CIPS
Chartered Institute of
Procurement & Supply

01
CPD
HOURS

30
CPD
HOURS

Your Guide...
to CIPS CPD

Contents

Introduction to CIPS CPD

What is CIPS CPD?

Continuing Professional Development (CPD) is a career-long process of improvement, undertaken to ensure CIPS members' skills and knowledge are up-to-date. Continuing Professional Development (CPD) is recognised as good practice for professionals in their field of expertise. It enables members to continue to develop and enhance their knowledge and skills, beyond their qualifications, maintaining their competence and ability to succeed in a fast-changing business environment. Using CIPS CPD framework members can set themselves apart from the other practitioners in their field.

Who is CIPS CPD for?

CPD is for every CIPS member. 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.

Whether you are a Studying Member, Affiliate, Associate, MCIPS or Fellow, whether you are studying, working full or part-time, or undertaking a career-break, CIPS CPD supports your career progression.

How is CPD recognised?

CPD is central to CIPS Chartered Status recognition, highlighting the importance placed on the professional development of members. CIPS Chartered Status is only available to MCIPS and FCIPS members who have an up-to-date CPD record and have a current CIPS Ethical Procurement and Supply Certificate. Details of members who have completed their CPD and secured Chartered Professional Status, will be displayed on the CIPS Professional Register. More information on Chartered Status is provided later in this Guide.

Benefits of CIPS CPD

Getting the most benefit from your CPD

To get the most from CPD, activities should address an individual's personal development needs. Ideally CPD follows four stages:

- Identification of development needs and activities to address them
- Carrying out development activities
- Recording time spent and retain evidence of the activity
- Reflecting on the objectives of the CPD activity and how it has met those objectives in a learning statement.

To help plan your CPD, CIPS has published a Global Standard for Procurement and Supply. The Global Standard is a competency framework of four pillars with eleven themes and describes through clear statements the knowledge and skills expected from individuals at the different stages of their career in procurement and supply from the role of an assistant buyer to the CPO and senior management roles. This is a valuable resource for planning your CPD and is available free to download from the CIPS website. The Standard is annually reviewed to ensure the profession continues to meet the needs of organisations globally.

How CPD benefits you

CPD helps to ensure that you have the knowledge and skills necessary to succeed in a competitive employment market. It helps you:

- Build public confidence and credibility
- Respond to change through current skills and knowledge
- Meet your career goals by addressing gaps in your personal development plan
- Benefit from greater career choice, employment mobility and earning potential.

How CPD benefits your organisation

CPD also benefits the organisation you work for, through:

- Improving workplace performance
- Building employee skills and confidence
- Boosting morale and staff motivation
- Unlocking talent and potential within the organisation

It is particularly valuable to the organisation when the CPD choices that you make support your contribution to the business plan and objectives.

CPD Activities

What activities can be recorded as CPD?

Almost everything that improves your knowledge and skills is considered as CPD. To help structure your development planning, learning activities fall into three categories: Knowledge, Skills and Personal Development. CIPS does not require you to have a fixed proportion of your CPD in any one category, you should choose activities which address your development needs. CIPS expects individuals to spend at least 30 minutes on any individual CPD activity.

It is not possible to list all learning activities which you can record but here are some examples:

Category	What it means	Examples of activities
Knowledge	Improving your theoretical and practical knowledge of **procurement**	Formal training and tuition, Reading books and journals online research, e-learning, webinars, podcasts. CIPS qualifications and other educational studies.
Skills	Improving your ability to do your job as a **procurement** professional	Attendance at short courses and training events (CIPS and non CIPS). On the job development, receiving coaching or mentoring.
Personal Development	Improving **non-procurement** related knowledge and skills	Giving presentations, coaching or hosting a WebEx to impart knowledge to others. Learning a language, non-procurement related training. Voluntary work.

For more detail please refer to Appendix 1: What counts as CPD?

How many CPD hours are required each year?

CIPS recommends you undertake at least 30 CPD hours every 12 months in order to keep up-to-date and be able to respond competently to changes in the business environment, organisational requirements or client needs. This is a modest amount given the range of activities which qualify. For guidance calculating CPD hours please refer to Appendix 1: What counts as CPD?

Recording your CPD

How do I record my CPD activity?

There are a number of ways to record your CPD activity and CIPS is not prescriptive about the format. 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 your MYCIPS. Alternatively you may set your own manual record. To help clarify the structure and content for a manual record we have produced some supporting materials Appendix 2: A CPD template and worked example. When deciding on the format, it is worth considering how you will submit your record if you are selected to submit your record as part of the CIPS CPD audit.

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.

What is a learning statement?

