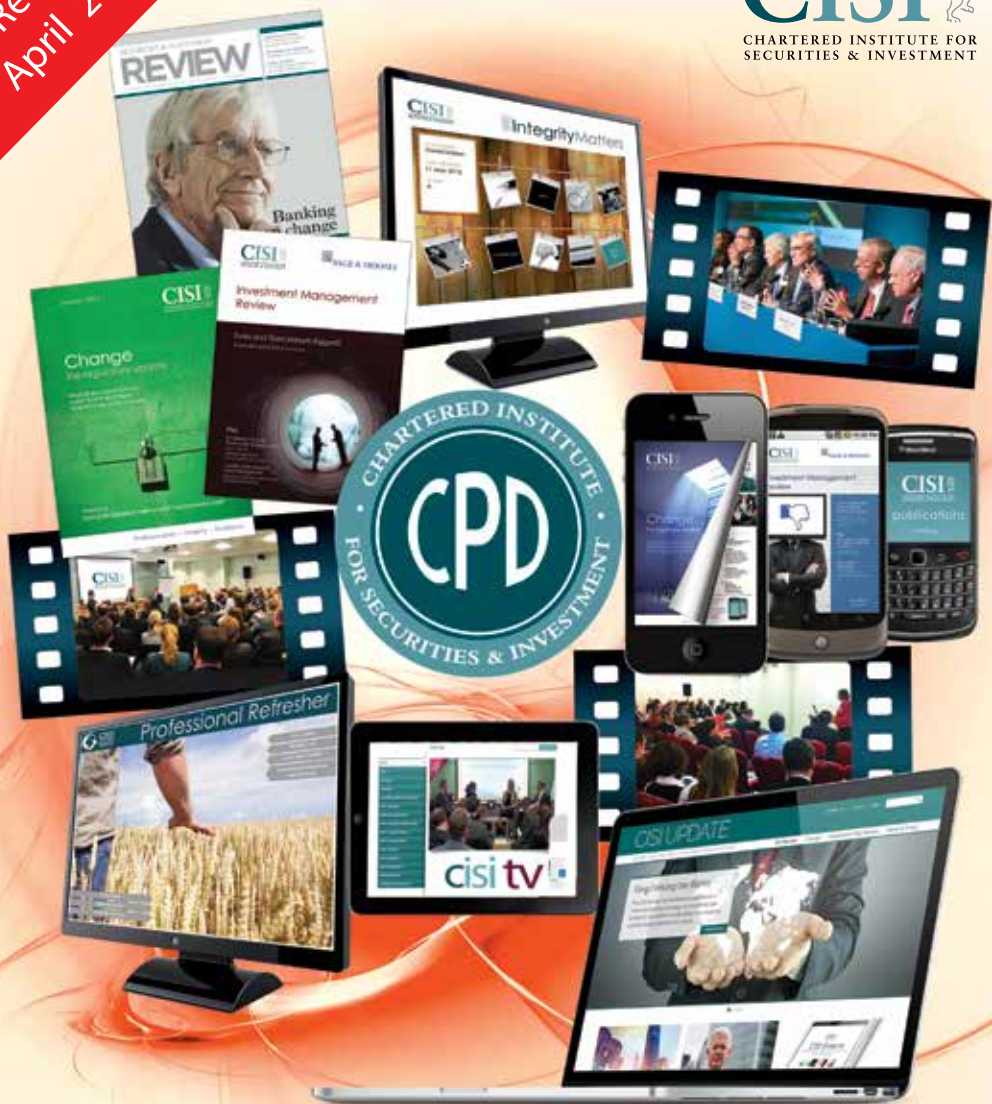


Revised  
April 2015

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# CPD

A guide for practitioners and firms  
to meet regulatory, firm or CISI  
requirements

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# What is CPD?

“ *The means by which members of professional associations maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives.*”

Professional Association Research Network (PARN)'s definition of CPD

# Introduction

This is the fourth edition of the CISI's guidance for individuals and firms using the CISI's continuing professional development (CPD) scheme.

CPD is now as important as qualifications – particularly as members are increasingly required to meet the needs of regulators as well as their firms and the CISI.

The booklet reflects some changes we have made to the scheme and provides CPD guidance for firms and individuals affected by the Retail Distribution Review (RDR) requirements of the UK regulator, the Financial Conduct Authority (FCA). Whilst competence has always been a feature of the regulatory environment, the RDR made CPD content, measurement, monitoring and recording of successful learning outcomes a regulated matter.

Furthermore, following the UK Parliament Commission into banking standards, the focus on accountability is becoming even greater: for example the new regulatory framework for individual accountability proposed in the latest PRA and FCA Consultation papers (FCA CP14/13 and PRA 14/14).

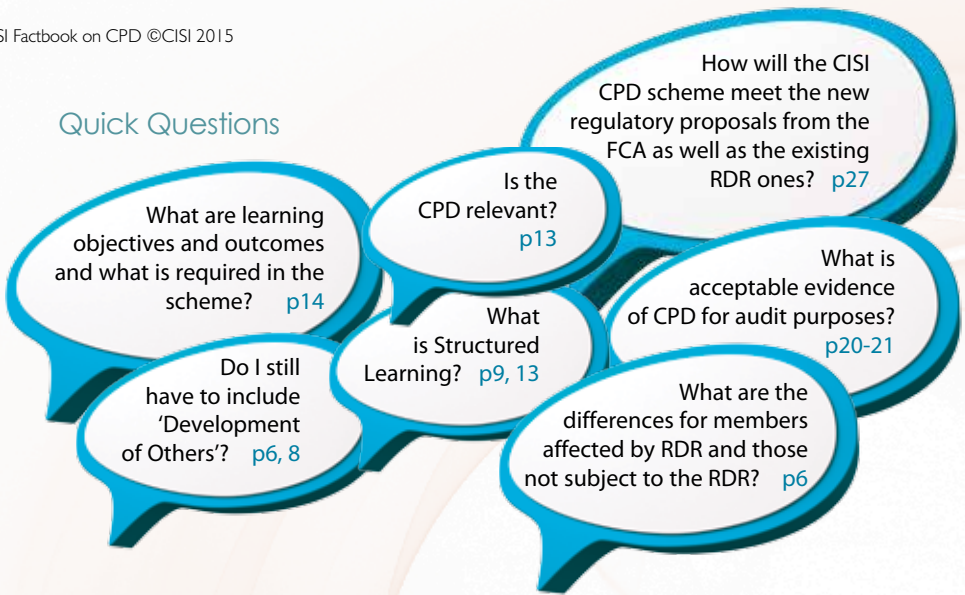
This guide updates on the third edition, and will be useful for CISI members in the Channel Islands working in changing regulatory landscapes, as well as our other members.

