

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

28 February 2011

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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**

Undertaking CPD activities of a prescribed minimum time is an ongoing membership requirement of HKIoD. The spirit is to encourage learning rather than to jeopardise membership. Members are required to declare CPD time fulfilled in an honest system and are subject to request by HKIoD to produce CPD records in a random selection process.

## II. Scope of CPD Activities

The scope of CPD activities may be classified into the following two broad groups:-

Groups	Examples
<p><b>Formal CPD:</b> 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.</p>	<ul style="list-style-type: none"> <li>• Attending HKIoD training courses</li> <li>• Attending HKIoD speaker forums</li> <li>• Attending training courses of other bodies with relevance to director development.</li> <li>• Attending speaker forums of other bodies with relevance to director development.</li> <li>• Delivery of talks in HKIoD forums or facilitating HKIoD training courses.</li> <li>• Delivery of talks or facilitating training courses organized by other bodies with relevance to director development.</li> <li>• Organizing HKIoD talks or events.</li> <li>• Organizing talks or events of other bodies with relevance to director development.</li> <li>• Director work based: in-house training</li> <li>• Director work based: leading a new technique or discipline</li> <li>• Director work based: making a presentation after research</li> <li>• Director work based: coaching or mentoring regarding director practices</li> <li>• Service: HKIoD committee work</li> <li>• Service: board work or committee work regarding director practices in public duties and community services with skills applied in areas beyond one's principal engagement in profession/industry.</li> </ul>
<p><b>Informal CPD:</b> Informal CPD covers self-directed learning and any other form of learning where there is no interaction with other individuals.</p>	<ul style="list-style-type: none"> <li>• Knowledge from relevant books, general/business journals, general/business press, documentaries, videos, audio materials, distance-learning, e-learning, which is relevant to director development.</li> <li>• Authoring a paper or article with relevance to director development.</li> </ul>

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.

In view of the stipulated requirements of HKEx for **directors of listed companies**, HKIoD members who serve on the boards of listed companies are reminded that contents of CPD should have relevance to their duties as listed-company directors.

Those who are concurrently members of HKIoD and other professional bodies may make cross-claiming of CPD from the same activities. For the HKIoD Membership Accreditation Scheme, CPD activities are categorized into:-

- Category 1 CPD Activities**, ie activities organised by or related to HKIoD, and
- Category 2 CPD Activities**, ie activities organized by or related to other bodies.

### III. CPD-Time Requirements

#### 1. Minimum Total CPD Hours and Recommended Best Practice

HKIoD's CPD-time requirement is stipulated in **Minimum Total CPD Hours** per year for Fellows and Members. Such prescribed time is subject to revision in accordance with current practices after careful review by the Council.

The formula for Minimum Total CPD Hours per annum is set as follows:-

**x hours per annum with at least y hours obtained from Category 1 CPD Activities, or  
(x+n) hours per annum if all hours are derived from Category 2 CPD Activities.**

While the minimum is stipulated, all members are encouraged to exceed the stipulated minimum and reach higher standards. Those who have achieved or exceeded the **Recommended Best Practice** and filed validation reports will be entitled to awards.

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 and Affiliates of HKIoD.
- b) **“Rule of 100”**: those who fit the formula (age + director experience in years)  $\geq$  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 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, who are expected to maintain their own records of CPD. To facilitate recording, members may use a simple standard form, **“Record of Continuing Professional Development”**, designed by HKIoD to create members' own record-files.

#### 2. Two-tier Reporting

**Declaration of Fulfillment:** CPD requirement is administered by HKIoD through an honest self-declaration system at year-end via the **“Membership Renewal Statement”**, a document integrating membership renewal and declaration of fulfillment of CPD during the previous year, to be filed by **all** members.

**CPD Validation:** HKIoD exercises CPD validation by requesting a random **sample** of renewed members to elaborate on a breakdown of the CPD time undertaken in the previous year via completing and filing the **“Record of Continuing Professional Development”**. This facilitates reporting by members on further details and granting of awards by HKIoD to those who have achieved or exceeded Recommended Best Practice. Members may also voluntarily file this Record to qualify for the awards.

## I · 會員評鑒之持續專業進修 (CPD) 基本原則

### 1 · 何謂 CPD ?

CPD (“Continuing Professional Development” 之簡寫)或持續專業進修，又稱 CPT (“Continuing Professional Training” 之簡寫)或持續專業培訓，又稱 CPE (“Continuing Professional Education” 之簡寫)或持續專業教育，指於人生事業全途上持續進行有條理的活動，以拓闊知識、增進經驗、強化技能、發展個人素質，藉此輔助實踐專業任務。

### 2. 為甚麼要推行 CPD ?

無論經驗怎樣豐富的人士，也不能忽視世界上、社會上、商界裏、甚或個別公司內部的瞬息萬變。作為董事者不能讓其才幹與學識脫節，必需掌握科技、法律、規管條文、知識、競爭動力、社會意識等多方面的變更，與時並進。只符合現行良好常規實有不足，更不能依賴此為應付未來發展的裝備，因此於增進本身履行職責上的知識及專才，董事責無旁貸。

香港董事學會深信每位董事必須於作為董事的事業全途上投入持續專業進修，正如其他專業人士所奉行的常規一樣。故此香港董事學會的會員「行為守則」涵括條文(第 11 條)如下：「自我提升：不斷實踐有關董事的持續專業進修，以掌握知識、才略、最佳董事常規，與時並進。」

香港董事學會於鼓勵及協助董事履行 CPD 方面不遺餘力，提供各種資訊、指引、以至進修機會。這些活動最終促使增強學習能力、提升履行董事職能時所得滿足感、協助公司踏上成功之路，並為整體經濟作出貢獻。香港董事學會將定期檢討有關 CPD 規定及執行的政策，因應時需以作更新。

### 3 · 香港董事學會會員評鑒之 CPD 元素

香港董事學會要求會員必須實踐 CPD，時數須符合規定。此舉精神為鼓勵進修，並非為窒礙會籍。以信任為基礎，會員須於年終申報所累計 CPD 時數，如進一步透過隨機抽樣獲選中即須提供 CPD 紀錄。

## II · CPD 活動範圍

CPD 活動範圍可列入下列兩大類：—

類別	例子
<b>正規 CPD：</b> 正規 CPD 活動形式在某程度上必涉及與別人互動，例如參加培訓班或演講集會、執行項目或作業等。	<ul style="list-style-type: none"><li>• 參加香港董事學會主辦的培訓課程。</li><li>• 參加香港董事學會主辦的演講集會。</li><li>• 參加其它組織主辦有關董事發展的培訓課程。</li><li>• 參加其它組織主辦有關董事發展的演講集會。</li><li>• 於香港董事學會主辦的集會或培訓課程中主講。</li><li>• 於其它組織主辦的集會或培訓課程中主講有關董事發展的題目。</li><li>• 參與籌組香港董事學會主辦的演講集會或項目。</li><li>• 參與籌組其它組織主辦有關董事發展的演講集會或項目。</li><li>• 關乎本身董事工作：參加內部培訓。</li><li>• 關乎本身董事工作：領導落實新技術或科目。</li><li>• 關乎本身董事工作：經過研究後發表解說。</li><li>• 關乎本身董事工作：指導或師導有關董事常規。</li><li>• 服務範圍：參與香港董事學會委員會工作。</li><li>• 服務範圍：參與公職上的董事會或有關董事發展的委員會工作，因而運用技能於其專業或行業上的主要工作以外。</li></ul>
<b>非正規 CPD:</b>	<ul style="list-style-type: none"><li>• 從書籍、普通或商業期刊、普通或商業報章、紀錄性刊</li></ul>

非正規 CPD 包括自修、其它無涉及與別人互動的進修等。

物或影片、影音材料、遙距學習、電子學習等中獲取有關董事發展的知識。

- 編寫有關董事發展的文件或文章。

以上清單只為舉例並非徹底詳盡。提案不着重嚴格拘泥的規定範圍，只是闡示確立 CPD 的一些要素。會員可從眾多湧現於日常生活提供學習效能的活動中引錄為 CPD。重質不重形式，CPD 並非只局限於課堂內，而可引伸至多種活動，有些需要付出費用，有些需要付出免費服務，有些是自修。

由於香港交易所對上市公司董事有特定要求，香港董事學會會員如擔任上市公司董事必須注意其 CPD 內容需關聯履行上市公司董事的責任。

本會會員同時又擁有另外學會會籍者可以一項 CPD 活動兩面申報。於香港董事學會會員評鑑制度上，CPD 活動區分為下列兩類：—

**第一類 CPD 活動**，即香港董事學會主辦或有關活動

**第二類 CPD 活動**，即其它組織主辦或有關活動

### III · CPD 時間規定

#### 1. 「最少 CPD 總時數」與「指定最佳時數」

香港董事學會的 CPD 時數規定，由理事會經過詳細考慮後訂定，為資深會員及會員級別定下每年履行的「最少 CPD 總時數」，並因應時需而更新。

「每年最少 CPD 總時數」的計算公式如下：—

每年 x 小時，而其中 y 小時必需來自第一類 CPD 活動，或  
每年(x+n)小時，如全部時數來自第二類 CPD 活動。

以上指定為最少時數，學會鼓勵全體會員追求更多進修，精益求精。會員能達至或超過「指定最佳時數」並完成確認報告者可獲獎賞。

年度據年曆，因香港董事學會財政年度循年曆，會員於每年一月延續會籍。

#### 2. 豁免承擔

下列人士可獲豁免承擔 CPD 活動：—

a) 香港董事學會的附屬會員及連繫會員。

b) 符合「公式 100」者，即（會員年齡+董事年資）= / > 100。

這些人士雖可獲豁免，惟學會仍鼓勵他們跟從最佳常規，追求進修。

### IV · CPD 行政方式

#### 1. 紀錄

香港董事學會存錄所有會員於本會培訓課程及各種活動的參與，但卻不能記錄會員參與其它組織的活動、公職服務、自修等，因此會員必須自行負責紀錄 CPD。為便於紀錄，香港董事學會向會員提供簡單表格「持續專業進修紀錄」，會員填寫後可自行裝訂紀錄檔。

#### 2. 兩層申報

**申報履行：**行政方式以信任基礎，由全體會員作出年終申報，每人於填寫「更新會籍聲明」表格時一併申報年內已履行 CPD。

**CPD 確認：**透過隨機抽樣，學會可選擇要求部份會員透過遞交「持續專業進修紀錄」進一步提供 CPD 明細報告，並根據情況頒發獎賞予已達至或超過最佳指定時數者。符合資格會員亦可自動遞交明細報告，以獲獎賞。

**Summary of Guidelines for HKIoD Membership Accreditation Through CPD**

Effective year 1 Jan-31 Dec 2011 For Guidelines & Form:

<http://www.hkiod.com/accreditation.html>

**Membership Grades Applicable: Fellows and Members of HKIoD (FHKIoD and MHKIoD)**

**Mandatory Minimum Total CPD Hours:-**

**10 hours** per annum with at least **1 hour** obtained from Category 1 CPD Activities, or

**12 hours** per annum if all hours are derived from Category 2 CPD Activities.

**Recommended Best Practice:-**

**20 hours per annum**, with award for achieving or exceeding this time upon CPD Validation.

Notes:-

Category 1 refers to CPD activities organised by or related to HKIoD.

Category 2 refers to CPD activities organised by or related to other bodies.

**Declaration of Fulfilment** is made by all members, upon renewal of membership, by filing with HKIoD the **Membership Renewal Statement**, with, *inter alia*, the following data:-

- required signature for a declaration in having fulfilled the Minimum Total CPD Hours. and
- optional filling in of the Actual Total CPD Hours undertaken.

**CPD Validation** is executed by members by filing with HKIoD, either in response to request by HKIoD or by voluntary submission, the **Record of Continuing Professional Development**, detailing breakdown of CPD activities.

**Exemptions:** applicable to Associates and Affiliates of HKIoD and those who fit the Rule of 100, ie (age + director experience in years)  $\geq$  100. Those who qualify for exemption are still encouraged to pursue CPD as a recommended practice.

**CPD Activities**, a *non-exhaustive* list of opportunities producing learning outcome:-

**Formal CPD** - involves some form of interaction with other individuals, eg

- 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 and community services with skills applied in areas beyond one's principal engagement in profession/industry.

**Informal CPD** - covers self-directed learning where there is no interaction with other individuals, eg

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

香港董事學會會員評鑒之持續專業進修指引擇要  
2011 年度 (01/01-12/31) 開始實行 指引及表格下載於 <http://www.hkiod.com/accreditation.html>

適用會員級別：香港董事會學資深會員及會員 (FHKIoD 及 MHKIoD)

「最少 CPD 總時數」：—

每年 10 小時，而其中 1 小時必需來自第一類 CPD 活動，或  
每年 12 小時，如全部時數來自第二類 CPD 活動。

「指定最佳時數」：—

每年 20 小時，如達至或超出此時數，並經 CPD 確認，將獲獎賞。

註：—

第一類 CPD 活動，即香港董事學會主辦或有關活動

第二類 CPD 活動，及其它組織主辦或有關活動

「申報履行」由會員作出年終申報，每人於填寫「更新會籍聲明」表格時一併提供下列資料：

- 必需簽名以申報符合「最少 CPD 時數」。
- 選擇性填寫實質已履行的 CPD 時數。

「CPD 確認」可因應學會要求或自發行動，由會員透過遞交「持續專業進修紀錄」進一步提供 CPD 明細報告。

**豁免承擔：**適用於香港董事學會的附屬會員與連繫會員及符合「公式 100」者，即（會員年齡+董事年資）= / > 100，惟學會仍鼓勵他們跟從最佳常規，追求進修。

CPD 活動，列舉提供學習效能活動例子，惟並非徹底詳盡清單：—

**正規 CPD 活動**，形式在某程度上必涉及與別人互動，例如

- 參加香港董事學會主辦的培訓課程。
- 參加香港董事學會主辦的演講集會。
- 參加其它組織主辦有關董事發展的培訓課程。
- 參加其它組織主辦有關董事發展的演講集會。
- 於香港董事學會主辦的集會或培訓課程中主講。
- 於其它組織主辦的集會或培訓課程中主講有關董事發展的題目。
- 參與籌組香港董事學會主辦的演講集會或項目。
- 參與籌組其它組織主辦有關董事發展的演講集會或項目。
- 關乎本身董事工作：參加內部培訓。
- 關乎本身董事工作：領導落實新技術或科目。
- 關乎本身董事工作：經過研究後發表解說。
- 關乎本身董事工作：指導或師導有關董事常規。
- 服務範圍：參與香港董事學會委員會工作。
- 服務範圍：參與公職上的董事會或有關董事發展的委員會工作，因而運用技能於其專業或行業上的主要工作以外。

**非正規 CPD 活動**，無涉及與別人互動的進修，例如

- 從書籍、普通或商業期刊、普通或商業報章、紀錄性刊物或影片、影音材料、遙距學習、電子學習等中獲取有關董事發展的知識。
- 編寫有關董事發展的文件或文章。