

CIPS CPD Audit Process

CIPS is committed to upholding the status that the award of **Chartered Procurement and Supply Professional** confers upon Members who have completed a minimum of 30 hours Continuing Professional Development (CPD) and have a valid Ethics Certificate in place. The CIPS CPD Audit Process is the appropriate conduit through which to achieve this commitment.

The process map below clearly sets out the end to end process that any Member selected for an audit review of their CPD records can expect to progress through. If you have any queries relating to this process please contact CIPS using this dedicated email address cpdaudit@cips.org

“Audit points” will take place on a quarterly basis, ie the January, April, July and October in every calendar year. An “Audit Point” commences when the random sample of Members will be taken for that quarters running of the audit process.

Who will be selected for audit?

Any Member who has used either self-declaration for the completion of 30 hours CPD or used the CIPS online CPD tool within the 3 months prior to the “Audit Point” will be in the eligible sample pool. CIPS will take a representative sample from the pool based upon the Region the Member is based in, the length of time since MCIPS/FCIPS was awarded and whether the Member has either self-declared or used the CIPS on-line CPD Tool.

Members who have had a career break, for redundancy, parental leave or retirement, within the 12 months for which they have declared 30 hours of CPD will be required to provide evidence of their career break as part of the audit process.

How do I know that this process is both fair and robust?

The process with associated timelines is set out below, providing transparency and clarity of expectations for Members that are selected. The process will be administered by the Professional Development Team and the overall accountability for the smooth operation of the Member journey through the process and the review of CPD evidence will be held by an appointed CPD Audit Panel, all members of this Panel will be either MCIPS or FCIPS status. In the event that a Member makes an appeal against the decision made by the CPD Audit Panel then the final decision will be made by the Group Professional Development Director.

What type of evidence will be taken into consideration during the audit review?

This list is not exhaustive but will as a minimum include the following:-

- Has a minimum of 30 hours CPD been logged?
- Has a **Learning Statement** been completed for each logged CPD entry?
- Does each Learning Statement clearly articulate what the new learning is and how it is anticipated that it will be applied to future working practise?
- Has the Member held a valid Ethics Certificate continuously for the prior 12 months with no breaks?

How long will the audit process take?

Assuming the prompt response to the initial request for CPD documentation, the Member can expect to receive the conclusion of their review within 8 weeks from the submission of their evidence. Members will receive notification of this outcome from the Professional Development Team via the cpdaudit@cips.org email address.

Members will be notified that their CPD records are required for audit and will be given 4 weeks in which to submit their records by email to cpdaudit@cips.org

What happens if I do not respond promptly to the request for submission of CPD evidence?

If no return has been submitted in response to the audit request, members will be sent an email advising them that they have 2 further weeks to respond and highlighting that the next step will be withdrawal of the Chartered Status. At the end of this period the member will receive an email and phone call to confirm the start of withdrawal process.

How will my CPD evidence be graded?

- a. **Accepted** – no further input required from the Member, Chartered Procurement and Supply Professional status remains
- b. **Accepted only with further information** - Chartered Procurement and Supply Professional status remains however the Member will be re-entered into the sample pool within the cycle for the calendar year
- c. **Rejected** – The Member is offered the opportunity to make an appeal against the decision of the CPD Audit Panel and offer up further NEW information within 2 weeks for consideration to permit the maintenance of the Chartered Procurement and Supply Professional status. The Member will incur a fee of £100.00 if the appeal is unsuccessful.
- d. **Removal** – Chartered Procurement and Supply Professional status will be removed with immediate effect and the Professional Register amended accordingly should c. above be upheld. The member may continue to use their MCIPS or FCIPS designation but will no longer be eligible to use the Chartered Procurement and Supply Professional suffix.

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