We look forward to supporting all our members using the CISI CPD scheme.



Lydia Romero,  
Director of Learning, CISI

## Quick Questions



## Summary of the CISI CPD Scheme

	RDR-affected Members*	Non-RDR-affected Members
<b>learning type</b>	structured unstructured	structured unstructured
<b>learning activity</b>	I have: attended; developed others by; watched/ listened; undertaken; read	I have: attended; developed others by; watched/listened; undertaken; read
<b>learning objective</b>	needs to be completed must be relevant to retail role	needs to be completed must be relevant to role
<b>learning outcome</b>	needs to be completed in detail, showing learning element	needs to be completed
<b>hours**</b>	21 structured minimum 14 unstructured	21 structured minimum 14 unstructured
<b>total</b>	35 hours	35 hours for some ***

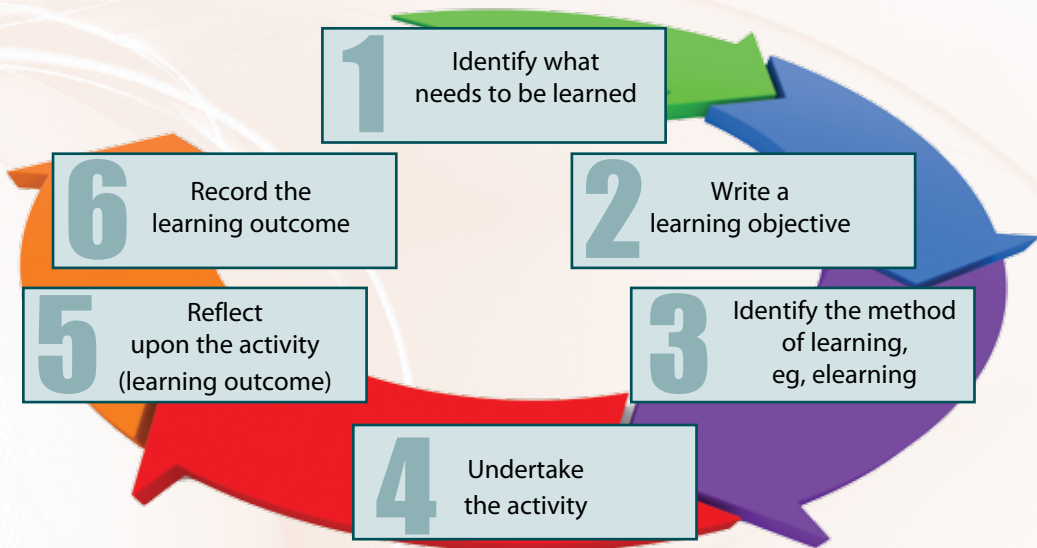
\* CPD entries must be relevant to the Retail role

\*\* Chartered members must log a minimum of one hour Development of Others, within the 35 hours of CPD per year, in order to maintain their Chartered status.

Chartered members affected by the RDR must also ensure that if the CPD logged under Development of Others is not relevant to their Retail role it must be done in addition to the 35 hours CPD required by the RDR.

\*\*\* Non-RDR-affected and non-Chartered members have no minimum requirement, but must do 35 hours to progress to a higher grade of membership or Chartered status.

## Steps in the CPD Process



The CISI CPD scheme changed in 2014 and now comprises:

- Structured CPD (such as training courses and workshops) - often known as **Active** learning;
- Unstructured CPD (such as reading journals) - often known as **Passive** learning.

# The CISI CPD Scheme

The CISI scheme is free to all members and is designed to be used by everyone, regardless of membership grade. CPD is a core part of professionalism and the CISI scheme has been established for many years, evolving to meet changing requirements.

The scheme has been agreed by industry practitioners, who represent members through the CISI membership committee.

Users of the CISI CPD scheme must log a minimum of 35 hours per CPD year if they are:

- RDR-affected or required to do so by their own regulator in a different jurisdiction;
- a Chartered Fellow;
- a Chartered Member;
- a Chartered Wealth Manager;
- working towards Chartered status; or
- working towards a higher grade of membership.

Chartered members must log a minimum of one hour Development of Others, within the 35 hours of CPD per year, to maintain their Chartered status.

Chartered members affected by the RDR must ensure that the CPD logged under Development of Others, if not relevant to their retail role is done in addition to the 35 hours RDR CPD required.

Please note if your firm requires you to do more than 35 hours, this will supercede the CISI requirements.



CISI CPD Categories:

	Structured CPD	Unstructured CPD
	Structured CPD must be an activity undertaken for the express purpose of learning and be verifiable, such as attending a training course	This element includes unplanned activities, where there is no pre-determined learning objective and outcome. This also includes unaccompanied learning activities.
<b>Learning Duration*</b>	Minimum hours: 21 Learning activities must be of at least 30 minutes duration	Maximum hours: 14 Activities can be under 30 minutes duration
<b>Requirements of CPD Activities</b>	Activities must: <ul style="list-style-type: none"> <li>• have a clear learning objective and result in a clear learning outcome</li> <li>• be capable of being evidenced and independently verified</li> </ul>	Activities are more flexible and learning needs can be met from less formal activities
<b>Examples of Appropriate Activities</b>  Additional examples are listed on page 12	<ul style="list-style-type: none"> <li>• Certified completion of attending seminars, lectures, conferences</li> <li>• Certified completion of appropriate elearning, workshops, webinars or courses dealing with a relevant topic</li> </ul>	<ul style="list-style-type: none"> <li>• Reading relevant trade journals and magazines</li> <li>• Conducting relevant research for example on products, and services for clients</li> <li>• Watching unverifiable webcasts</li> <li>• Participating in informal mentoring sessions</li> </ul>

\*Firms may require that their employees do more than the minimum CISI CPD requirements.

## Using the CISI CPD Scheme

To register to use the CISI scheme, you need to log in at [cisi.org/cpdlogin](http://cisi.org/cpdlogin) and choose your CPD start date.

