

CONTINUOUS PROFESSIONAL DEVELOPMENT **(CPD) POLICY**

Continuous Professional Development (CPD) Policy

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ICS is a membership professional body, established under the Certified Public Secretaries of Kenya Act, Cap. 534 of the Laws of Kenya, with its core mandate being promotion of good governance.

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1.0 INTRODUCTION

The professional world has become not only dynamic but also very competitive. To keep in pace with these changes and challenges, the Certified Secretary (CS) has to continuously update and improve on their knowledge so as to be current in all aspects of their professional career.

ICS has a duty to its Members and the public at large to ensure that the highest standards of professionalism are maintained by its Members. This is done through Continuous Professional Development (CPD) Programmes which every Member of the Institute is expected to attend and actively participate in.

CPD for Members 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.

2.0 OBJECTIVES OF THE ICS CPD PROGRAMME

The underlying objective of the ICS CPD programme is to develop a well-equipped, competent and professional membership by maintaining professional standards that promote excellence in practice. This is achieved by implementing a compulsory system which all registered ICS Governance Professionals should comply with. The purpose of CPD will be to ensure that Members retain and continuously develop their skills, knowledge and professional attitude to attain and maintain the highest professional ethics and standards. This is by enabling them to:

- a) Attain, maintain, improve and broaden the professional knowledge and skills of governance professionals.
- b) Provide services that are relevant and appropriate in the Kenyan, regional and global context.
- c) Improve services offered to clients, individuals and organizations.
- d) Keep abreast of current trends, research and developments in the governance profession.
- e) Encourage constant reflection, learning and the maintenance of a broad outlook in order to maintain high professional standards.
- f) Networking, obtain support from other professionals and reduce occupational stress risk.
- g) Create entrepreneurial opportunities in providing CPD activities through Accredited Provider.
- h) Foster responsibility in one's own professional development.
- i) Reassure recipients of governance services and the public of the high standards of training, knowledge, skills and expertise of governance professionals.

3.0 DEFINITIONS

Terms as used in this Policy will have the following meaning:

- a) Accredited Provider:** Any person or body providing an approved CPD activity as provided under this Policy.
- b) Approved Activity:** means an activity which meets the CPD requirements as set out by the Professional Development Committee.
- c) Attendance:** means physical or virtual attendance by a Member at an approved CPD activity.
- d) Committee:** means the Professional Development Committee.
- e) Continuing Professional Development (CPD):** A process that requires ICS Members to keep enhancing continuously their professional and intellectual capacity through continuous learning and exchanging of professional experiences. The process is measured through a Member obtaining a specified number of points annually by attending or participating in relevant activities of a professional nature.
- f) Council:** Means the Council of ICS as established under the Certified Public Secretaries of Kenya Act, Cap 534.
- g) CPD Activity:** A group of/or individual events that have been accredited by the Professional Development Committee to create opportunities for Members to gain or expand their knowledge, develop practical skills and shape their attitudes towards the CS profession, in order to attain, maintain or sustain high professional standards.
- h) CPD Year:** means a calendar year beginning on the 1st January and ending on the 31st December.
- i) Member:** A person registered as a Certified Secretary as per the requirements of the Certified Public Secretaries of Kenya Act, Cap 534.
- j) Participation:** Includes the delivery of a paper, training or lecture at an approved CPD activity by an Accredited Provider, or the attendance of a Member at an approved activity;
- k) Practice of Governance:** Means employment (or membership to an oversight organ like the Board), consultancy, training, research or lecturing in the area of governance.
- l) Professional Development Committee:** A committee appointed by the ICS Council with the role of implementing this Policy and certifying that CPD activities and providers meet the set criteria and thresholds for the purpose of CPD for the Members.
- m) Senior Member:** Means a member above the age of sixty (60) years but with more than five (5) years since admission to the register of membership.
- n) Young Member:** Means a members below the age of thirty (30) years of age but with three (3) years or less since admission to the register of membership.

4.0 ACCREDITED CPD INSTITUTIONS

A person or institution wishing to provide an approved activity in a CPD year shall apply to the Professional Development Committee in writing to become an Accredited Provider. An activity may only be an approved activity by the Council if its content is related to the practice of governance.

The Committee shall determine an application for accreditation by considering all relevant matters including:

- a) whether the activity is an educational programme relevant to the practice of governance;
- b) whether the objective of the activity is for the improvement of the competence of governance professionals;
- c) whether the activity is related to the practice of governance;
- d) whether the applicant has the capacity to meet the needs of governance professionals;
- e) whether the proposed method of delivery of content during the activity is appropriate.

