

Continuing Professional Development (CPD)

QUICK GUIDE

Continuing Professional Development (CPD) is an ongoing requirement to undertake education, maintain a current knowledge base and to improve skills and knowledge. CPD covers the activities, both formal and informal, which a director undertakes to improve their skills and competence.

As a Member, Chartered Member or Chartered Fellow, you are required to maintain 60 CPD points over a rolling three-year period. You will have three years to accumulate your foundation 60 CPD points.

What activities count towards CPD?

A wide range of activities count for CPD including:

- professional development offered by IoD
- professional development offered by other organisations, providing it relates to improving your governance performance
- other less formal activities, such as reading *boardroom*, attending branch events, and making voluntary contributions to the development of the director profession such as participating in mentoring or IoD committees.

How are points allocated?

Points have been allocated to all IoD Director Development activities and branch events.



Look out for the CPD points icon to see how many points are allocated for an activity.

You can allocate points to third-party activities using our simple guidelines available on the IoD website. The number of CPD points allocated is based on a measure of engagement, not just the number of hours involved.

Consideration is given to the following:

- time spent
- currency of information
- design/formality of learning objectives
- complexity/depth of learning
- engagement in learning/interactivity
- contribution to the profession.

In general, CPD activities undertaken externally must relate to the practice of directorship and governance in terms of building the core competencies contained within IoD's New Zealand Director Competency Framework. CPD activities undertaken through external providers attract similar points as comparable activities offered by the IoD.

Recording of CPD

As a member, you can access your personal dashboard when you login at www.iod.org.nz

Any points obtained through IoD activities will be automatically logged on your dashboard.

You are not required to use the dashboard but will need to keep sufficient details of your CPD in an auditable format.

CPD operates on the basis that members take personal responsibility for managing their CPD requirements. It places a high level of trust and choice in the hands of members.

For more information please go to www.iod.org.nz/cpd

SO WHAT COUNTS FOR CPD? SEE OVER

So what counts for CPD?

POINTS ALLOCATION FOR INSTITUTE OF DIRECTORS ACTIVITY

Login and go to My dashboard to view your member details and CPD dashboard.

Formal activity (Automatically recorded)	Points	Informal activity (Self-assessed and self-recorded)	Points
Essentials series – Governance Essentials, Strategy Essentials, Finance Essentials, Not-for-Profit Governance Essentials, Rural Governance Essentials, Risk Essentials, State Sector Governance	8 <i>each course</i>	Writing and delivery of a governance-related presentation	Up to a max 10 <i>each year</i>
Public Company Directorship, Governance Development Programme	12	Publication of a governance-related article	Up to a max 10 <i>each year</i>
Online modules and webinars	3-5	Professional governance reading – journals, publications, online materials, boardroom magazine	Up to a max 10 <i>each year</i>
Company Directors' Course <i>Amortised over 2 years</i>	40	IoD development activity – e.g. Mentoring for Diversity <i>5 points per formal meeting with mentee or mentor</i>	Up to a max 15 <i>each year</i>
CDC Refresher	16	Representation on an IoD committee <i>Per half-day session</i>	Up to a max 15 <i>each year</i>
Audit and Risk Committees	8	BetterBoards – formal board appraisal and self-review	5
Experienced Director Masterclasses <i>Per half-day session</i>	5-8	Follow-up facilitated session	5
Chairing the Board	16	Directors' Fees Survey participation	2 <i>Up to a max</i>
IoD Leadership Conference <i>for 1.5 days</i>	12	If participating in other governance-related surveys	4 <i>each year</i>
Chartered Member Assessment <i>both parts</i>	10		
Branch events <i>Notified when promoted</i>	2-4		

* Please see iod.org.nz/cpd for a full list of IoD activity and allocated points.

PROFESSIONAL DEVELOPMENT WITH OTHER PROVIDERS

Professional development with other providers also counts, providing it relates to improving your governance performance. CPD activity undertaken with other providers attracts the same number of points as similar activities offered by the IoD. Please refer to our guide to allocating points to third parties on our website: www.iod.org.nz/cpd

WHAT IF I AM ALREADY COMPLETING CPD OR TRAINING AS PART OF ANOTHER PROFESSION?

From an IoD perspective, if the activity relates to improving your governance performance, it can count towards your IoD CPD.