ICPSK CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY

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1. INTRODUCTION

The professional world has become not only dynamic but also very competitive. Significant changes and challenges can be observed in the environment and more specifically in the regulatory background within which the Certified Secretary must operate. To keep in pace with these changes and challenges, the CS has to continuously update and also increase his/her knowledge so as to be current in all aspects of his/her professional career. ICPSK has a duty to its members and the public at large, in ensuring that the highest standards of professionalism are maintained by its members and this is done through the Continuous Professional Development (CPD) Programmes. Every member of the Institute is expected to actively participate in the programmes and functions and attain the minimum CPD credits required. CPD is concerned with systematic maintenance, improvement and broadening of knowledge, skills, personal qualities and professional ethics necessary for execution of professional and technical duties throughout the CS’s working life. The overall aim of CPD is to develop and enhance the value of the CS as a professional.

The CPD Credits are in two categories; structured and unstructured. The unstructured credits are earned from activities of other recognized institutions while the structured credits are earned from activities and functions that are organized by the Institute OR by other independent institutions accredited by the ICPSK. Currently, the only accredited institution to offer structured CPD Programs is the Institutional Consultants Limited.

2. CPD CREDITS FOR ACTIVITIES AND EVENTS

<table>
<thead>
<tr>
<th>Event &amp; Activities</th>
<th>CPD Credits</th>
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<tbody>
<tr>
<td>Three days or more</td>
<td>18</td>
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<tr>
<td>Two days</td>
<td>12</td>
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<tr>
<td>One Day</td>
<td>6</td>
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<tr>
<td>Half day (including Annual General Meeting)</td>
<td>4</td>
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<tr>
<td>Evening</td>
<td>2</td>
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<tr>
<td>Break Fast</td>
<td>2</td>
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<td>Council meetings</td>
<td>2</td>
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<tr>
<td>Publication of articles and documents for the Institute</td>
<td>5</td>
</tr>
<tr>
<td>Facilitation in Institute events</td>
<td>6</td>
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<tr>
<td>Video Shows</td>
<td>1</td>
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For purposes of CPD allocation, the following definitions shall apply:

i. An event is considered as full day if it runs for 6 hours in a day and half day if it runs for 4 hours and above but less than 6 hours in a day.

ii. Council meetings refers to meetings held by the Council of the Institute, its Committees, Taskforces or subsidiaries/establishments of the Institute.

iii. Where a member has not attended all sessions in an event, CPD credits shall be allocated proportionate to the number of sessions and/or hours attended in such event.

3. **ANNUAL CPD REQUIREMENT**

3.1 Every member is required to attain a minimum of **twenty (20) structured units each year.**

3.2 Deficits in structured CPD credits of the previous year shall be offset by the credits earned in the current year in determination of whether a member is in good standing.

3.3 Upon written request to the Institute’s Secretary, the Committee responsible for Training may exempt a member on any previous year’s deficits provided that such member has provided good reasons why they should be exempted and have attached relevant documentary evidence.

4. **MEMBERS ABOVE 60 YEARS OF AGE**

4.1 Members who are above 60 years of age and are still in active practice will be required to clock ½ of the annual CPD requirement, which is **10 CPD credits,** in recognition of their accumulated skills and competencies, while at the same time it is considered that there is need to keep up with new developments in the profession.

4.2 Upon written request to the Institute’s Secretary, members who are above 60 years of age and not in practice;

4.2.1 Shall be fully exempted from CPD requirements

4.2.2 Shall be entitled to a 25% discount of applicable seminar fees for Institute’s events.

4.3 If a member receives exemption but is still professionally active, he/she has the responsibility to inform the Institute.

4.4 The exempted members are however encouraged to attend all Institute events including the AGM and other Social Events and share their wisdom with the “younger” members.
5. MEMBERS WITH 25 YEARS AND LESS
Upon written request to the Institute’s Secretary, members who are 25 years of age and below shall be entitled to a 25% discount of applicable seminar fees for Institute’s events.

6. STUDENTS PURSUING CERTIFIED SECRETARIES COURSE
Upon written request to the Institute’s Secretary, students pursuing Certified Secretaries Course shall be entitled to discounts in seminars fees as applicable to members of the Institutes.

7. MEMBERS WHO ARE OUT OF THE COUNTRY.
7.1 Upon written request to the Institute’s Secretary, Members who are out of the country are exempted from the CPD requirements. However, such members are encouraged to continue participating in Institute affairs in different ways; e.g. Writing Articles; obtaining literature from such countries on the profession and forwarding such literature to the Institute for benchmarking purposes.

7.2 However, this exemption is on condition that such members furnish the Institute with adequate evidence to prove that they are out of the country, indicating for how long.

8. UNSTRUCTURED CPD
Members are encouraged to participate and attend other programs apart from those being run by the Institute, in order to develop themselves ‘horizontally’. It is the duty of a member to inform the Institute as soon as they participate in such events for purposes of updating their unstructured CPD Reports. The Unstructured Credit requirements are 10 CPD Credits per annum. Examples of Unstructured CPD activities include:
   a) Workshops, Seminars, Conferences and other professional meetings.
   b) Mentorship and internship programs
   c) Publishing articles that are not directly related to the profession.
   d) Further qualifications, e.g. MBA, CFA, CISA, CPA
   e) Serving as an Examiner for KASNEB or other professional examining bodies.
   f) Reading business sections of newspapers and professional journals
   g) Watching technical Videos and DVDs
   h) Self-Study that results in Professional Development
9. MEMBERS WHO FACILITATE IN SEMINARS
Members who make presentations in seminars will be awarded a maximum of 6 CPD credits, for every seminar event for which they facilitate. This is in recognition of the inputs made for preparations and the actual presentation as well.

10. MEMBERS WHO WRITE ARTICLES
Members who write articles touching on the profession and that are published either in the Institute journal or other reputable local dailies will be awarded 5 CPD Credits, on condition that in their articles they have declared that they are members of the Institute.

11. PUBLICATION OF MEMBERS IN GOOD STANDING
The Institute shall, at least annually, publish a list of all members in good standing on its website, journals or local dailies. The good standing status in this regard shall refer to payment of full subscriptions, attainment of minimum CPD and absence of any disciplinary matter at the Institute.

12. CPD REPORTS
The Institute shall update the online CPD reports of members at least quarterly. Members can obtain their CPD reports and print their letters of good standing by logging on to the online accounts accessible via www.icpsk.com

13. APPROVAL DATE
These Guidelines were approved by the Council of the Institute on ..................

14. REVIEW OF GUIDELINES
The Guidelines may be reviewed from time to time by the Council at its discretion and subject to the laws.

15. EFFECTIVE DATE
The Guidelines shall come into effect from on ......................