

# *Frequently asked questions on CPD*

## 1 *Why is CPD important?*

Continuing Professional Development (CPD) is recognised as good practice for professionals in their field of expertise. Being a CIPS member demonstrates a commitment to the procurement and supply profession but additional CPD evidences that your knowledge and skills are up-to-date. Undertaking and maintaining a CPD programme and recording your current development activities demonstrates that you are keeping abreast of changes in the procurement environment.

## 2 *Is CPD mandatory for CIPS membership?*

CPD is good practice but is not mandatory for CIPS members.

MCIPS is recognised globally as the professional standard. Achieving MCIPS and further committing to CPD reinforces the professional standard of MCIPS, so CPD is mandatory for those members who wish to apply for Chartered Professional status.

## 3 *What are CIPS CPD requirements?*

CIPS recommends you undertake a minimum of 30 CPD hours in a 12-month period, to keep up-to-date and be able to respond competently to changes in the business environment, organisational requirements or client needs.

The Guide to CIPS CPD (Appendix 1) highlights the extensive range of activities which can be included.

In line with best practice, your CPD hours should be recorded and supporting evidence and learning statements for each activity should be retained. To ensure the quality of CIPS CPD programme a sample of CPD records are audited annually.

## 4 *If I have a career break do I continue CPD?*

If you have a career break for parental leave, physical or mental ill-health, or redundancy you may have a break in your CPD activity. However, you may choose to use CPD activities to keep you in touch with your profession and even support your re-entry into work. In the CIPS Guide to CPD Appendix 1 there is a list which indicates the wide range of CPD activities available. This includes attending branch events, getting yourself up-to-speed through reading professional journals and web-based resources, e-learning and including return-to-work inductions as part of your CPD.

If your CPD record is selected for auditing purposes, you will be asked to provide evidence confirming your break in work. If you have concerns about how to record your CPD during this time contact CIPS Professional Licensing team at [charter@cips.org](mailto:charter@cips.org) or refer to the CIPS Chartered Status Policy on Career breaks. For further details on CIPS CPD career break policy.

## 5 *What counts towards my 30 hours CPD?*

Anything that increases your knowledge and skills in a way that makes you more effective as a practising procurement professional can be considered valid CPD and contributes to your 30 CPD hours. While responsibility for the choice of development activities is yours, you may wish to agree them in conjunction with your employer based on your role and personal circumstances.

We have produced some useful guidance to help you develop an effective CPD plan and with suggestions for the types of activities which you can include ([Your Guide to CIPS CPD](#)).

#### 6 What CPD activities does CIPS offer members?

CIPS offers a wide range of activities to support members CPD. These range from CIPS branch events and special interest groups, to CIPS qualifications, e-learning and access to CIPS extensive online Knowledge resources. You may access information on all and any of these via [CIPS website](#).

#### 7 How should I record my CPD?

There are a number of ways to record your CPD activity. If your employer has an appraisal system which includes CPD then you may use that. If not, you may use the CIPS online CPD tool, available through MyCIPS or you may set your own manual record. CIPS expects individuals to spend at least 30 minutes on any individual CPD activity.

Whichever way you record the activity you should retain supporting evidence that you undertook it. In addition, best practice directs you to make a learning statement for each activity reflecting on how the activities have contributed to your professional development.

#### 8 How do I use the MyCIPS online CPD tool?

To make recording CPD activity easy for members CIPS has an online CPD recording tool, which is available on your MyCIPS page.

**IMPORTANT:** The CPD hours for many CIPS activities are automatically uploaded into your MyCIPS online CPD record. However, to make these hours 'live' you need to provide a learning statement for each activity on the online system.

#### 9 What is a learning statement?

A learning statement is a written statement which encourages you to reflect on the impact of your development activity. It can be a single sentence or a paragraph, the choice is yours. When drafting a learning statement you should consider how your chosen CPD activity has had a positive impact on you, your work, your work environment, your clients or customers.

#### 10 Do I submit my CPD record to CIPS?

You do not need to submit your CPD record to CIPS unless it is requested as part of the CPD auditing process. CIPS will audit a random sample of members' records each year to check they have been fully and correctly completed.

If you wish to achieve Chartered Status you will need to have your CPD hours recorded in the CIPS CPD Tool or you will be asked to self-declare that you have evidence of your CPD to support your application and during your annual membership renewal process.

#### 11 If my CPD record is selected for audit what do I need to provide?

If your CPD record is selected for auditing purposes you will need to provide:

- a A record of the activities you have undertaken
- b The time recorded against each activity
- c A learning statement for each activity.

for the 12 month period preceding your last renewal date. See also CIPS CPD Audit Policy and Process.

It is recommended that you keep evidence of the activity you have completed, in case your record is selected for audit. Appendix A, in Your Guide to CIPS CPD, provides suggestions for suitable evidence.