

## 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