4.1 Procedures of Registering as Accredited Providers

- a) Prospective Accredited Provider must submit an application for registration in the format prescribed by the Professional Development Committee and pay the relevant application fees as determined by the Professional Development Committee and approved by the Council.
- b) The prospective Accredited Provider will be notified whether the application has been reviewed, approved or declined.
- c) Foreign Accredited Providers who do not intend to acquire permanent local status may apply for temporary accreditation.
- d) An Accredited Provider is accredited for a period of one (1) year, renewable.
- e) The Professional Development Committee through a circular shall revise the fees from time to time, as approved by the Council, and the fees may sometimes vary from one Accredited Provider to another based on factors such as but not limited to; level of experience, status and capacity.
- f) On completion of the approved activity, the Accredited Provider must provide a certificate to the Member. This certificate must be kept in the Member's portfolio of evidence and to be submitted to the Manager responsible for Member Services at ICS for CPD allocation.
- g) A Member may at any time apply for the CPD acknowledgement slip by submitting certificate of participation to ICS.

4.2 Qualifications for Accredited Providers

- a) Provider must have the resources, facilities and administrative support to effectively deliver the approved activity.
- b) Provider must offer high- quality programs, developed and presented by subject matter experts.
- c) Each presenter/instructor/speaker must have proven professional expertise, educational qualification and the ability to facilitate in the field.
- d) Provider must have participant evaluation process in place and utilize feedback to ensure continuous improvement.
- e) Any other requirement as may be determined by the Professional Development Committee from time to time.

4.3 Exemption from Registering as Accredited Providers

Recognised institutions having valid Memorandum of Understanding or reciprocal arrangement with ICS are exempted from the accreditation requirement and their activities shall be considered as 'Approved CPD Activities' provided that such activities are relevant to the practice of governance. Unless otherwise expressly approved by the Council, recognised institutions for purposes of this section shall refer to:

- a) Institutions of higher education (whether private or public) accredited by the Commission of University Education in Kenya, or their equivalents in other countries.
- b) Tertiary-level TVET institutions accredited by the Ministry of Education.
- c) Industry regulators and other statutory bodies created under an Act of Parliament in Kenya and having a mandate relevant to promotion of governance, or their equivalents in other countries.
- d) Professional Associations created under an Act of Parliament in Kenya, or their equivalents in other countries.
- e) Professional Associations in other countries and who are members of Corporate Secretaries International Association.

5.0 CPD REQUIREMENTS

A member, unless exempted in part or in whole, is required to obtain a minimum of 20 CPD Points annually.

5.1 Allocation of CPD Points for Approved Activities

CPD Activities are in three broad categories as follows:

CPD Activity Category	Types of CPD Activities	Maximum CPD Points Per Activity
Category A	Conference, seminar, workshop, training and similar educational activities provided by ICS, or by ICS branch offices as approved by the Committee.	20
Category B	Conference, seminar, workshop, training and similar educational activities provided by: <ul style="list-style-type: none"> (i) Accredited Provider; or (ii) Recognised institution with a valid Memorandum of Understanding with ICS; or (iii) Recognised institution with a reciprocal arrangement with ICS. 	10
Category C	<ul style="list-style-type: none"> (i) Presenting governance related papers at conferences/seminars/workshops (ii) Participating in meetings and social non-educational events of the Institute, its subsidiaries and establishments including AGMs, Council and Committees/ taskforces meetings, Dinners, etc. (iii) Research and writing journals, newspaper articles, reports, research papers, book extracts, and other professional/academic documents for the Institute. 	10

For determination of good standing status in regard to CPD compliance, the following shall be considered:

- a) That the member has either obtained a minimum of 20 CPD Units in the immediate past year, or an aggregate of 60 CPD Points earned in the immediate past three years.

PROVIDED that a member shall have at least 10 CPD Points earned from Category A of CPD Activities in the immediate past year, or an aggregate of 30 CPD Points earned from Category A of CPD Activities in the immediate past three years.

A member who earns all the required CPD Points from Category A of CPD Activities shall be considered to be in good standing notwithstanding that they may not have earned any points from other categories of CPD Activities. For example, a Member under this policy required to obtain 20 CPD Points in a year may either obtain all such 20 CPDs from Category A CPD Activities. Alternatively, such Member may obtain 10 CPDs (half) from Category A CPD Activities and the remaining 10 from any other Categories.

- b) CPD requirement shall be proportionate to the month of joining Institute membership in the case of new members in any given year.
- c) A member who fails to accrue 20 CPD Points in the immediate past year may make up the difference by 31st March of the following CPD year.
- d) A member who is unable to make up for the difference by 31st March as provided in clause (c) above and who wishes to regularize their good standing status for such past period may compensate by accruing one and half of the CPD requirement for the current year.

5.2 Allocation of CPD Points for Approved Activities

a) Category A

Educational Activities Provided by the ICS, or by ICS branch offices as approved by the Committee.

