Continuous Professional Development (CPD)

Policy and Procedures

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**CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)
POLICY AND PROCEDURES**

1.   PREAMBLE AND OBJECTIVES OF CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

The Compliance Institute Southern Africa ('the Institute') awards the Compliance Practitioner (SA) (CPrac (SA)) and Compliance Professional (SA) (CProf(SA)) designations to its members who apply for, and meet, the requisite criteria. These members ('designation holders') must possess an acceptable level of applied professional competence.

It is compulsory for designation holders to maintain and continually improve the level of professional competence after being awarded the relevant designations, to meet the expectations and requirements of stakeholders and to provide an appropriate service to the relevant role players in the South African economy.

Although not compulsory for other categories of members, e.g. affiliates, fellow and students, it is highly recommended that they maintain a minimum level of competence and awareness of developments in the compliance profession and the business environment.

By doing so, all members (i.e. designation holders and other categories) of the Institute will maintain and enhance the reputation of the profession. The continuous professional development requirements are contained in this CPD policy to guide members in meeting their obligations in terms of the Institute's Code of Ethical and Professional Conduct.

2.   DEFINITIONS

Applied professional competence	Relevant knowledge and skills, ethics and attitudes applied in the compliance field
Member(s)	All membership categories (includes designation holders and other membership categories)
Designation holder	A Member who was awarded any one of the Institute's designations
Other membership categories	Affiliates, Fellows and student members
Professional Body	A body of expert practitioners in an occupational field, and includes an occupational body and statutory council (SAQA definition)
Professional knowledge	Applied competence, expertise and experience in the field of compliance risk management
Verifiable hours	Hours spent on CPD activities that meet the Institute's criteria and for which the Member can provide independent proof of attendance, completion or participation (e.g. assessment results, a course certificate, training materials, etc.), which can be objectively verified by the relevant source

3. OBJECTIVES

The objectives of this policy are to ensure that Members:

3.1 maintain their professional competence through ongoing learning and personal development and to record their CPD activities;

3.2 stay abreast of developments in compliance, business and other relevant fields;

3.3 provide services that are relevant and appropriate.

4. POLICY

Primary responsibility

It is the responsibility of the Member to:

- Plan, undertake and meet the necessary CPD requirements and to maintain an accurate and complete record thereof.
- The Institute reserves the right to review designation holders' records on an ad hoc basis from time to time;
- Identify and meet CPD hours prescribed by a regulator which may differ from the Institute's requirements.

Compulsory CPD

In order to retain a designation that has been awarded to a designation holder, s/he must meet the relevant CPD requirements.

Designation holders must sign an annual self-declaration that the captured CPD hours are correct and can be verified by acceptable evidence.

Although it is not compulsory for other membership categories to maintain their CPD hours, it is highly recommended that they follow the same principles and requirements set out in this policy.

CPD hours should consist of the following:

10%: Ethics and/or conduct risk *(the risk that behaviour will result in poor outcomes for customers, shareholders and other stakeholders)*

90%: Relevant technical, business and compliance-related topics and developments, soft skills, etc.

Reporting cycle and required number of hours

The reporting cycle is 24-months, the first of which runs from 1 January 2018 to 31 December 2019, or from date of joining as a Member, or date when the designation was awarded until the relevant December when the CPD cycle ends.

The required number of hours are:

Member type	Verifiable CPD hours over the 24-month reporting cycle
Designation holders	30 hours compulsory for designation holders
Other membership categories	30 hours recommended, not compulsory, for other membership categories

The cycle is pro-rated for periods less than 1 year at 1.25 hours per month. For example:

Designation awarded	Pro-rated requirements for the 2-year cycle
18 months left in the CPD cycle	23 CPD hours (rounded to full hour)
12 months	15 CPD hours
3 months	4 CPD hours
2 months	3 CPD hours

If more than the required number of hours were completed, the additional hours may not be carried forward to the next CPD cycle.

Measurement

CPD requirements are measured in productive hours. For example, if a course is attended, then break times should be excluded. Activities of 30 minutes or more must be rounded to a full hour.

Qualifying activities and supporting documentation

Examples of qualifying activities are listed in Annexure A. It includes, but is not limited to, Institute-approved training courses, compliance conferences or organised events, updates and all relevant CPD activities that would support maintenance or enhancement of Members' applied competence. Should a type of activity not be listed or specifically approved, Members may apply to the Institute for evaluation and recognition of the activity on an *ad hoc* basis.

The essential test of the validity of the CPD activity is the appropriateness of the activity to the individual's specific development needs in compliance risk management and related fields.

