

Earning your hours: CPD Activities

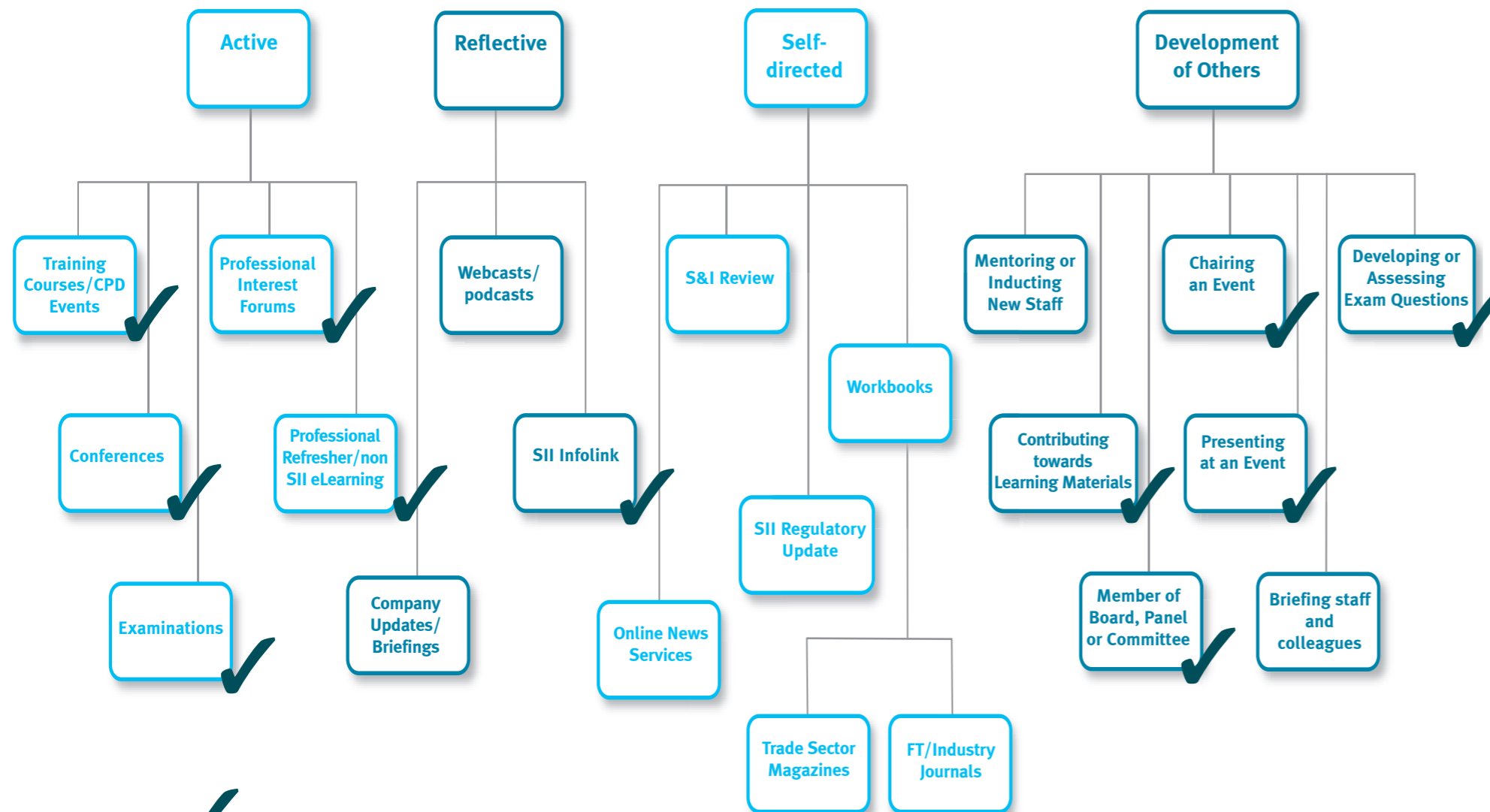
Our CPD scheme recognises the CPD activities offered by firms, other professional bodies and training providers, in addition our own range of CPD activities. We offer a wide range of CPD opportunities for members – all designed to instil, maintain and further your knowledge. The SII CPD activities you undertake (excluding Self-directed) are automatically registered into the SII CPD log to save you time. You also have the freedom and flexibility to log CPD activities not covered by the SII’s list of recognised providers. All activities have been categorised into one of the 4 learning elements below:

Active Learning activities are interactive or involve participation. Specifically, it is a proactive learning element.

Reflective learning encompasses activities of a briefing nature rather than a participatory nature. These are a more passive form of learning.

Self-directed learning includes all unaccompanied learning activities undertaken by individual members. Specifically, it is a solitary learning element.

Development of Others concerns sharing a member’s knowledge and expertise for the benefit of others in a variety of contexts.



Activities marked with a ✓ are logged automatically (if provided by SII)

SII CPD Scheme Annual Target: 35 hours

For more information on SII CPD activities please visit www.sii.org.uk/cpdscheme

For a full list of other training and conference providers and professional bodies already recognised by SII, please refer to our website www.sii.org.uk/cpdscheme CPD activities offered by providers not featured on this list may still be logged but members are advised to verify this with the Membership department.

The SII CPD Scheme has been created around the concept of 4 key learning types. Activities in all 4 areas must be logged in order to achieve a year of successfully logged CPD, but the weighting for the elements differ:

CPD Learning Type	Max. Claimable hours	Min. Claimable hours
Active	30	1
Reflective	15	1
Self-Directed	5	1
Development of Others	20	1



“It is vital that firms continue to ensure that staff attain and maintain competence in today’s principles-led regulatory regime.”

Hector Sants, CEO, FSA

What is CPD?

