

會員評鑒之持續專業進修指引
Guidelines on Membership Accreditation Through CPD

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I. The Basic Principles of Membership Accreditation Through CPD

1. What is CPD?

CPD or Continuing Professional Development is sometimes referred to as Continuing Professional Training (“CPT”) or Continuing Professional Education (“CPE”). It is the systematic maintenance, improvement and broadening of knowledge, experience and skills, and the development of personal qualities helpful in the execution of professional duties throughout a career.

2. Why CPD?

No matter how experienced one is, one can never ignore the dynamic changes within one’s company, in the business sector, in the community and in the world at large. It is essential that a director does not allow his/her skills and knowledge to become obsolete and that he/she should keep up with the pace of changes in technology, legislation, regulation, knowledge, competitive pressures and social priorities, etc. It is the responsibility of a director to continually enhance his/her knowledge and expertise as a director; it is not enough to match present good practice and thereby to regard oneself as adequately equipped for the future.

HKIoD strongly believes that each director should engage in CPD throughout his/her career as a director, in the same way as this practice prevails among most professions. Consequently, HKIoD’s Code of Conduct includes the statement (article 11): “To pursue continuing professional development programmes for directors so as to master up-to-date knowledge, skills and best director practices”.

HKIoD takes an active part in encouraging and helping directors in CPD endeavours by providing information, guidance and opportunities for learning. In turn, these activities will help to increase learning capacity, generate personal satisfaction in fulfilling a director’s role, contribute to company success and to the well-being of the economy. The policy of CPD requirements and administration will be regularly reviewed and, if necessary, updated.

3. Essence of the HKIoD Membership Accreditation Through CPD

- 3.1 Undertaking CPD activities of a prescribed minimum time is an ongoing membership requirement of HKIoD.
- 3.2 Members are required to declare the time fulfilled in an honest system at year-end and are subject to request by HKIoD to produce CPD records in a random selection process.

II. Scope of CPD Activities

1. Categories of CPD

The scope of CPD activities is classified in the following two categories:-

1.1 Formal CPD: Activities of Formal CPD may be in the format of participation in a training course or an event such as a speaker meeting or a project or a task, all of which involves some form of interaction with other individuals.

1.2 Informal CPD: Informal CPD covers self-directed learning and any other form of learning where there is no interaction with other individuals.

2. CPD Activities

The following are some examples of CPD activities:-

- Formal CPD:-
 - ✓ Attending HKIoD training courses
 - ✓ Attending HKIoD speaker forums
 - ✓ Attending training courses of other bodies with relevance to director development.
 - ✓ Attending speaker forums of other bodies with relevance to director development.
 - ✓ Delivery of talks in HKIoD forums or facilitating HKIoD training courses.
 - ✓ Delivery of talks or facilitating training courses organized by other bodies with relevance to director development.
 - ✓ Organizing HKIoD talks or events.
 - ✓ Organizing talks or events of other bodies with relevance to director development.
 - ✓ Director work based: in-house training
 - ✓ Director work based: leading a new technique or discipline
 - ✓ Director work based: making a presentation after research
 - ✓ Director work based: coaching or mentoring regarding director practices
 - ✓ Service: HKIoD committee work
 - ✓ Service: board work or committee work regarding director practices in public duties

- Informal CPD:-
 - ✓ Knowledge from relevant books, general/business journals, general/business press, documentaries, videos, audio materials, distance-learning, e-learning, which is relevant to director development.
 - ✓ Authoring a paper or article with relevance to director development.

The above is a non-exhaustive list. The approach is certainly not to be stringent but to put in perspective the necessary factors that contribute towards CPD. Thus members may cite any activity from a wide spectrum of opportunities producing learning outcome, which may emerge in day-to-day activities. Emphasizing on substance rather than form, CPD may be attained not only from class-room activities but also in a variety of other ways, some incurring costs and some incurring service or self-study. Those who are concurrently members of other professional bodies may make cross-claiming of CPD from the same activities.

III. CPD-Time Requirements

1. Time Stipulation

HKIoD's CPD-time requirement is stipulated in **minimum Total CPD Hours** per year for Fellows and Members after careful review by the Council and is updated from time to time in accordance with current practices.

While the minimum is stipulated, all members are encouraged to exceed the stipulated minimum and reach higher standards.

The duration is the calendar year, which also falls within the financial year of HKIoD. Membership is renewed in January.

2. Exemptions

Exemptions of CPD undertaking will apply to the following:-

- a) Associates of HKIoD.
- b) Those who satisfy the "Rule of 100", whereby the sum of the member's age and number of years experience as a director is not less than 100.

Although not required to comply with the CPD-time requirement, those who qualify for exemption are still encouraged to pursue CPD as a recommended best practice.

IV. CPD Administration

1. Record-keeping

While HKIoD maintains records of attendance by members in training courses and events organized by HKIoD, records of participation in activities organized by other bodies, participation in board work service, self-study, etc are the responsibility of members. It will not be unreasonable to expect members to maintain their own records of CPD. To facilitate recording, members may use a simple record form designed by HKIoD to create members' own record-files. A blank record form together and a sample form with illustrated examples are appended to this document.

2. Reporting

CPD-time requirement will be administered through an honest self-declaration at year-end via a simple declaration form from members stating the CPD undertaken during the year. A sample declaration form is appended to this document.

A random-checking system will be implemented whereby HKIoD may request elaboration of the CPD undertaken by selected members.

Membership Accreditation Scheme

Stipulation of CPD-time requirement for 2006:-

- **Mandatory minimum requirement: 5 hours per year.**
- **Recommended minimum practice: 10 hours per year, with an award of an incentive token and a Certificate of Merit for achieving this minimum practice upon validation.**

Validation will be executed by requesting a selected sample of members to produce a record with breakdown of CPD activities that make up for the total hours declared. The form of “Record of Continuing Professional Development”, downloadable from http://www.hkiod.com/eng/membership_accreditation.asp, may be used for such purpose.

Members may also make voluntary reporting of the breakdown of CPD activities to qualify for the incentive award and certificate.

會員評鑒制度

2006 年的 CPD 時數要求設定如下： -

- 最少必需要求：全年 5 小時。
- 建議最少實踐：全年 10 小時。如達此時數，並經複核明細記錄，將獲象徵獎賞，及獲頒優異證書。

複核程序將透過抽樣調查，請會員提供CPD活動的明細記錄。會員可引用下載自 http://www.hkiod.com/eng/membership_accreditation.asp的「持續專業進修記錄」表格以作申報。

會員亦可自動申報明細記錄，以便複核後獲取獎賞及證書。