A learning statement is a written statement which encourages you to reflect on the impact of your development activity and how the learning has helped you achieve your desired learning outcomes. 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 suppliers or customers.

Validating your CPD with learning statements

For any and every learning activity you do need to complete a learning statement. Only CPD activities which have a learning statement are added to your total CPD hours which contribute towards your CPD status. As long as you can evidence your learning and complete the learning statement then the hours will count towards your total for your CPD year.

Submission of your CPD record

CPD is a process designed to support members' career development. You do not need to submit your CPD record and evidence to CIPS unless you are asked to provide it as part of CIPS CPD audit process.

Recording your CPD using your MyCIPS Account

All members can record learning activities during their CPD year on their personalised online CPD account which is located in your MyCIPS area of the CIPS website.

Using your MYCIPS online CPD account

To make recording CPD activity easy for members CIPS has produced an online CPD recording tool – which is available through your MYCIPS page

Automatic updating of MYCIPS online CPD account

The following are examples of learning activities that are automatically uploaded to your CPD account:

Attending as a delegate at:

- CIPS Branch events
- CIPS Member events such as Fellows events
- CIPS Special Interest Group events

Participating as a student on:

- CIPS Training courses
- CIPS e-learning courses
- CIPS Masterclasses

All CIPS Assessments*

- CIPS exams
- CIPS e-tests

* *Note that CIPS Assessments are automatically added to the CIPS CPD system on the date results are released.*

IMPORTANT: CPD hours are only added to your learning total once you have validated them by completing your learning statement.

For other learning activities, which are not automatically uploaded to your CPD account, you can update your CPD account manually. Simply ensure you record your learning within your CPD account and the CPD tool will do the rest. The CPD tool will calculate how many CPD hours you have recorded in each category and will total the number of CPD hours that will complete your annual CPD statement which supports your annual membership renewal. If you are unsure how many hours to claim for each activity there is a guide in Appendix 1: What counts as CPD?

CPD and special circumstances

Career breaks and maintaining CPD

If you have a career break for parental leave, physical or mental ill-health, leave of absence, or redundancy you may have a break in your CPD activity. CIPS are keen to support our members throughout their careers so if you have concerns about how to record your CPD during this time, you should contact CIPS Professional Licensing Team.

During a career break CPD activities can help to keep you in touch with your profession and even support your re-entry into work. In the Guide to CIPS 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.

CPD hours for studying members and volunteers

Studying members

As a studying member, there will be many opportunities for you to add learning activities to your CPD account. These may include reading (or listening to a podcast), attending tutorials or lectures or attending a CIPS course. As long as you can evidence your learning and complete a learning statement for each learning activity, these will be recorded within your CPD account.

Additionally, for each CIPS assessment (for example an exam, e-test) your CPD account will automatically be updated with a learning activity worth 5 CPD hours. This is because we recognise the learning commitment you have made in order to undertake the assessment, regardless of whether you pass or fail that assessment. This learning activity will be shown within your CPD account when assessment results are released as this is when CIPS confirms candidate attendance. You will need to log in and complete your learning statement for the learning activity in order for the CPD hours to be included within your total for your CPD year.

Volunteering with a CIPS branch or Special Interest Group (SIG) as CPD?

Events run by branches and SIGs that have a significant element of learning and development are eligible as CPD. For example, members attending a branch event will have their CPD accounts automatically updated with a learning activity worth 2 CPD hours.

Don't forget to complete your learning statement for the learning activity in order for the CPD hours to be included within the total for your CPD year.

Voluntary activities can be added manually to your CPD account as learning activities within the personal development category.

CPD and Professional Chartered Status

Chartered Status

The award of Chartered Status recognises the well-developed skills, knowledge and professionalism of those working in the procurement and supply profession. Chartered Status reinforces the globally recognised professional standard of MCIPS by evidencing members' commitment to continuing professional development (CPD) and ethical procurement, by passing CIPS Ethical Procurement and Supply Certificate.