Select CPD Date  
eg, 1 January 2015

CPD dates can be backdated by **11 months**. Members can email [cpdscheme@cisi.org](mailto:cpdscheme@cisi.org) should they require this.

CPD year lasts **12 months**

All CISI events and online activities are auto logged to the CISI CPD Scheme. Members are encouraged to update their Non CISI CPD activities during their CPD year ensuring they update their Learning objectives and Learning outcomes and attach all relevant evidence.

CPD log closes,  
eg, 31 December 2015

Once log closes, a new CPD year will open to enable members to start logging CPD for their new year.

**28 day grace period** after  
CPD log closes.  
eg, 1 Jan 2016 to 28 Jan 2016

Members are given a 28 day grace period to update their CPD entries and attach evidence after their log closes.

After **28 day grace period**,  
CPD logs are updated with  
pass/fail results

On completion of successfully logged CPD, the CISI awards a certificate, allowing you to demonstrate to your employer and the regulator that you remain competent.

If passed, CPD log is then  
added into random selection  
for CPD Audit.

The CISI selects on an annual basis **20%** of its members to be audited. Members can be selected up to a year after their CPD log has closed, though the CISI aims to select members within 3 months of their year-end.

## CPD Guidelines

To meet the requirements, the CISI CPD scheme requires you to log 35 hours CPD, with 21 hours minimum being structured and 14 hours being either unstructured or structured.

The CISI does encourage members to ensure that their CPD activity is varied and that the CPD logged is relevant to your role and, if affected by the RDR, relevant to the RDR area of their role.

The CISI require members to note the following CISI limits when recording the following types of CPD within the Scheme:

	<b>Recommended Limits</b>	<b>Maximum Limits</b>
<b>Reading</b>	5 hours	5 Hours
<b>Exam Revision/Study</b>	5 Hours	5 Hours
<b>Soft Skills</b>	5 Hours	10 Hours
<b>Research</b>	5 Hours	10 Hours
<b>Development of Others*</b>	10 Hours	20 Hours

\*Please note Chartered members are required to log a minimum of 1 hour in Development of Others within their CISI CPD Scheme annually.

RDR-affected members must note that CPD covering mortgages is not acceptable as RDR CPD and will need to be additional to the 35 hour RDR CPD requirement.

### **What does NOT count as CPD?**

- Appraisals / one-to-one meetings / performance reviews
- Activities where no learning outcomes can be identified or recorded
- Activities that are not relevant to your current or evolving job role; this is more flexible for members not affected by the RDR who may be using CPD in anticipation of changing jobs
- Subjects not related to the financial services sector
- Activities that are part of the normal day-to-day job role, rather than specific learning activities
- Social/networking events
- Entry level qualifications taken upon entering the industry; this will include time spent studying/training for, or taking, exams in order to qualify

CPD guidelines and policies can be found at [cisi.org/cpdpolicies](https://www.cisi.org/cpdpolicies)

## Logging CPD

When manually logging CPD on the CISI log, members will see their new entry as pictured below. All members will see the same fields with the exception of "Is this CPD relevant to your role as a retail investment adviser?" which will only be visible to members affected by the RDR.

The screenshot shows a 'New Activity' form with the following fields and callouts:

- Activity Templates:** A dropdown menu with '<Select>'.
- Is this CPD relevant for your role as a Retail Investment Adviser?:** A checkbox. Callout: "Members affected by the RDR must indicate if the CPD entry is relevant to their role as a retail investment adviser. Only relevant CPD counts towards their CPD total."
- Title\*:** A text input field.
- Learning Objectives (Restrictions)\*:** A text input field. Callout: "Entries must have learning objectives which outline what the member wants to achieve from the activity."
- Learning Outcome\*:** A text input field. Callout: "Entries must have learning outcomes which detail what the member achieved from the activity."
- Activity Start Date\*:** A date input field.
- Activity End Date:** A date input field.
- Learning Activity\*:** A dropdown menu with options: 'I have attended', 'I have developed others by', 'I have watched or listened', 'I have read', and 'I have undertaken'. Callout: "Members should select the learning activity and then the activity from the list provided. See page 13 for full details. This will then automatically update as structured or unstructured, depending on the activity."
- Category\*:** A dropdown menu with '<select>'.
- Structured\*:** A dropdown menu with '<select>'.
- Score:** A text input field.
- Grade:** A text input field.
- Hours\*:** A text input field.
- Can Audit Entry:** A checkbox.
- Upload Evidence:** A text input field with an 'Add Evidence' button. Callout: "Members should upload evidence on an ongoing basis."

At the bottom, there is a note: "Note: Required fields are marked with an asterisk (\*)". Buttons for 'Close', 'Save', and 'Save & Close' are also visible.

New learning activities introduced to help members with logging CPD on the CISI scheme:

1. I have attended
2. I have developed others
3. I have watched/listened
4. I have read
5. I have undertaken

## Structured/Unstructured

All online CPD activities and events undertaken with the CISI are automatically logged to the CISI scheme and do not require evidence to be submitted in a CISI CPD audit.

### Structured

Structured learning CPD must be a purposeful learning activity, ie, an activity undertaken for the express purpose of learning, such as a training course, or a company briefing on a new market, ie, where there are defined learning outcomes to be achieved, such as learning about a specified new market or type of fund. It must be verifiable, eg, through attendance records, or through the independent logging of an elearning revision course. Please note that all structured CPD must be a minimum of 30 minutes.

Minimum hours: 21

#### I have attended a:

Company briefing/update/ team meeting with an explicit briefing remit

Exam training course	Conference
CPD event	Lecture
Seminar	Training course
Workshop	Professional forum

#### I have developed others by: (maximum 20 hours, minimum one hour for Chartered members)

Chairing or presenting at an industry-relevant event  
Member of industry-related board, panel or committee  
Developing and assessing exam questions  
Syllabus exam panel  
Training or briefing staff and colleagues on industry relevant topics  
Writing industry articles, workbooks and journals  
Contributing towards learning materials

#### I have watched or listened to:

Verifiable webcast with questions or test  
Verifiable podcast  
Verifiable webcast  
Verifiable live webstream

#### I have undertaken:

Exams (benchmark qualifications not accepted as CPD)  
Verifiable eLearning

#### I have read\* (maximum five hours):

Quality educational material with specific learning outcome  
Workbooks  
Exam revision material  
Studying material

### Unstructured

This element includes unplanned activities, where there is no pre-determined learning objective and outcome. This also includes unaccompanied learning activities.

