



# CPD

This leaflet is a quick guide to what is required to meet the CISI and or RDR CPD requirements. For further information either visit the CISI website or read the full CPD Brochure at [cisi.org/cpdbooklet](http://cisi.org/cpdbooklet)

## What are the CISI CPD requirements?

The CISI CPD Scheme is a free online logging system that enables members to record their CPD.

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.

|                           |                                                                            |
|---------------------------|----------------------------------------------------------------------------|
| <b>Learning type</b>      | structured<br>unstructured                                                 |
| <b>Learning activity*</b> | I have: attended; developed others by; watched/ listened; undertaken; read |
| <b>Learning objective</b> | needs to be completed<br>must be relevant to role                          |
| <b>Learning outcome</b>   | needs to be completed in detail,<br>showing learning element               |
| <b>Hours**</b>            | 21 structured minimum<br>14 unstructured                                   |
| <b>Total</b>              | 35 hours                                                                   |

\* CPD entries must be relevant to your role, if RDR-affected then relevant to the retail part of your 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.

## 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  
Exam revision material  
Studying material

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

Quality educational material with specific learning outcome

### 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.

# Learning Objectives and Outcomes

The CISI CPD Scheme requires members to record learning objectives and learning outcomes for each CPD activity recorded. This enables the member to reflect on what has been learnt and administer this learning in their daily role. Examples and guidance can be found on the CISI website at [cisi.org/learningoutcomes](http://cisi.org/learningoutcomes)

## CPD Guidelines

To meet the CISI CPD Requirements, the CISI CPD Scheme requires you to log 35 hours CPD with 21 hours minimum being structured and 14 hours being Structured/Unstructured.

The CISI requires members to note the following CISI limits if recording the following types of CPD within the Scheme:

|                          | Recommended Limits | Maximum Limits |
|--------------------------|--------------------|----------------|
| Reading                  | 5 hours            | 5 Hours        |
| Exam Revision/Study      | 5 Hours            | 5 Hours        |
| Soft Skills <sup>1</sup> | 5 Hours            | 10 Hours       |
| Research <sup>2</sup>    | 5 Hours            | 10 Hours       |
| Development of Others    | 10 Hours           | 20 Hours       |

1. Soft Skills are personal qualities and attitudes that can help you to work well with others and make a positive contribution to organisations you work for, these activities normally include training to improve, communication, decision making, time management, leadership skills, management, problem solving, creativity, responsibility, flexibility, commitment and team building exercises.
2. Research is the systematic study of varied sources with the specific purpose of advancing knowledge to assist in the development of a project, or writing of an article/ presentation. Please note if logging research as a CPD Activity, copies of the completed article/ presentation or project notes, will be required to be considered as acceptable evidence.

## What doesn't 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
- 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, studying, training for or taking exams in order to qualify
- RDR-affected members - CPD on mortgages

## Consequences of not meeting CPD Requirements

CPD is mandatory for CISI members that are RDR affected, Chartered as well as members planning to become Chartered.

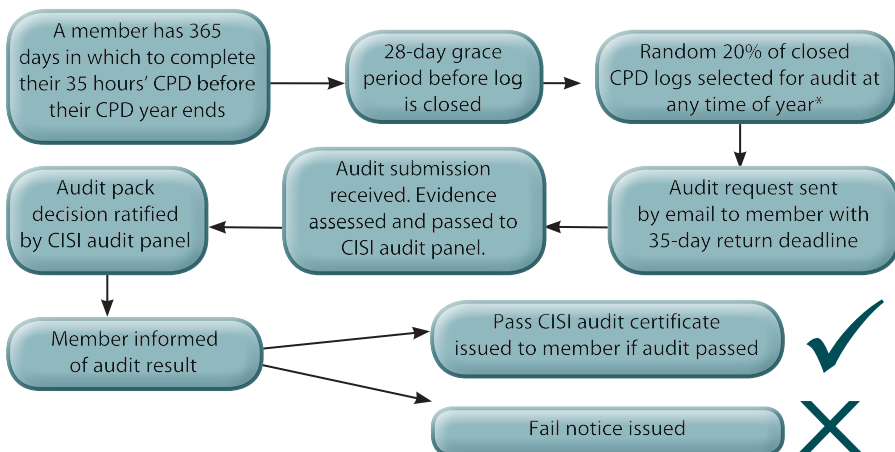
Consequences of not meeting the CPD Requirements are:

- Loss of Chartered Status
- Loss of Chartered Wealth Manager status
- Inability to upgrade membership
- Inability to maintain or renew an SPS

## What is the CPD audit process?

The CISI randomly selects 20% of its members to be audited annually.

### 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.

## Guidance on supporting CPD Evidence

All CPD logged within the CPD Scheme must include verifiable evidence unless the CPD activity is self-directed, such as reading (where only 5 hours maximum can be logged) or unverifiable webcasts. All CPD evidence should include the following:

- Title of activity
- Name and surname of the member
- The date the activity was undertaken (**day, month and year**), if more than one day, a date range needs to be included CISI accepts 7 hours for a full day CPD activity and 3.5 hours for half day activity.
- The duration of the activity. **Please note** lunch/ tea breaks should not be included in CPD hours.
- Score or grade if applicable ( if exam or elearning test)
- Specific confirmation of your attendance/ participation **after** the activity has taken place
- The full name, signature and job title of the verifier / CPD Provider

You can find guidance on acceptable evidence on the CISI website at [cisi.org/cpdevidence](https://cisi.org/cpdevidence)

## Non Acceptable Evidence

List of CPD evidence the CISI will **not** accept to support your CPD activity(ies).

- Invitation or confirmation of booking
- Invoice or confirmation of payment
- Calendar or diary entry
- Screen Grab of internal or external CPD system
- Members response sent confirming intention to attend
- Copy of event programme
- Slides and notes
- Blank certificate


## Common themed Evidence errors

On review of CPD Audits the CISI has seen a common theme in errors made with evidence and have listed a few below for your reference:

- Certificates without the name of the member
- Certificates and confirmation letters/emails without the full date including the year
- Emails and Confirmation letters without the job title of the verifier
- Certificates and confirmation letters/emails without duration
- Bulk confirmation of CPD entries that do not confirm duration for each CPD activity.
- Invitations, as these do not confirm attendance
- Attendance sign-in sheet that does not have the members name or signature on it

Need help with evidence?

If you are unable to obtain a certificate of attendance from the CPD provider, the CISI have produced a template that you can use to take to your CPD activity. Should you need a copy, this can be found within your CISI CPD record.



CERTIFICATE OF ATTENDANCE

FOR A CPD ACTIVITY DELIVERED  
THROUGH A NON CISI CPD PROVIDER

This is to certify that

has attended

on

DDMMYY

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:

