

CISI CPD Guidance: CPD Relevance for members affected by RDR

This policy relates to the relevance of CPD for RDR affected members, including limited and unacceptable CPD. There is a separate policy for members unaffected by the RDR.

Continuing Professional Development (CPD) must be relevant to a Retail Investment Adviser's current role and any anticipated changes to that role. This guidance is designed to assist all RDR affected members with logging relevant CPD.

Details on CPD can be found on the [CISI website](#) but specific guidance on relevant and unacceptable CPD can be found below:

1. Guidelines on Relevant CPD

- Your firm has a significant role in determining the relevance of CPD and the CISI will normally accept your firm's approval on proof of relevance, unless it falls into the unacceptable category below.
- CPD must be relevant to an adviser's role. While the current role is key CPD can also encompass what an adviser might reasonably be expected to know or do as an adviser, rather than the minimum he needs for his current role.
- RDR CPD should be relevant to the area of advice (securities, derivatives and/or retail investment products and friendly society tax-exempt policies) for which the adviser is giving advice. Where CPD is clearly excessively weighted towards an activity for which the adviser is not advising or covered to advise in, this CPD would not be acceptable.
- Relevant CPD also encompasses the 'core' aspects of an adviser's role as well as their specialist area (Taxation, Financial Services, Regulation & Ethics and Investment Principles & Risk are core areas)
- CPD providers (including the CISI) will specify if an activity is a relevant RDR activity however, it is the adviser's responsibility to determine whether this activity relevant for their role. (in discussion with their firm if appropriate)
- Members affected by the Insurance Distribution Directive (IDD), will be required to undertake 15 hours CPD in Insurance. Guidance can be found on the CISI website. Please note the CISI does not monitor these requirements, but members will be required to satisfy their employer/regulator that they have met this requirement within their 35 hours CPD.
- Members affected by the Pensions Transfer requirements are required to undertake an additional 15 hours' CPD in Pensions related topics. Guidance on what is required can be found on the CISI website. Please note the CISI does not monitor these requirements, but members will be required to satisfy their employer/regulator that they have met this requirement. Please note these 15 hours need to be undertaken on top of the set 35 hours CPD requirement.

2. Additional recommendations on CPD

- Soft skills – Members may log this training in soft skills (e.g., management skills, presentation skills and IT skills) as CPD if it is relevant to their job role. The CISI accepts the CPD logged for soft skills to be in the minority.
- Structured Reading – CISI recommends this is limited to 10 hours of CPD a year. Reading may be counted as structured RDR CPD in certain circumstances but must be limited to quality reading material to meet clearly specified learning outcomes i.e. exam study.

3. Unacceptable CPD (examples, not limited to)

- Appraisals / one-to-ones / performance reviews
- Meetings where no measurable learning has been taken place
- Training, briefing, studying, mentoring on non-financial subjects
- Activities that are part of the job role, rather than a learning activity
- Social events
- CPD that is not relevant to your role as a Retail Investment Adviser and covered under the RDR such as Mortgages