CPD stands for Continuing Professional Development and is used in many industries. CPD activities provide a way of continuously updating your professional knowledge, personal skills and competencies, for example through training, attending conferences and reading industry journals/web-based information.

The regulatory environment in which we operate is constantly evolving. Recent years have seen a shift away from a rigid, rules-based form of regulation towards more principles-based regulation. It is being left to senior management in firms to ensure their employees are competent - and to be able to prove it.

In a key consultation paper, the FSA stated that there can "be no question about the need for employees to maintain their competence over time". In visits to firms, regulators are also looking to see how learning is being recorded. The FSA has stated that "it is essential that firms should be able to demonstrate...they have assessed their employees as competent, and to do this, they need to keep appropriate records".

To support your continued development, our formal CPD scheme has been designed exclusively for use by our individual members and also Corporate member staff. The SII offers members a host of CPD activities, the majority of which are free of charge, SII also accredits activities and events from a wide range of other providers, for example, London Stock Exchange, 7City and ACCA.

SII CPD Scheme

The SII's CPD scheme provides guidance as to the kinds of activities that you should be undertaking to maintain your competence. All members of the SII are strongly encouraged to use it. The scheme benefits from a unique web-based logging system, SII CPD Log, which allows you to monitor and record your professional development quickly and easily from anywhere in the world.

We have categorised CPD into 4 key learning elements (see below) and you'll need to log a minimum of 35 hours (with at least one hour in each learning element) annually to successfully obtain your certificate. We recognise a wide range of learning opportunities to help you achieve your target and all SII-related events and activities carry a certain number of hours. To allocate hours to all other CPD activities please seek guidance at www.sii.org.uk/cpdscheme

CPD Learning Type	Max. Claimable hours	Min. Claimable hours
Active	30	1
Reflective	15	1
Self-Directed	5	1
Development of Others	20	1

SII CPD Log

To enable you to keep a record of the CPD hours you achieve, we operate the web-based SII CPD Log. We automatically record all SII activities for you, once you register for the scheme. In addition you can also record your own CPD, for example when you attend non-SII events.

User Types:

Registered User

Registered users (SII members) can access details of their own CPD log, view and print logged activities and add more as appropriate. We send regular emails to keep you informed of your progress throughout the year. Standard users are not able to view the CPD logs of others.

A random sample of members using the scheme will be selected for audit. Auditing occurs on a regular basis throughout the year.

Superuser

The Superuser function has been built primarily to assist HR/training staff in monitoring the competence and development of their staff. Superusers can:

- ✓ view the individual CPD Logs of all SII members at their firm
- ✓ select a CPD activity and view who attended that particular event
- ✓ create on-demand reports using all their employees' CPD log data, presented in Excel format

Superuser licences are available to non-Corporate member firms for £1,000 per annum and are free for Corporate members.

How do I log my CPD hours?

- 1 Access the CPD Log from the CPD pages of our website www.sii.org.uk/cpdlog
- 2 Register online using your membership number and password
- 3 All SII CPD activities you undertake will automatically download onto your CPD Log within 48 hours (except Self-directed)
- 4 You can also manually log other non SII activities under the four learning elements: Active, Reflective, Self-directed and Development of Others

Upgrade your membership through the SII CPD Scheme

You can fast track your SII membership progression if you register on our CPD scheme:

ASI + 4 yrs logged CPD allows you to upgrade to **MSI**
MSI + SII Diploma + 3 yrs logged CPD (Compulsory that 3 yrs CPD are logged as an MSI) allows you to upgrade to **FSI**

SII can accredit your firm's CPD Scheme

The SII recognises good practice of learner support and development by client firms. Firms that have a CPD scheme of their own can gain SII accreditation. By having their scheme externally validated in this way, firms can show their customers that they are committed to the professional development of their staff.

Accreditation levels:

- ★ Silver Star Accreditation = 25 - 34 hours CPD
- ★ Gold Star Accreditation = 35+ hours CPD

Conditions

- ✓ Corporate member firms receive accreditation free of charge
- ✓ There is an accreditation fee of £1000 for non-Corporate member firms
- ✓ SII will accredit practice that it feels meets its rigorous quality assurance requirements and reserves the right to decline a request for accreditation that does not meet its standards
- ✓ SII accreditation is valid for a period of 3 years after which firms must re-apply

Applying for Accreditation

Any firm seeking formal SII accreditation for its existing CPD scheme must undertake three simple stages in the application process:

Registration of interest → Accreditation meeting → Accreditation outcome

To register your interest, please complete our online application form at: www.sii.org.uk/cpdscheme/accreditation

Please note: accreditation means SII members will not need to use the SII's own CPD logging system to demonstrate CPD.

“ We acknowledge, as many have reminded us, that competence is not just about examinations. It is about skills, knowledge, expertise, ethical behaviour and the application and maintenance of all these

April 2008
FSA, Retail Distribution Review Interim Report

If you have any questions about the SII CPD scheme, visit www.sii.org.uk/cpdscheme or contact the Membership department: +44 (0)207 645 0650 siicpdscheme@sii.org.uk

You can choose the start date of your CPD year
Free to members
Allows you to fast track to the next level of SII Membership
Secure with password protected access
Saves you time: automatically logs any SII CPD activity undertaken
Flexible, easy to use and requires no formal training
Allows you to keep a centralised record of all your CPD activity
Awards you with a formal certificate for each year of successfully logged CPD
Satisfies T & C requirements for both employers and regulators
Email alerts

“ I find the SII CPD Scheme excellent: the hours are very realistic and cover a broad range of relevant activities. The SII CPD Log makes it really easy to track them.

Catherine Woods ASI, Business Analyst, RBS

www.sii.org.uk/cpdscheme