The Institute may require certain duties from individuals that are not specifically listed above, e.g. attending committee meetings. Such duties may qualify as recognised verifiable CPD activities and will be discussed with individuals when required.

Reporting, record keeping and monitoring

Documentation constituting acceptable proof need not be submitted to the Institute, but should be available for inspection as and when required. Records substantiating hours claimed should be maintained accurately and completely by the Member.

Members must be able to provide supporting documentation on request from the parties involved to be able to complete their CPD register and keep records of recognised and valid proof.

These records must be kept for a period of five (5) years after the relevant reporting period. Examples of information that should be supported by your records are:

- Date
- Type of activity (e.g. training, seminar, workshop, etc.)
- Training provider
- Presenter(s)
- Duration
- Verifiable (e.g. assessment results, signed attendance registers, etc.)
- Topics / activity objectives

The Institute reserves the right to inspect Members' records at their sole discretion.

Reciprocity agreements with other institutes

The Institute has signed memorandums of understanding (MOU) with various other professional bodies, which provides for, *inter alia,* the recognition of each other's training, events and other interventions for CPD purposes. Members can obtain more information from the Institute in this regard.

Accreditation of CPD providers

Although not compulsory, CPD providers who wish to register their CPD programmes for recognition and award of CPD hours must apply to the Institute on the CPD application form for evaluation of their CPD programmes.

Disciplinary sanctions for non-compliance

Non-compliance with the CPD policy is regarded in a serious light. Any such matters may be referred to the Disciplinary Committee to be dealt with in terms of the Disciplinary Policy.

If a situation of non-compliance is rectified, the Member may apply to the Institute for a reversal of the disciplinary sanction. Reversal of sanctions is within the sole discretion of the Institute.

Exemptions

Designation holders with special circumstances require proper authorisation to be exempted from CPD requirements.

A written application to the Institute should be accompanied by sufficient evidence substantiating the circumstances. For example, a designation holder going on maternity leave may apply to the Institute for a 'maternity leave' extension of the CPD period and/or for the requisite hours to be reduced in accordance with the reduced annual cycle.

Verifiable CPD activities examples:

CPD activity	Examples of evidence	Eligibility
Events • Workshops (Includes professional non-accredited training workshops) • Lectures, formally facilitated classroom training • Attending conferences and seminars offered by approved CPD providers. • Attending conferences and seminars offered by non-approved providers – apply to the Institute for approval	• Signed attendance register • Certificate of attendance/ completion • Agenda of programme • Certificate of attendance	1 hour for each hour of productive attendance (coffee and lunch breaks are excluded)
Credit bearing programmes • Successful completion of credit bearing programmes registered with SAQA presented by higher education institutions or accredited training providers	• Statement of results • Certificate issued by the provider with SAQA ID number	1 CPD hour each hour of productive attendance (coffee and lunch breaks are excluded) (Maximum of 15 hours per annum)
Presenting / facilitating • Presentations at conferences and seminars • Presentations for in-house CPD approved sessions • Presentations pertaining to compliance and related acceptable content	• Agenda of event • Power Point presentations • Participant handouts	5 hours for each hour of presentation. This includes preparation time.
Training • Attend training programmes (online or otherwise)	• Evidence that programmes were successfully completed • Certificate of completion • Training handouts / slides	1 hour for each hour of productive attendance (coffee and lunch breaks are excluded)

CPD activity	Examples of evidence	Eligibility
	• Signed attendance register	
Professional exams and assessments • Prepare for and writing the exam • Compiling the exam • Marking the exam • Assess work experience of candidates • Participate in panel interviews of candidates	• (Own) exam results • Institute's records of involvement by the member	1 hour for each hour of the exam / marking / panel interview (maximum of 15 hours per annum)
Industry related published research	• Title of research article or publication • Link to, or copy of the publication	1 hour for each hour of research to a maximum of 30 hours per CPD cycle
Technical discussions or meetings as agreed with the Institute	• Agenda and minutes of meetings or discussions • Signed attendance register	1 hour for every hour productively spent in discussion or meeting
Committee work or other work done for the Institute as agreed with the Institute	• Agenda and minutes of meetings or discussions	1 hour for every hour productively spent in discussion or meeting (maximum of 8 hours for the same meetings per annum)
Coaching and mentoring (including mentees) as agreed with the Institute	• Evidence of coaching / mentoring session, e.g. agreed development plan, minutes, etc. • Signed document when sessions take place	Maximum of 15 hours for mentors per annum, maximum of 8 hours for mentees

CPD Review Coordinator:	Version Number:	Date approved by ET&P Committee	Date of next review:
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