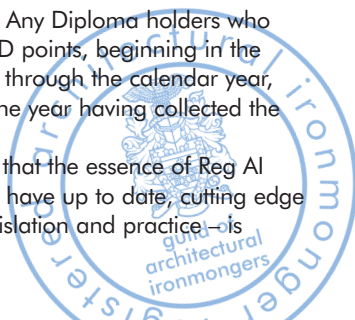
- Dedicated PR activity to create profile and awareness in the trade press.
- A special Reg AI navigation button on IAI website linking to a full list of Reg AIs.
- Special promotional articles in the AIJ plus an annual pull-out list.
- Improved IAI AGM to promote Reg AI status more effectively.
- Include Reg AI profile in Education Prospectus.
- Potential for promoting Reg AI within Institute branches eg regional awards.
- A drive to position Reg AI status within the RIBA.

## Earning Reg AI Status

At present, all newly qualified Diploma holders are invited to become Reg AIs from the 1 January after qualification. Established Diploma holders have been able to enter via an examination or points collection.

From 1 January 2010 this will change. Any Diploma holders who wish to become a Reg AI must collect CPD points, beginning in the January after they qualify and continuing through the calendar year, and then apply for Reg AI at the end of the year having collected the requisite CPD points.

This change has been made to ensure that the essence of Reg AI status – the continuing proof that Reg AIs have up to date, cutting edge knowledge of our industry standards, legislation and practice – is protected and enshrined for the future.



## Maintaining Reg AI Status

This has also been reviewed to ensure that the Reg AI scheme stays clear and relevant. Currently, Reg AIs collect points over a three year cycle. From 1 January 2010 this will be reduced to a one year cycle with Reg AIs being required to collect ten CPD points every calendar year.

*The ten CPD points are comprised of three categories:*

- 1 Annual compulsory course work – 4 points
- 2 CPD attendance either at IAI branch meeting or in-house training – 2 points
- 3 CPD attendance as per category 2 and/or other recognised activities – 4 points

To make keeping up to date even easier, the amended log sheet will be available to be filled in online.

## Making the change

The GAI recognises that existing Reg AIs are at different stages in the present three year CPD cycle when these changes take effect. For the purpose of converting onto the new cycle from 1 January 2010 all qualified Reg AIs who enroll with payment on 1 January 2010 will progress to the new format. This includes all those in the present three year cycle and Diploma holders who qualified in 2007 - 2009. However the present log sheet must be forwarded to Head Office by the end of the calendar year as evidence of activity.



## Frequently Asked Questions

**Q. Although I am a Diploma holder from years gone by I have not previously joined the Reg AI scheme. Am I still able to join?**

**A.** Yes. You should enroll by paying the appropriate fee and completing the 10 CPD points as prescribed below. At the end of the year submit your log sheet showing recorded points along with your payment for the following year. You will be issued with Reg AI entitlement including your personal Reg AI number to promote your status both within your company and to the trade.

**Q. How much does it cost to be a member of the Reg AI scheme?**

**A.** The annual fee is £60 + VAT, renewable on 1 January. This includes IAI membership.

**Q. How do I pay?**

**A.** You can pay by cheque, credit card or other form of electronic transfer at the start of each year. Existing Reg AIs will be sent an annual renewal notice by GAI Head Office.

**Q. I have joined the Reg AI scheme. How much time have I got to complete my 10 points?**

**A.** Compulsory course work (worth 4 points) should be submitted for assessment by 31 October. Any Optional course work (each worth 2 points) should be submitted for assessment by 30 November. All other points need to be collected in the calendar year.

**Q. How do I collect my points?**

**A.** There is a mixture of compulsory and optional methods in 3 categories as follows:

**4 points** by the annual compulsory course work

**2 points** must be collected by attendance at either IAI branch CPD presentations or in-house training. **1 point** each is awarded for each of these however attendance at the CPD presentation relating to the compulsory course work is worth **2 points**

A minimum of **4 points** by other CPD presentations as category 2 above and / or other recognised activities. Examples of these are listed below.

**2 POINTS** for each optional course workbook – maximum 2 workbooks per annum

**1 POINT** for an educational factory visit – 2 points max pa

**1 POINT** for GAI (or related) tutoring or writing education manuals – 2 points max pa

**1 POINT** for trade fair visits – 2 points max pa

**1 POINT** each for other relevant activities, which you believe to be worthy of points. This category could include RIBA events, seminars by other trade associations, etc and should be submitted on your log sheet for consideration by the Reg AI panel.

## Registration Fee

The registration fee for Reg AIs is £60pa plus VAT. Annual renewal takes place every 1 January and each member will be invoiced for this amount by GAI Head Office.

*Failure to pay by 31 March will lead to Reg AI status being withdrawn.*



**together we're advancing**

### **Q. How do I record my points?**

**A.** The log sheet can be downloaded from the GAI website. The GAI Head Office will have a record of points accrued through the completion of course work and IAI meeting attendance but you are responsible for your own record. Put all your 10 points on your log sheet, including course work and IAI meetings.

### **Q. I am not sure if a certain activity qualifies for CPD points. How do I check?**

**A.** If the activity advances your education and knowledge of products, manufacturing processes through training, exhibitions, factory visits, etc it will qualify. Most activities in category 3 have a maximum number of points permissible per annum – see above ‘How do I collect my points?’ You may have carried out other activities that you feel may qualify for CPD points. Please check by emailing Jean Gibson at the GAI Head Office.

### **Q. I now have my 10 points. What do I do next?**

**A.** You should ensure that your log sheet is up to date declaring your 10 points and send this to the GAI Head Office by 31 December each year. You can do this by submitting the document online. Your points will be validated and approved as a pre-requisite to maintaining your Reg AI status for the following year.

### **Q. I have submitted my course work but until I get it back I do not know if I have acquired the full 10 points. Am I still qualified?**

**A.** Yes. The commitment you have showed over the year demonstrates that you are up to date. The fact that you have submitted your course work on time entitles you to continue as a Reg AI whilst your course work is assessed. If part of your course work needs further research to be re-submitted this should be completed within four weeks of receiving it back. Remember that optional course work may also be submitted and this should be by 30 November.

### **Q. I joined the Reg AI scheme but have not collected my full 10 points. How can I go forward?**

**A.** If you have not collected the 10 points you do not qualify to retain your status for the following year. You will need to start collecting points again in a new calendar year. You will cease to be a Reg AI for that year whilst you collect your points and your Reg AI number will be withdrawn and your date “stamp” will expire. Points cannot be rolled over from one year to the next. When you have collected 10 points in the following year you will be re-issued with your Reg AI number etc...

If you have further questions please email [jeangibson@gai.org.uk](mailto:jeangibson@gai.org.uk) or call 0207 790 3431



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