CPD Activity Hours / Days	CPD Points
More than three days	20
Three days	18
Two days	12
One day	6
Half day (less than full day but more than 3 hours)	4
Three hours and below	2

- (i) Where an Activity under this category is provided in partnership with another institution, the CPD Points awarded will be half of Points that would otherwise have been awarded if such Activity had been exclusively provided by ICS.
- (ii) Evidence of participation under this Category will be signed/electronic attendance register indicating that the member was present during the Activity.

b) Category B

Educational activities provided by: an Accredited Provider; or by a Recognised an institution with a valid Memorandum of Understanding with ICS; or by a Recognised Institution with a reciprocal arrangement with ICS

CPD Activity Hours / Days	CPD Points
More than three days	6
Three days	4
Two days	2
One day and below	1

Evidence of participation under this Category to be provided to the Secretariat will be the Activity Programme/Timetable and certificate of participation or a letter from the CPD Provider ascertaining participation of the Member in such CPD Activity.

c) Category C

CPD Activity Hours / Days	Evidence	CPD Points
(i) Presenting governance related papers including facilitation or moderation of sessions at governance conferences / seminars / workshops	Appreciation letter and programme.	3 per Activity. Maximum 10 per year
(ii) Participating in meetings and social non-educational events of the Institute, its subsidiaries and establishments including AGMs, Council and Committees / taskforces meetings, Dinners, etc.	Signed/electronic attendance register	3 per Activity. Maximum 10 per year
(iii) Research and writing journals, newspaper articles, reports, research papers, book extracts, and other professional/academic documents for the Institute.	Published document	3 per Activity. Maximum 10 per year

5.3 Transfer of Credits

- a) A Member who is a registered Member of another professional association (which either has a valid Memorandum of Understanding with ICS or which has a reciprocal arrangement with ICS) can transfer CPD Units up to a maximum of 6 CPD Points in a year.
- b) A Member who participates in an Approved CPD Activity provided by an Accredited CPD Provider can transfer CPD Points up to a maximum of 6 CPD Units in a year.
- c) If a Member wishes to claim CPDs for participating in an activity that is not provided by ICS or by a Provider described in this section, that Member shall apply in writing to the Professional Development Committee through the Officer responsible of Members' Services. The allocation of the CPDs shall be at the discretion of the Committee, and their determination shall be final.

6.0 EXEMPTIONS AND CONCESSIONS

6.1 Senior Members

- a) Senior Members in active practice are required to acquire fifty percent (50%) of the annual CPD requirement, which is 10 CPD Points, 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.
- b) Senior Members are entitled to:
 - (i) Full exemption from CPD requirements if they are retired or not in active professional practice.
 - (ii) Fifty (50%) discount of applicable seminar fees for Institute's events.
- c) The exempted Members are however encouraged to attend all Institute events including the General Meetings and other Social Events and share their wisdom with the younger Members.
- d) If a Member receives exemption but is still professionally active, he/she has the responsibility to inform the Institute.

6.2 Young Members

Young Members are entitled to fifty percent (50%) discount of applicable seminar fees in ICS events.

At least twice in a year, the Committee shall schedule Capacity Building Programmes, or such other relevant and subsidised events, for Young Members.

6.3 Members of the Certified Secretaries Students Association

- a) A current student pursuing Certified Secretaries Course who is a member of the CS Students Association and is below the age of thirty (30) years shall be allowed to pay seminar fees at the same rate as applicable to Young Members. On written request by such student and approval by the Chief Executive Officer, such student may be fully sponsored by the Institute to participate in selected ICS activities.
- b) Office holders of the CS Students Association will be entitled for sponsorship to participate in at least one ICS event as approved by the Chief Executive Officer.

6.4 Members who are out of the Country

Members who are out of the country for a period of at least twelve (12) months are required to acquire fifty percent (50%) of the annual CPD requirements, which is 10 CPD Points for that particular year that they were out of the Country. Such Members are encouraged to participate in ICS webinars, write articles and professional documents for the Institute as well as participate in events of Recognised Institution in the country of residence.

However, this exemption is on condition that such Members furnish the Institute with adequate evidence, indicating the duration of time that they were out of the country.

6.5 Health and other similar hardships

- a) Members suffering health and related challenges may be fully or partially exempted from CPD requirements.
- b) Members suffering extraordinary hardships, including financial hardships occasioned by factors such as job loss, may be considered for partial exemption from CPD requirements and/or financial concessions to participate in ICS events at discounted rate.
PROVIDED that such concessions shall not exceed those accorded in this policy to professionally active Senior Members.

6.6 Application for exemptions

In all cases,

- a) Concessions/discounts and /or exemptions shall only be granted based on a written request.
- b) Relevant documentary evidence shall be provided to support the application.
- c) Inordinate delay shall result to denial of exemption or concession request. It is therefore the duty of the applicant to inform ICS as soon as reasonably possible on happening of prescribed circumstances that may warrant grant of such exemption or concession.
- d) Discounts shall not apply for events which are already subsidised. The Secretariat shall indicate the subsidised events and which are not therefore subject to discounts.

