Your guide to CIPS CPD
Many of the jobs we do today will continue to change at an increasing rate, meaning that current knowledge is effectively a perishable good. The people best equipped to succeed will be those who display ‘learning agility’, the ability to learn and acquire new behaviours rapidly and effectively. Your future prosperity and career success, therefore, depends on your willingness to renew your portfolio of knowledge, skills and competences.
Introduction to CPD

What is CPD?
Continuing Professional Development (CPD) is a lifelong process of improvement through recognising, recording and reflecting on learning experiences. It is the means by which professionals maintain and enhance their knowledge and skills to complement both their current job role and career progression.

All CIPS Members are already likely to be participating in learning activities which contribute towards their CPD without realising it. Almost everything that improves your knowledge and skills is considered as CPD. CPD involves taking responsibility for your own learning throughout your working life to ensure you remain competent.

Who is CIPS CPD for?
CIPS CPD is for every CIPS member. Whether you are a studying member, Affiliate, full Member or Fellow, whether you are studying, working full- or part-time, or undertaking a career-break, CIPS CPD helps you stand out and stay ahead.

CPD benefits

How CIPS CPD benefits you
By taking a planned and structured approach to continuous learning throughout your career you’re more likely to:
> Perform better in your current job
> Gain a competitive advantage over peers
> Achieve greater choice, employment mobility and earning potential
> Boost your self-confidence
> Develop your professional capability and enhance your reputation

How CIPS CPD benefits your organisation
The organisation you work for can benefit from your commitment to Continuing Professional Development. Your hard work can lead to:
> Higher workplace performance
> Up skilling of staff
> Improved morale and staff motivation
> Development that can be linked to the needs of the organisation
> Unlocking of talent and potential within the organisation
> Prove to employers your commitment to professionalism

CIPS support for your CPD
You are already likely to be participating in CPD activities without realising it. Your personalised CIPS CPD account, accessible from www.cips.org/cpd provides you with:
> Online tools to record your CPD activities, produce reports and encourage reflection on your learning.
> Automatic updating of your CPD account when you:
  > attend CIPS events including branch events, member events, training courses and MasterClasses
  > complete CIPS assessments including exams, e-tests and work-based assessments
  > complete CIPS e-learning courses.
CPD activities

What activities can be recorded as CPD?
Almost everything that improves your knowledge and skills is considered as CPD. To help you structure your development, learning activities fall into three categories: knowledge, skills and personal development. It is not possible to list all learning activities which you can record but here are some examples:

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

For more detail please refer to “What counts as CPD?”

What are CPD hours?
CPD hours reflect the amount of time you have spent on your learning activity. All learning is recorded as CPD hours and CIPS defines how many hours can be claimed for each learning category.

What is a CPD year?
All members can record learning activities during their CPD year on their personalised online CPD account. Your CPD year runs from your membership commencement to renewal date.

How many CPD hours should I aim for each CPD year?
CIPS recommends you undertake at least 30 CPD hours per year as a minimum 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.

However, in order to help you perform at a higher standard and support your career progression; CIPS recommends you undertake at least 45 CPD hours each year.

How many CPD hours can I claim for a learning activity?
Find out how many hours you can claim for a CIPS learning activity by referring to the following “What counts as CPD”.

Can I backdate or carry over CPD hours?
No. CIPS CPD is about regular, ongoing development each year. Therefore we cannot accept backdated hours and you cannot carry over hours into the next CPD year.
Updating my CPD account

How are CPD hours allocated to my CPD record?
Some learning activities are automatically uploaded to your CPD account. For these activities, the number of CPD hours that can be claimed are also recorded.

Important: Don’t forget to log in to your CPD account and complete a learning statement as CPD hours are only added to your learning total once you have completed your learning statement.

For other learning activities which are not automatically uploaded to your CPD account, you can update your CPD account manually. Refer to “What counts as CPD” to determine how many hours you can claim.

Which learning activities are automatically added to my CPD account?
The following learning activities are automatically uploaded to your CPD account:

Attending:
> CIPS branch events
> CIPS member events such as Fellows events
> CIPS Special Interest Group events

Participating on:
> CIPS training courses
> CIPS e-learning courses
> CIPS MasterClasses

All CIPS Assessments*
> CIPS work-based assessments or projects
> CIPS exams
> CIPS e-tests

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

Learning statements
For any and every learning activity you do you 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. A learning statement reflects on the learning you have gained from the activity and considers how the learning has helped you achieve your desired learning outcomes.

As long as you can evidence your learning and complete the learning statement on the system then the hours will count towards your total for your CPD year.
Incentives and recognition

**Are there any incentives for undertaking CPD?**
The main incentive for undertaking CPD is keeping up-to-date in terms of knowledge and practice, thus remaining competitive in the job market. By recording and reflecting upon your CPD you may qualify for silver or gold CPD status.

**Do I receive recognition for my CPD learning?**
Yes. By recording and reflecting upon your CPD you may qualify for silver or gold CPD status.

**How can I achieve silver or gold CPD Status?**
There are three categories of CPD activity:
- Knowledge – improving your theoretical and practical knowledge of procurement
- Skills – improving your ability to do your job as a procurement professional
- Personal development – improving non-procurement related knowledge and skills

To achieve silver or gold CPD status, you must record CPD hours in every category during your CPD year. However there are both a minimum and a maximum number of CPD hours for the personal development category which can contribute towards your CPD status.

<table>
<thead>
<tr>
<th>CPD category</th>
<th>Knowledge</th>
<th>Skills</th>
<th>Personal development</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum recorded CPD Hours</td>
<td>Maximum recorded CPD Hours</td>
<td>Minimum recorded CPD Hours</td>
</tr>
<tr>
<td>Silver (≥ 30 CPD hours)</td>
<td>1 hour</td>
<td>No max</td>
<td>1 hour</td>
</tr>
<tr>
<td>Gold (≥ 45 CPD hours)</td>
<td>1 hour</td>
<td>No max</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

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 CPD category and it will show you a summary of how many CPD hours you have recorded in each CPD category, and a summary of how many CPD hours contribute towards your CPD status.
My circumstances

As a studying member can my studies be recorded as CPD?
Yes, 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, work-based assessment, 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.

As a volunteer with a CIPS branch or Special Interest Group (SIG) can this be recognised 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 two 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 their CPD year.

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

Auditing of CIPS CPD

How is CIPS CPD monitored?
CIPS expects its members to conduct themselves in accordance with the standards laid out in our Code of Professional Ethics. Where an individual has achieved silver or gold CPD status, CIPS will audit your CPD account by reviewing learning statements and evidence that has been uploaded. CIPS reserves the right to contact members about the content of their CPD account if necessary.
### What counts as CPD

<table>
<thead>
<tr>
<th>CPD category</th>
<th>Learning Activity Type</th>
<th>Examples</th>
<th>Examples of evidence required when adding to CPD record</th>
<th>How many CPD hours can I claim?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>Conference</td>
<td>Attending a conference with a theme related to the procurement profession</td>
<td>Certificate or confirmation of attendance</td>
<td>1 CPD hour for each hour at a conference (do not include breaks)</td>
</tr>
<tr>
<td></td>
<td>Job shadowing</td>
<td>Observing someone in a different role in order to develop knowledge</td>
<td>Company name, department, job title and description of training</td>
<td>1 CPD hour for each hour on job shadowing*</td>
</tr>
<tr>
<td></td>
<td>Non-CIPS e-learning</td>
<td>Completing an e-learning course outside of the CIPS academy site</td>
<td>Certificate or confirmation of completion</td>
<td>1 CPD hour for each hour of the e-learning course</td>
</tr>
<tr>
<td></td>
<td>Non-CIPS award or qualification</td>
<td>Achieving a non-CIPS qualification or award which will improve your knowledge related to the procurement profession</td>
<td>Award or qualification certificate</td>
<td>Up to 30 CPD hours for each qualification or award achieved</td>
</tr>
<tr>
<td></td>
<td>Reading</td>
<td>Reading a book, magazine, journal, research report or reading online resources such as an e-journal or CIPS Knowledge download or listening to a podcast or webinar</td>
<td>Title and author(s) of article / journal / book / podcast / webinar</td>
<td>1 CPD hour for each hour reading*</td>
</tr>
<tr>
<td>Seminar</td>
<td>Attending a seminar with a theme related to the procurement profession</td>
<td>Certificate or confirmation of attendance</td>
<td>1 CPD hour for each hour at a seminar (do not include breaks)</td>
<td></td>
</tr>
<tr>
<td>Skills</td>
<td>CIPS qualifications training</td>
<td>Attending lectures or tutorials while studying a CIPS unit, award or qualification</td>
<td>Certificate or confirmation of attendance</td>
<td>1 CPD hour for each hour at a lecture or tutorial (do not include breaks)</td>
</tr>
<tr>
<td></td>
<td>Job role change</td>
<td>Gaining a promotion or new job role</td>
<td>Job or promotion offer letter</td>
<td>Up to 5 CPD hours for promotion or new job role</td>
</tr>
<tr>
<td></td>
<td>On the job learning</td>
<td>On the job development - learning undertaken as part of your own role, or one you have been contracted to undertake.</td>
<td>Company name, department, job title and description of training</td>
<td>1 CPD hour for each hour undertaking on the job learning*</td>
</tr>
<tr>
<td></td>
<td>Receiving coaching/mentoring</td>
<td>Receiving coaching or mentoring to improve skills or behaviours</td>
<td>Confirmation letter from line manager, coach or mentor</td>
<td>1 CPD hour for each hour being coached or mentored</td>
</tr>
<tr>
<td></td>
<td>Training course/workshop</td>
<td>Attending a training course or workshop related to the procurement profession including CIPS EPN events or Corporate Award training</td>
<td>Certificate or confirmation of attendance</td>
<td>1 CPD hour for each hour at training course/workshop (do not include breaks)</td>
</tr>
<tr>
<td>Personal development</td>
<td>Conference</td>
<td>Attending a conference with a theme not related to the procurement profession</td>
<td>Certificate or confirmation of attendance</td>
<td>1 CPD hour for each hour at a conference (do not include breaks)</td>
</tr>
<tr>
<td></td>
<td>Imparting knowledge</td>
<td>Coaching or mentoring another, giving a presentation or writing an article or report</td>
<td>Description of the situation, audience, topic</td>
<td>1 CPD hour for each hour imparting knowledge*</td>
</tr>
<tr>
<td></td>
<td>Non-CIPS award or qualification</td>
<td>Achieving a non-CIPS qualification or award which is not related to the procurement profession</td>
<td>Award or qualification certificate</td>
<td>Up to 30 CPD hours for each qualification or award achieved</td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>Other learning activities not listed in this guide</td>
<td>Description of your learning activity with evidence of participation</td>
<td>1 CPD hour for each hour of learning*</td>
</tr>
<tr>
<td>Seminar</td>
<td>Attending a seminar with a theme not related to the procurement profession</td>
<td>Certificate or confirmation of attendance</td>
<td>1 CPD hour for each hour at a seminar (do not include breaks)</td>
<td></td>
</tr>
<tr>
<td>Training course/workshop</td>
<td>Attending a training course or workshop not related to the procurement profession</td>
<td>Certificate or confirmation of attendance</td>
<td>1 CPD hour for each hour at a training course (do not include breaks)</td>
<td></td>
</tr>
<tr>
<td>Voluntary work</td>
<td>Contributing to the community including work undertaken by CIPS branch committee or board of management members, or charity work</td>
<td>Description of your voluntary role and activity</td>
<td>1 CPD hour for each hour volunteering</td>
<td></td>
</tr>
</tbody>
</table>

* Reading, on the job learning, imparting knowledge, job shadowing and ‘other’ CPD activity types have a maximum number of CPD hours that each can contribute towards your CPD status for a given CPD year. Up to 5 CPD hours from each of these learning activity types can contribute. Any excess hours will not contribute towards your CPD status; however they will be shown in your CPD statements.