

SUPPLEMENTARY REGULATIONS

Continuing Professional Development¹

Every individual Member except for Affiliates, Student members and Retired members must, subject only to the exercise of the Board of Trustees' discretion in exceptional cases:

- (a) at least once a year prepare a professional development plan for the next two years identifying his or her personal professional development needs;
- (b) in any two year period undertake a minimum of 50 hours CPD activity related to the undertaking or managing of planning;
- (c) maintain a written record of his or her CPD activity;
- (d) submit to the Chartered Institute on request and in such form as may be prescribed by the Chartered Institute:
 - (i) a copy of his or her current professional development plan and professional development plans covering the previous two years;
 - (ii) a written record of his or her CPD activity over the same period of two years, with an assessment of the value to him or her of each activity recorded and an explanation of the relationship between the CPD undertaken and the professional development plan or plans covering the period in question, taking into account any revisions to the plan made during the two year period;
 - (iii) where appropriate, an explanation of his or her reasons for not having complied with any part of this regulation.

Notes to Regulation:

- (i) CPD, or continuing professional development, is defined by the Chartered Institute as: 'The systematic maintenance, improvement and broadening of knowledge and skill and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life.' Work experience is not in itself CPD, although action-based learning undertaken on a structured basis to fulfil objectives identified in a member's professional development plan would generally be accepted as CPD.
- (ii) The Chartered Institute will provide practical advice on how to comply with the CPD regulations, including the prescribed form for the submission of professional development plans and written records of CPD activity.
- (iii) Chartered and Non-Chartered members who have retired from practice but who have *not* transferred to Retired Membership, remain subject to the CPD requirements of the Code.

¹ Requirements for CPD have been in place since 1992. Reconfirmed by the Board of Trustees, Dec 2022.