



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) => 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。