It allows MCIPS and FCIPS members the opportunity to have their professionalism recognised continually and is an enhancement to the current MCIPS and FCIPS status.
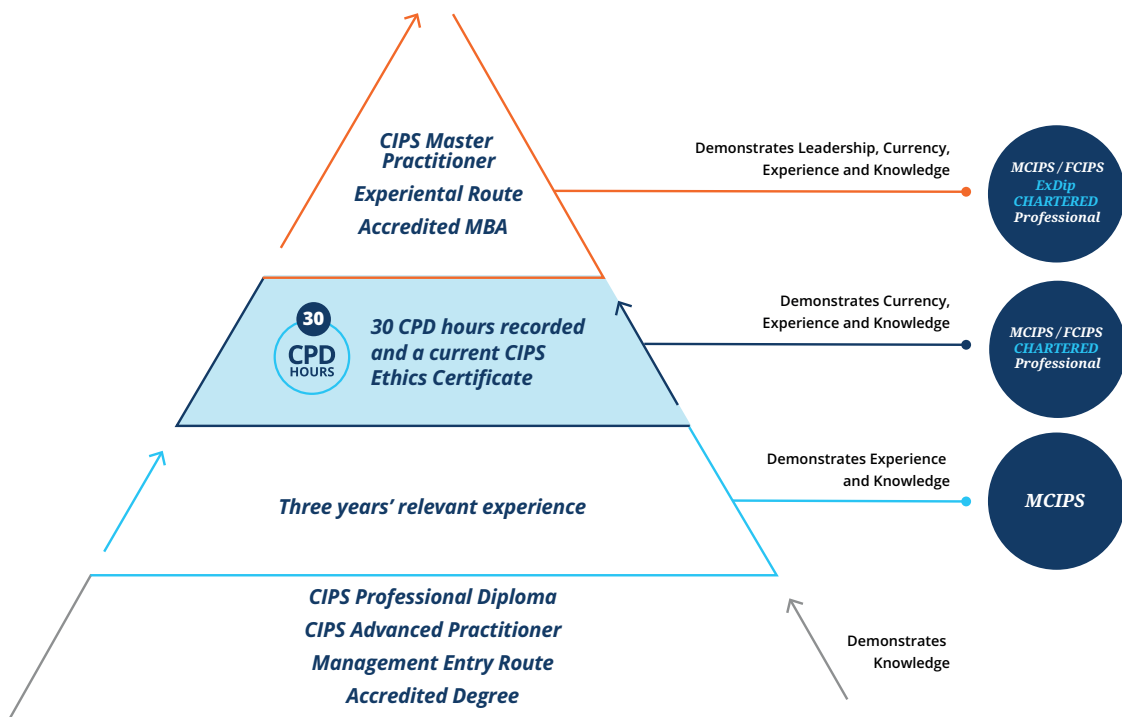
The requirements of Chartered Status

The requirement for Chartered Status is:

- Membership of the Chartered Institute of Procurement and Supply (CIPS)
- MCIPS or FCIPS status reflecting professional qualifications and experience
- Have a current CIPS Ethical Procurement and Supply Certificate
- 30 hours CPD recorded in the CIPS CPD Tool or a Self-declaration of 30 hours CPD over the previous 12 months.

The role of CPD in achieving Chartered Status

CPD is mandatory for those members who wish to apply for Chartered Professional status.

CIPS Master Practitioner
Experiental Route
Accredited MBA

30 CPD HOURS — 30 CPD hours recorded and a current CIPS Ethics Certificate

Three years' relevant experience

CIPS Professional Diploma
CIPS Advanced Practitioner
Management Entry Route
Accredited Degree

Demonstrates Leadership, Currency, Experience and Knowledge — MCIPS / FCIPS ExDip CHARTERED Professional

Demonstrates Currency, Experience and Knowledge — MCIPS / FCIPS CHARTERED Professional

Demonstrates Experience and Knowledge — MCIPS

Demonstrates Knowledge

Applying for Chartered Status

Application for Chartered Status is an easy process through MYCIPS as CIPS holds records of your membership, your MCIPS or FCIPS status, CPD hours recorded in the CIPS CPD Tool and whether your CIPS Ethical Procurement and Supply certificate is current.

Simply click on the 'Upgrade' button and you will be taken through a process which confirms those areas where you are already meeting the Chartered Status requirements and those areas where additional action is required. Within the Chartered Status Upgrade process you will be asked to make a self-declaration that you have completed 30 hours of CPD.

When you have met all the requirements and click on 'Upgrade' your status as a Chartered Procurement and Supply Professional will automatically be recognised on the CIPS Professional Register.

After your initial upgrade to Chartered Status the renewal process for Chartered Status will take place at the same time as your CIPS membership renewal.

Recognising your Chartered Status

When you upgrade to Chartered Status your status will automatically be recognised on the CIPS Professional Register and you can then use the suffix MCIPS, Chartered Procurement and Supply Professional or FCIPS, Chartered Procurement and Supply Professional, as appropriate.

Self-declaration and auditing CPD for Chartered Status

For the purpose of achieving and retaining Chartered Status recognition, MCIPS and FCIPS members can use the CIPS CPD self-declaration facility to record their CPD commitment and activity, no further records are required. As CIPS holds member information on all the components for Chartered Status except CPD, only the CPD element will be audited.