- e) Where part exemption is granted, a member shall obtain at least half of the CPDs from the Category A CPD Activities. For example, a Senior Member who is in active professional practice is under this policy required to obtain 10 CPD Points in a year. Such member may either obtain all such 10 CPDs from Category A CPD Activities. Alternatively, such Senior Member may obtain 5 CPDs from Category A CPD Activities and the remaining 5 from any other Categories.
- f) Applications shall be submitted in writing to the Manager responsible for Member Services via Membership@ics.ke

6.7 Publication of Members in Good Standing

- a) The Council shall, at least once annually, publish a list of all Members in good standing on its website, journals or local dailies.
- b) The Council may in addition publish another list of members who are not in good standing.
- c) The good standing status in this regard shall refer to payment of full subscriptions, full payment of any other dues owing to ICS, attainment of minimum CPD Points and absence of any pending disciplinary matter at the Institute.

6.8 CPD Reports

The Manager in charge of Member Services 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 portals accessible from the Institute's website. In the alternative, requests for such letters can be addressed to the Manager responsible for Member Services via Membership@ics.ke

7.0 PRICING OF ICS CPD ACTIVITIES

7.1 Factors to consider

In pricing the CPD Activities, the Committee shall make several considerations including:

- a) Affordability: CPD Activities should be affordable to the majority of members and the Committee should consider the prevailing general economic condition in the Country.
- b) Costs of running the Activity: Wherever possible, and with exemption of Category C Activities, all CPD Activities should be self-financing.
- c) Prevailing market prices: Committee should consider pricing of similar Activities, especially among comparable professional bodies.

- d) Financial sustainability of the Institute: The Institute has a non-profit making mandate. To finance its mandate and operations, the Institute primarily relies on CPD Activities and members' subscriptions. While making of surplus should not be the driving force behind CPD Activities, the Committee may consider several options including organising some high end Activities priced at a premium.

7.2 Pricing Criteria

In determining the pricing of various CPD Activities, the Committee will be guided by the following criteria

Type of CPD Activity, Focus Area and Target Group	Pricing
a) General information, life skills, CS Students support, selected topical areas, CPD Activities under Category C. These Activities are targeted at members and CS Students.	Free
b) Member support, Capacity Building Programmes and other subsidized Activities for Young Members. These Activities are mostly technical in nature targeted at Young Members and members in Practice.	Break-even
c) Management and Middle-Level Leadership. These Activities are mostly targeted at middle and senior level managers, Corporate Secretaries and other Professionals	Moderate surplus
d) Governance and Leadership. These are high-end Activities targeted at those in high leadership levels, whether in private or public sectors. Also included here are directors' training and international events.	Competitive market rate
e) Governance Auditors Accreditation Course for members and other premium courses on specialised areas for members and non-members.	Competitive market rate

8.0 NON-COMPLIANCE

- a) Where a member fails to comply with CPD requirements, the Professional Development Committee will investigate the reasons for non-compliance and may send a letter to the member requesting reasons for the non-compliance. The member will be required to furnish the committee with a letter of explanation within two weeks of receipt of the letter of enquiry. Should the explanation be acceptable, the member will be given six months to comply with the CPD requirements. Evidence of such compliance must be received by the Committee within two weeks of the end of the six months period.
- b) A member who fails to comply with direction of the Committee commits an act of professional misconduct and the Committee may make the following recommendations to the Council:

- (i) Non-renewal of practicing certificates.
- (ii) Inform employers on the state of non-compliance by the staff.
- (iii) Referral of the case to the Disciplinary Committee for Disciplinary action.
- (iv) Disqualification from contesting for any elective post in the Institute.
- (v) Disqualification from serving in any committee of the Institute.
- (vi) Blacklisting as a supplier, consultant, trainer, facilitator on behalf of the Institute or in any Institute's or an Accredited Providers' events.
- (vii) Revocation and/or refusal to nominate such a member to a board or a committee as may be requested of the Institute.
- (viii) Publishing names notify the general public that such member is not in good

9.0 APPROVAL DATE

The Policy was approved by the Council of the Institute on October 12, 2016 (now past).

10.0 REVIEW OF POLICY

The CPD Policy shall be reviewed at least once in every three (3) years. Any changes to the Policy will be subject to Professional Development Committee recommendation and the Council's approval.

11.0 EFFECTIVE DATE

The Policy shall come into effect from January 1, 2017 (now past).

12.0 FIRST REVIEW

This Policy was reviewed by the Council on November 26, 2020

Institute of Certified Secretaries

'The Governance Profession'



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