Maximum hours: 14

#### I have attended an:

Informal meeting with no predetermined learning purpose

#### I have developed others by:

Informal coaching and mentoring staff on industry relevant topics

#### I have watched or listened to:

Television programmes on relevant topics  
Unverifiable podcasts  
Unverifiable webcasts  
Unverifiable live webstreams

#### I have undertaken (maximum ten hours)

Research

#### I have read (maximum five hours)

CISI's *Change - the Regulatory Update*  
*Financial Times*  
*Securities & Investment Review*  
Trade magazines  
Online news services  
Industry journals  
CISI's *Investment Management Review*

\* Note on reading for members affected by the RDR

The FCA has stated that structured CPD should only comprise educational reading where quality reading material has been produced to meet a clearly specified and required learning outcome. The CISI will accept it as structured learning in clearly defined circumstances, as five hours maximum structured learning (with five hours unstructured learning also accepted, making a total of ten hours for reading).

Where reading is recorded as structured CPD, the CISI's expectation is that the member will record the title and author of the publication, and the qualification in addition to the specific learning outcome. Please always check your company policy, which may be more rigorous than the regulatory requirement.

## CPD Concessions for Non-RDR-affected Members

The CISI can provide a concessionary CPD target, on a discretionary basis, for members not affected by the RDR, in certain circumstances.

Members who are on maternity leave or off work for more than three months, due to illness, may request a reduced CPD target, which will be based on the number of months off work. The minimum that the CISI CPD hours target can be reduced to is 15 hours. Please note there are no pro-rata arrangements for unemployed members.

Unemployed and retired Chartered members who still wish to complete the scheme can request that the one-hour requirement for Development of Others is reduced to zero, although it is still necessary to complete a total of 35 hours of CPD. The other minimum requirements must still be met in order to pass.

If you would like to apply for a concessionary target, please email [cpdscheme@cisi.org](mailto:cpdscheme@cisi.org)

Please note that concessionary targets need to be applied for in each CPD year and before that year ends.

## Learning Objectives and Outcomes

The requirement for all users of the scheme represents the evolution from a scheme based mainly on measuring how much CPD is being undertaken and evidenced (input-based), towards a tool which is a valuable reflection of learning achieved over time (output-based). Many Chartered bodies in other sectors have evolved from input-based schemes to schemes which focus more on what has been learned.

Adding CPD learning objectives and outcomes may, at first, seem an onerous task; however, including these in your log turns your activities from a collection of attendance certificates to a record of your continuing educational learning.

Learning objectives and outcomes show members, employers and the CISI the learning gained from each CPD activity.

Members often undertake regular CPD activities (eg, weekly/quarterly meetings) and updating the learning outcomes with specific information enables the member to show how this activity is CPD and not just part of their job role. Members should avoid logging bulk CPD activities. Learning outcomes should be logged individually for each activity, showing what has been learned and how this learning will impact their current role.

# Examples of Acceptable and Unacceptable Learning Objectives and Learning Outcomes

## Attending a workshop

### Acceptable

#### Learning Objective

The aim of attending this workshop is to gain a better understanding of how the FCA rules on CASS Client Assets affect specific areas of my work.

#### Learning Outcome

On completing this workshop I gained a better understanding of the FCA's rules on CASS, including an overview of general provisions, client money, custody rules and mandates, enabling me to interpret the rules correctly and to follow them, when managing my client's investments.

#### Reason

The learning outcome is clear and specific, showing how the knowledge will be applied within the workplace.

### Unacceptable

#### Learning Objective

The aim of attending this workshop is to gain a better understanding of how the FCA rules on CASS Client Assets affect specific areas of my work.

#### Learning Outcome

I have a better understanding of CASS rules.

#### Reason

The learning outcome does not list any specific detail demonstrating what has been learned.

## Presenting at a meeting

### Acceptable

#### Learning Objective

The objective is to develop others' understanding and ability in the area of portfolio construction and enable me to enhance and maintain my own professional competence.

#### Learning Outcome

Presenting at this meeting, I was able to develop others' understanding of portfolio construction, covering appropriate asset allocation, portfolio weightings and diversification. On receiving feedback from attendees, I was also able to build on my knowledge in these areas and take back new effective techniques to enhance my role.

#### Reason

The learning outcome is clear and specific, showing what was taught and how further learning was contributed from attendee feedback.

### Unacceptable

#### Learning Objective

The objective is to develop others' understanding and ability in the area of portfolio construction and enable me to enhance and maintain my own professional competence.

#### Learning Outcome

Points given and acted on by the attendees.

#### Reason






The learning outcome is unclear and does not list any specific detail, showing what was developed.

# CPD Sources

CPD can be undertaken via a variety of sources including your firm, the CISI and third-party providers.

## CISI CPD

Many CPD products and services are included as part of CISI membership. Members can benefit from a range of online CPD tools, workshops and courses. The CISI has a flexible plan that you can follow to achieve 35 hours' structured CPD, for example:

Q1	Q2	Q3	Q4
<p>CISI Leadership, Suitability and Appropriateness or Client Relationships Course <a href="http://cisi.org/courses">cisi.org/courses</a> <span style="border: 1px solid black; padding: 0 2px;">6</span></p>	<p>CISI Client Money or Supervision Course <a href="http://cisi.org/courses">cisi.org/courses</a> <span style="border: 1px solid black; padding: 0 2px;">6</span></p>	<p>CISI Integrity &amp; Ethics Course <a href="http://cisi.org/courses">cisi.org/courses</a> <span style="border: 1px solid black; padding: 0 2px;">3</span></p>	<p>CISI Sanctions, Anti-Money Laundering or Market Abuse Course <a href="http://cisi.org/courses">cisi.org/courses</a> <span style="border: 1px solid black; padding: 0 2px;">6</span></p>
<p>CISI Professional Refresher elearning module (see website for relevant modules and times) <a href="http://cisi.org/profref">cisi.org/profref</a> <span style="border: 1px solid black; padding: 0 2px;">1</span></p>	<p>CISI Professional Refresher elearning module (see website for relevant modules and times) <a href="http://cisi.org/profref">cisi.org/profref</a> <span style="border: 1px solid black; padding: 0 2px;">1</span></p>	<p>CISI Professional Refresher elearning module (see website for relevant modules and times) <a href="http://cisi.org/profref">cisi.org/profref</a> <span style="border: 1px solid black; padding: 0 2px;">1</span></p>	<p>CISI Professional Refresher elearning module (see website for relevant modules and times) <a href="http://cisi.org/profref">cisi.org/profref</a> <span style="border: 1px solid black; padding: 0 2px;">1</span></p>
<p>CISI Professional Forum Meeting (over 10 each quarter) <a href="http://cisi.org/pf">cisi.org/pf</a> <span style="border: 1px solid black; padding: 0 2px;">1</span></p>	<p>CISI Professional Forum Meeting (over 10 each quarter) <a href="http://cisi.org/pf">cisi.org/pf</a> <span style="border: 1px solid black; padding: 0 2px;">1</span></p>	<p>CISI Professional Forum Meeting (over 10 each quarter) <a href="http://cisi.org/pf">cisi.org/pf</a> <span style="border: 1px solid black; padding: 0 2px;">1</span></p>	<p>CISI Professional Forum Meeting (over 10 each quarter) <a href="http://cisi.org/pf">cisi.org/pf</a> <span style="border: 1px solid black; padding: 0 2px;">1</span></p>
<p>CISI CPD Seminar - in person or online (over 40 across the UK each quarter) <a href="http://cisi.org/events">cisi.org/events</a> <span style="border: 1px solid black; padding: 0 2px;">1</span> </p>			<p>CISI CPD Seminar - in person or online (over 40 across the UK each quarter) <a href="http://cisi.org/events">cisi.org/events</a> <span style="border: 1px solid black; padding: 0 2px;">1</span> </p>
<p>CISI CPD Seminar - in person or online (over 40 across the UK each quarter) <a href="http://cisi.org/events">cisi.org/events</a> <span style="border: 1px solid black; padding: 0 2px;">1</span> </p>	<p>CISI CPD Seminar - in person or online (over 40 across the UK each quarter) <a href="http://cisi.org/events">cisi.org/events</a> <span style="border: 1px solid black; padding: 0 2px;">1</span> </p>	<p>CISI CPD Seminar - in person or online (over 40 across the UK each quarter) <a href="http://cisi.org/events">cisi.org/events</a> <span style="border: 1px solid black; padding: 0 2px;">1</span> </p>	<p>CISI Annual Integrity Debate (in person or online) <a href="http://cisi.org/ethicsproducts">cisi.org/ethicsproducts</a> <span style="border: 1px solid black; padding: 0 2px;">1</span></p>
Total 35 hours <span style="border: 1px solid black; padding: 0 2px;">9</span>	<span style="border: 1px solid black; padding: 0 2px;">10</span>	<span style="border: 1px solid black; padding: 0 2px;">6</span>	<span style="border: 1px solid black; padding: 0 2px;">10</span>



# Other CPD Providers


While the CISI provides a wide range of CPD activities, it is perfectly acceptable for members to use other providers, a number of whom are endorsed by the CISI (see [cisi.org/cpdotherbodies](http://cisi.org/cpdotherbodies)).

This encourages and enables members to have access to a considerable breadth of CPD activities, meeting many specialisms. Members can also use CPD providers not formally endorsed by the CISI and, of course, activities supplied by their employer.

The CISI provides a certificate template which members can ask other providers to complete as verifiable and auditable evidence of the CPD activity. This is downloadable from your log and from the CPD section of the CISI website. You can find further information on acceptable evidence on pages 19 to 21.



ENDORSED CPD PROVIDER



## CERTIFICATE OF ATTENDANCE

FOR A CPD ACTIVITY DELIVERED  
THROUGH A THIRD PARTY PROVIDER

This is to certify that \_\_\_\_\_

has attended \_\_\_\_\_

on \_\_\_\_\_

DD \_\_\_\_\_ MM \_\_\_\_\_ YY \_\_\_\_\_

covering the following learning objectives and learning outcomes:

\_\_\_\_\_

\_\_\_\_\_

over a period of \_\_\_\_\_ hours

Score or grade if relevant: \_\_\_\_\_

Signed by Member: \_\_\_\_\_

CPD provider company details: \_\_\_\_\_

\_\_\_\_\_

Name and job title of CPD provider: \_\_\_\_\_

CPD provider signature: \_\_\_\_\_

Date: \_\_\_\_\_

# The CISI and Audit

## The CISI CPD Scheme – Auditing

The Institute trusts its members to record their CPD accurately. Each year it conducts an audit of around 20% of those members who are registered to use the scheme.

If you are selected for audit you will receive an email advising you of this. You will have 35 days in which to collate and submit the requested information and documents. Members will be required to log into the CPD year that has been selected, complete the declaration and submit their CPD once they are confident that they have attached the relevant evidence for each activity.

This is why we encourage you to collect evidence of your CPD activities and upload them to your log as they are undertaken as this significantly reduces the time needed to collect evidence if you are selected for audit. If you have been regularly uploading evidence, and do not wish to adjust any of your CPD entries you may not need to submit anything else for auditing.

If all of the required evidence is provided and suitable, it usually takes the CISI up to 60 days from receipt of the audit submission to verify the information provided.

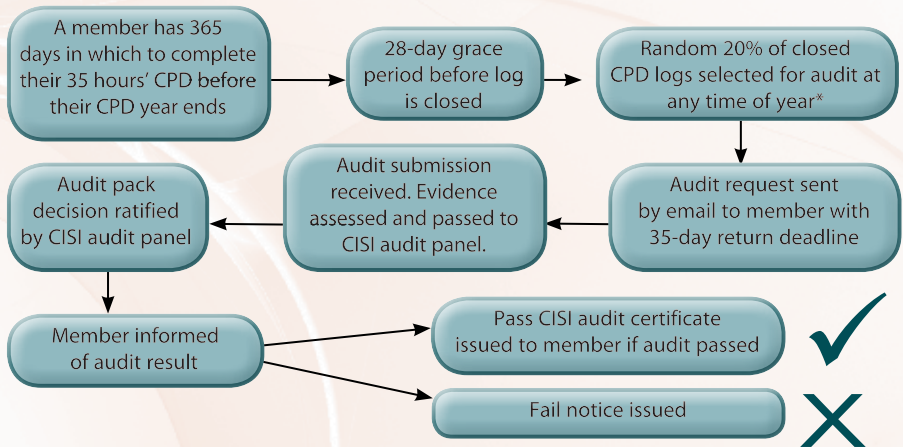
You will then receive written notification of the audit outcome. If evidence is missing or clarification is needed, the process can take longer. Providing that your audit outcome is successful, you will be issued with a pass certificate.

If there are questions about the audit, the CISI audit team will contact you. Should you fail the audit you will be advised in writing and provided with the reasons behind the decision. A failure to pass the audit will be recorded on your CPD log and will prevent the issue of an initial Statement of Professional Standing (SPS) or cancel an existing SPS.

The audit process is shown in the flowchart opposite.

It is possible to appeal against the audit result. Any appeal needs to be made in writing, within ten working days of the audit decision, explaining the reasons and supplying any additional evidence to support the appeal.

# The Audit



\*Auditing occurs regularly throughout the year. Every user of the CISI CPD scheme can expect to be audited a minimum of once every five years.

## CPD Audit Evidence

If you are selected for audit, the evidence produced needs to be verifiable by the CISI. Most activities must be verifiable, although some, such as reading can be self-declared.

**Top Tip:** it is really beneficial to log more than 35 hours. If you are selected for audit and further evidence of CPD is required, these additional entries can be used instead to reach the required level. Consequently, if you have completed more than 35 hours of CPD you are not required to evidence everything that you have logged. You may select the 35 hours of activity for which you want to be audited. However, when choosing, care should be taken to provide evidence that adheres to the minimum and maximum category requirements.

When producing evidence, members should ensure that it provides proof of:

- the identity of the member;
- proof of attendance;
- the activity undertaken;
- the topics covered within the CPD activity;
- the date in full (including the year) and time;
- the provider;
- verifier full name and job title
- the duration (in hours) of the CPD activity; and
- the score or grade (where appropriate).

## Acceptable\* and Unacceptable Evidence

Non-CISI Acceptable Evidence	Unacceptable Evidence
<b>Sitting exams</b>	
<ul style="list-style-type: none"> <li>• A copy of the exam certificate, accompanied by a confirmation of the exam duration from the exam provider</li> <li>• Official results confirmation letter/email from the exam provider, confirming the exam title, date, duration and the score/grade you achieved</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of the exam booking</li> <li>• Exam invoice</li> </ul>
<b>Attending events (training courses, workshops, seminars, conferences, professional forums, exam training courses and lectures)</b>	
<ul style="list-style-type: none"> <li>• Certificate of attendance, confirming your name, the event title, the event date and the duration of the claimable CPD hours from the event</li> <li>• Official confirmation of attendance letter/email from your HR, Training or Compliance department confirming your name, the event title, the event date and the duration of the claimable CPD hours from the event</li> <li>• CISI pro-forma certificate completed by the event provider</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of your booking from the event provider</li> <li>• Your response confirming your intention to attend</li> <li>• Copy of the event programme</li> <li>• Copy of the event invitation</li> <li>• Copy of the event invoice</li> <li>• Calendar/diary entry screenshot</li> <li>• Copy of the event slides or notes</li> </ul>
<b>Use of elearning tools</b>	
<ul style="list-style-type: none"> <li>• Certificate of completion/pass from the elearning provider, confirming your name, the activity title, date, duration and the score/grade achieved (if appropriate)</li> <li>• Official confirmation letter/email from the elearning provider, confirming your name, the activity title, date, duration and the score/grade achieved (if appropriate)</li> </ul>	<ul style="list-style-type: none"> <li>• Entry from your internal learning system that does not contain any activity duration information</li> <li>• Blank certificate of completion</li> </ul>
<b>Attending in-house briefings or updates</b>	
<ul style="list-style-type: none"> <li>• Certificate of attendance, confirming your name, the event title, the event date and the duration of the claimable CPD hours from the event</li> <li>• Official confirmation of attendance letter/email from your HR, training or compliance department confirming your name, the event title, the event date and the duration of the claimable CPD hours from the event</li> <li>• CISI pro-forma certificate completed by the event provider</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of your booking from the event provider</li> <li>• Your response confirming your intention to attend</li> <li>• Copy of the event programme</li> <li>• Copy of the event invitation</li> <li>• Calendar/diary entry screenshot</li> <li>• Copy of the event slides or notes</li> </ul>
<b>Attending external briefings or updates</b>	
<ul style="list-style-type: none"> <li>• Certificate of attendance, confirming your name, the event title, the event date and the duration of the claimable CPD hours from the event</li> <li>• Official confirmation of attendance letter/email from the event provider confirming your name, the event title, the event date and the duration of the claimable CPD hours from the event</li> <li>• CISI pro-forma certificate completed by the event provider</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of your booking from the event provider</li> <li>• Your response confirming your intention to attend</li> <li>• Copy of the event programme</li> <li>• Copy of the event invitation</li> <li>• Copy of the event invoice</li> <li>• Calendar/diary entry screenshot</li> <li>• Copy of the event slides or notes</li> </ul>

\* Please note the requirements for RDR-affected members that all CPD submitted as part of the 35-hour requirement must be relevant to their role as a retail investment adviser.

## Non-CISI Acceptable Evidence

## Unacceptable Evidence

### Presenting at an industry-relevant event (training courses, workshops, seminars, conferences, professional forums, exam training courses, lectures and briefings)

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Official letter/email from the event provider, confirming your participation and the duration of your presentation and including a copy of the presentation used together with a confirmation of authorship</li></ul> | <ul style="list-style-type: none"><li>• Invitation to speak/logistical arrangements</li><li>• Copy of the presentation that does not have proof of authorship (a blank/nameless/dateless presentation)</li><li>• Calendar/diary entry screengrab</li><li>• A copy of the event brochure/flyer that indicates you presented at the event and includes your name in print</li></ul> |
|---|---|

### Chairing an industry-relevant event (training courses, workshops, seminars, conferences, professional forums, lectures and briefings)

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Official letter/email from the event provider confirming your participation and the duration of your role as chair person.</li></ul> | <ul style="list-style-type: none"><li>• Invitation to chair/logistical arrangements</li><li>• Calendar/diary entry screengrab</li><li>• A copy of the event brochure/flyer that indicates you chaired the event and includes your name in print</li></ul> |
|--|---|