Audits will be randomly sampled in line with CIPS CPD auditing process. It should be noted that if your CPD is requested for audit you are expected to be able to provide your CPD record with supporting evidence. Having a complete CPD record is a condition of Chartered Status.

Appendix 1: What counts as CPD?

CPD Category	Learning Activity Type	Examples	Examples of evidence required when adding to CPD record	How many CPD hours can I claim?
Knowledge	Conference	Attending a conference with a theme related to the procurement profession	Certificate or confirmation of attendance	1 CPD hour for each hour at a conference (do not include breaks)
	Job shadowing	Observing someone in a different role in order to develop knowledge	Company name, department, job title and description of training	1 CPD hour for each hour job shadowing
	Non-CIPS e-learning	Completing an e-learning course outside of the CIPS Academy site	Certificate or confirmation of completion	1 CPD hour for each hour of the e-learning course
	Non-CIPS award or qualification	Achieving a non-CIPS qualification or award which will improve your knowledge related to the procurement profession	Award or qualification certificate	Up to 30 CPD hours for each qualification or award achieved
	Reading	Reading a book, magazine, journal, research report or reading online resources such as an e-journal or CIPS Intelligence download or listening to a podcast or webinar	Title and author(s) of article / journal / book / podcast / webinar	1 CPD hour for each hour reading
	Seminar	Attending a seminar with a theme related to the procurement profession	Certificate or confirmation of attendance	1 CPD hour for each hour at a seminar (do not include breaks)
Skills	CIPS qualifications training	Attending lectures or tutorials while studying a CIPS unit, award or qualification	Certificate or confirmation of attendance	1 CPD hour for each hour at a lecture or tutorial (do not include breaks)
	On the job learning	On the job development - learning undertaken as part of your own role, or one you have been contracted to undertake.	Company name, department, job title and description of training	1 CPD hour for each hour undertaking on the job learning
	Receiving coaching/ mentoring	Receiving coaching or mentoring to improve skills or behaviours	Confirmation letter from line manager, coach or mentor	1 CPD hour for each hour being coached or mentored
	Training course/ workshop	Attending a training course or workshop related to the procurement profession including CIPS skills training events or Corporate Award training	Certificate or confirmation of attendance	1 CPD hour for each hour at training course/ workshop (do not include breaks)
	Conference	Attending a conference with a theme not related to the procurement profession	Certificate or confirmation of attendance	1 CPD hour for each hour at a conference (do not include breaks)
Personal Development	Imparting knowledge	Coaching or mentoring another, giving a presentation or writing an article or report	Description of the situation, audience, topic	1 CPD hour for each hour imparting knowledge
	Non-CIPS award or qualification	Achieving a non-CIPS qualification or award which is not related to the procurement profession	Award or qualification certificate	Up to 30 CPD hours for each qualification or award achieved
	Other	Other learning activities not listed in this guide	Description of your learning activity with evidence of participation	1 CPD hour for each hour of learning
	Seminar	Attending a seminar with a theme not related to the procurement profession	Certificate or confirmation of attendance	1 CPD hour for each hour at a seminar (do not include breaks)
	Training course/ workshop	Attending a training course or workshop not related to the procurement profession	Certificate or confirmation of attendance	1 CPD hour for each hour at a training course (do not include breaks)
	Voluntary work	Contributing to the community including work undertaken by CIPS branch committee or board of management members, or charity work	Description of your voluntary role and activity	1 CPD hour for each hour volunteering

Appendix 2: A CPD template and worked example

Continuing Professional Development (CPD) template

Date	Activity	Hours*	Learning Statement**	Evidence

A minimum level of CPD activity is 30 mins
**A learning statement should indicate the impact the activity has had on you, your work, your customers or suppliers.*

Continuing Professional Development (CPD) template – worked example

Date	Activity	Hours*	Learning Statement**	Evidence
00/00/18	Presentation from an organisation on sustainable procurement	3	Information on their supplier audit useful as a template for ours.	Meeting minutes
00/00/18	HR briefing on new company e-Learning	2	New modules will be valuable addition to our supply chain apprentice training.	Senior team briefing minutes
00/00/18	Essex branch meeting GDPR talk	2	Highlighted issues re. sharing supplier info with partners. Change contract wording?	CIPS attendance sheet
00/00/18	CIPS Ethics test	4	Good practice on ethical procurement – brief team. Look up new contract legislation.	CIPS certificate
00/00/18	CIPS Knowledge resources Contract Management	1 : 30	Used templates for Contract Management Cycle, Category Plan template, RAQSCI to develop own version.	Copy of own version of contract cycle
	SUB - TOTAL	12 : 30		

A minimum level of CPD activity is 30 mins
**A learning statement should indicate the impact the activity has had on you, your work, your customers or suppliers.*