### Membership of an industry-relevant board, panel or committee

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Official confirmation of participation letter/email from the relevant body/committee/board/panel confirming your attendance, the date and the duration of the claimable CPD hours from the activity</li><li>• Copy of the minutes noting your attendance, the date and the duration of the claimable CPD hours from the activity</li></ul> | <ul style="list-style-type: none"><li>• Calendar/diary entry screengrab</li><li>• Your response confirming your intention to attend</li><li>• Acknowledgement of booking from activity organiser</li></ul> |
|--|--|

### Contributing towards learning materials

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Copy of supplied learning material with proof of authorship</li><li>• Official confirmation letter/email from the publisher of the materials confirming your authorship</li></ul> | <ul style="list-style-type: none"><li>• Copy of the supplied learning material that does not have any proof of authorship</li><li>• A copy of a letter/email commissioning the learning materials</li></ul> |
|---|---|

### Training or briefing staff on industry-relevant topics

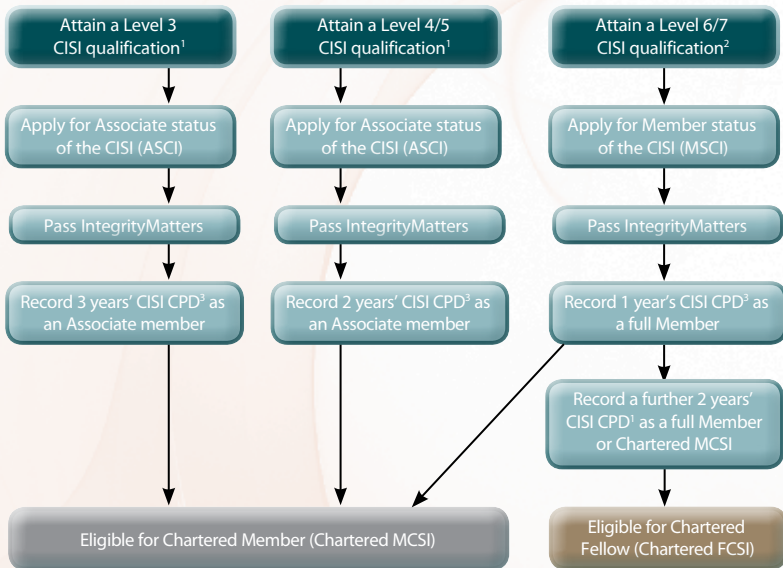
- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Official confirmation from HR/training of your participation, the content and the duration of the activity</li></ul> | <ul style="list-style-type: none"><li>• Invitation to speak/logistical arrangements</li><li>• Calendar/diary entry screengrab</li></ul> |
|--|---|

### Coaching mentoring and inducting staff on industry-relevant topics

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Confirmation letter/email from mentee/trainee detailing the date, time, duration and content covered</li><li>• Official confirmation from HR/training confirming your participation, the content and the duration of the activity</li></ul> | <ul style="list-style-type: none"><li>• Calendar/diary entry screengrab</li></ul> |
|---|---|

# Using CPD to Progress to Chartered Status

Did you know that CPD is an essential part of obtaining and maintaining individual Chartered status? Having a track record of CPD could allow you to upgrade your membership to gain individual Chartered status. This flowchart shows the requirements and the number of years of CPD required.



- 1 The CISI recognises qualifications from other professional bodies as acceptable for Associate membership. For a list of qualifications go to [cisi.org/recognisedqualifications](http://cisi.org/recognisedqualifications)
- 2 The CISI recognises certain level 6 qualifications as acceptable for full CISI Membership. A list of acceptable qualifications is available at [cisi.org/recognisedqualifications](http://cisi.org/recognisedqualifications). Candidates applying through this route can later progress to Chartered Member, however Chartered Fellow status is exclusive to achievers of level 6/7 CISI qualifications
- 3 CPD must either be logged on the CISI CPD Scheme or your firm's scheme must have been formally accredited by the Institute. Approved CPD year/s must be consecutive and directly precede your application

Once Chartered status is gained, Chartered members must log a minimum of one hour Development of Others, within the 35 hours of CPD per year, to maintain their Chartered status. Chartered members affected by the RDR must ensure that the CPD logged under Development of Others, if not relevant to their retail role is done in addition to the 35 hours RDR CPD required.

Chartered Wealth managers are also required to log 35 hours of CPD on an annual basis to enable them to retain their Chartered status.

## The RDR and CPD

Full details of the RDR CPD requirements can be found at [cisi.org/cpd/rdr](https://www.cisi.org/cpd/rdr)

The CPD requirements for the Isle of Man and Guernsey are the same as the UK requirements for RDR-affected members, in that members are required to log 35 hours RDR CPD on an annual basis, with a minimum 21 hours being structured.

For the detailed requirements for Jersey go to [cisi.org/jersey/rfa](https://www.cisi.org/jersey/rfa); for Guernsey go to [cisi.org/guernsey/rdr](https://www.cisi.org/guernsey/rdr) and for the Isle of Man go to [cisi.org/imrdr](https://www.cisi.org/imrdr)

## CPD Exceptions for RDR-affected Members

### UK

There are some exceptions to the RDR CPD requirement. Advisers considering the basic format are strongly encouraged to check their firm's own policy regarding this issue.

Newly qualified advisers who are applying for an SPS before their 30-month deadline will not be required to meet the specific CPD requirements for their first SPS application. Newly qualified advisers who decide not to meet the CPD requirements will receive a basic SPS, rather than a standard SPS.

Firms can suspend the CPD requirement under TC2.1.17 for the period of time during which an employee is continuously absent from work, if that absence is allowed in order for the firm to meet its statutory duties in relation to equality and diversity (which the employee is continuously absent from carrying on or supervising the relevant activity). The CISI will therefore allow advisers to apply for a basic SPS, which does not require the RDR CPD requirement to be met, if the adviser has been absent from work for six months (or longer) during the preceding 12 months of their CPD year and at the adviser's firm's discretion.

There are no CPD exceptions for qualified advisers who are returning to the industry, are on gardening leave or are unemployed. The FCA has confirmed that any advisers who fall into these categories, must meet the full RDR CPD requirements before an SPS can be issued.

## Isle Of Man (IOM)

Newly qualified advisers who are applying for an SPS and meet the CPD requirement will be issued a standard SPS. Advisers who meet the full RDR CPD requirement can apply for a basic SPS, but must ensure that they realign their CPD year with their SPS data or that renew early. CPD year-end dates need to be three months before the SPS start date to ensure that the CPD linked to the SPS is current.

Members renewing their SPS who have not met the RDR CPD requirement due to statutory leave will be required to gain permission from the Financial Services Commission (FSC), the IOM regulator for a concession on their RDR CPD requirements. The CISI cannot make decisions on these and will need confirmation of the concession agreed in writing to enable it to update the CPD record.

## Guernsey

An RDR equivalent is being implemented by the Guernsey Financial Services Commission in Guernsey and is currently underway. From 1 January 2016, advisers must obtain a valid SPS. Please see [cisi.org/guernseyrdr](http://cisi.org/guernseyrdr) for further information.



# The CISI and Firms (including Corporate Supporters)

The CISI CPD log can assist your staff to maintain competence. The CPD scheme recommends that a minimum of 35 hours of CPD per annum is performed. It offers many ways of obtaining these hours, which are all free to members and provides the means of recording hours through the online log.

The CISI CPD scheme is certifiable and a full breakdown of logged activities can be seen, so that the member can easily demonstrate activities undertaken. The CISI seeks to work in partnership with firms in the following ways:

- It offers a superuser function, which allows firms to monitor their employees' CPD and ensure they are following appropriate development paths. This function also allows firms to update their employees' records with inhouse CPD activities if they wish. Benefits of the superuser function include:
  - Reports can be used to monitor the CPD activities undertaken by individuals
  - Firms can monitor completion of specific Professional Refresher units
  - Template CPD activities can be created to add to employees' logs
  - Firms can export detail to comma-separated values (CSV) files, suitable for excel spreadsheet generation
  - Firms can send emails to employees.
- Whilst the CISI CPD log has been created for its members, firms that are corporate supporters can purchase CPD access vouchers priced at £50 for any employees that are not CISI members. These vouchers give full access to the CPD log for a period of twelve months. Please note, however, the vouchers do not give individuals access to any of the online benefits available to CISI members. See [cisi.org/cpdbenefits](http://cisi.org/cpdbenefits) for further details of available benefits. To order CPD vouchers email [cpdscheme@cisi.org](mailto:cpdscheme@cisi.org)
- Accrediting firms' own CPD schemes on request (see p26) providing that the firm is a corporate supporter and can evidence full compliance with the relevant CPD requirements. This request is made in order to safeguard and underpin the CISI's Code of Conduct, to which the firm will need to commit, upon becoming a corporate supporter. For information on becoming a corporate supporter go to [cisi.org/corporatesupporter](http://cisi.org/corporatesupporter)

## Accredited Firms' Alternative Arrangements

As an alternative to using the CISI's own CPD scheme, firms may choose to provide a similar arrangement on an in-house basis. Firms can apply to the CISI to have their CPD schemes accredited, in order to demonstrate that their arrangements are equivalent to those provided by the CISI.

Firms with members subject to the RDR must ensure that the CISI has access to enable it to audit RDR-affected members. There is no standard model for this, but the inhouse scheme will need to contain similar features to the Institute's schemes.

## Accredited CPD Schemes' Evidence for Audit

Those members using CISI-accredited CPD schemes remain subject to audit in the same manner that those using the CISI scheme are. Pages 18-21 provide general information about the CISI audit process and the evidence required, but for those using an accredited scheme every piece of evidence is required, because the CISI does not have direct access to it.

Each CPD activity must have a learning objective and a learning outcome. If it is a formally assessed activity, the score should also be entered.

# CISI CPD Opportunities Summarised

The CISI has a wide range of CPD activities available to its members, to help meet annual CPD targets.

## Structured CPD Activities

- **Events** – the CISI offers a full programme of free lunchtime and early evening events in London, regionally and internationally.
- **CISI TV** – members can catch up on past CISI events anywhere, anytime by watching online on the Institute's own TV channel, CISI TV.
- **CISI Professional Refresher** – this popular online learning solution with over 60 relevant topics has self-administered testing facilities. The facility allows you to absorb easily the most current information, at a time convenient to you. You can progress quickly through sections where your knowledge is strong and more slowly through those areas where it is weaker.
- **Professional Forums (PFs)** – CISI members are welcome to join one, or all, of the eight free PFs. Specialist networking and discussion groups, these forums enable members to meet and listen to presentations from practitioners in the industry, engage in open discussion and share ideas and concerns in a confidential setting PFs are conducted under the Chatham House Rule.
- **Conferences and Courses** – the CISI organises a wide range of events for all those working in today's ever-changing financial services industry. These are topical events, which provide comprehensive coverage of key issues in the financial markets and attract high-level delegates from around the world.
- **Lectures** – the Annual Debate provides you with the opportunity to hear industry leaders discuss issues of integrity and trust.
- **Exams** – for a wide range of industry-recognised CISI qualifications.
- **FCSI Masterclasses** – exclusive to Fellows and Chartered Fellows, a series of masterclasses is run annually to provide an intimate learning environment for the Institute's most senior members.



## Unstructured CPD Activities

- ***Securities & Investment Review*** – The *Securities & Investment Review* is now also available online with a quarterly journal including the review of Financial Markets and an academic section offering cutting edge research and analysis.
- ***Change - the Regulatory Update*** – an indispensable guide to changes and hot topics in the world of financial regulation. It details recent and future changes in UK regulation which will affect FCA-authorized firms and includes the effects on the UK of decisions made in other regulatory jurisdictions, including Europe.
- ***Investment Management Review*** – available to Members and Fellows, the *Investment Management Review* surveys the best research and the most significant developments from around the world and contains analytical articles based on themes and issues of global significance.



# Checklist for Effective CPD

- **T**imely
- **H**as objectives and outcomes
- **R**elevant
- **I**nvolves a range of methods and activities
- **L**ogged
- **L**inks to the SPS year if affected by the RDR
- **E**videnced
- **D**emonstrates ongoing maintenance of competence



Any specialist  
**professional** has  
a duty to continuously  
improve their **knowledge**  
and apply the highest  
**standards** of advice  
and service

Paul Slater FCSI, Director,  
Training & Competence, Coutts  
Speaker at CISI T&C Conference



# You do the maths


\* These benefits cannot be purchased individually and are not available to non-members


† Affiliate membership - £130 (please see [cisi.org/prices](https://www.cisi.org/prices) for prices of all other categories of membership)

Discount available, when renewing, for membership fees paid by direct debit

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