Institute of
Credit Management NPC

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Professional Body Credit Management - SAQA

ICM CONTINUED PROFESSIONAL DEVELOPMENT (CPD)

OBJECTIVES

Continued Professional Development (CPD) is a learning and development program that ICM Professional designees must acquire and maintain in order to keep their designation during a three year period to retain their Continued Professional Development (CPD) status.

The delegate participates in the ICM Continual Professional Development process (commonly referred to as CPD). The CPD program is to upskill the CP(Int)s with the necessary knowledge and skills to remain up-to-date and professionally skilled. The professional values and ethics are included in the program to uphold the integrity of the profession. Many changes in knowledge e.g., legislation and developments in workplace practice occur in a year and CP(Int)s need to stay abreast of them and be able to apply them in their workplaces on an on-going basis.

REPONSIBILITY OF MEMBERS

- CPD is compulsory for all professional members.
- Members must communicate CPD points to ICM for verification and recording.
- The member is responsible to develop and maintain professional competence by completing learning programs and keeping abreast changes in the industry.
- Members must demonstrate to ICM that they have obtained the CPD
- Members are to keep membership current.
- Members must adhere to the professional body Code of Conduct and Ethics.
- Members must actively participate in the transformation of the profession.
- Members are to inform ICM of any indiscretions.

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ICM MEASUREMENT OF CPD

Description	Points
Attendance at a full day workshop, seminar, or conference	5
Attendance at a half day workshop, seminar, or conference	2
Attendance at ICM AGM	3
Presenting/lecturing leading a group at a workshop, seminar, or conference	5
Serving on the ICM Board	5
Mentoring a new fellow employee	3
Writing an article for '"The Voice of Credit"	3
Attending lecturers, courses programs relevant to Credit Management offered by agencies other than the ICM (These must receive approval by the ICM Education committee for points to be awarded)	1
Attending in-house courses offered by employer	2
Successful completion of ICM National Assessment (Level 3, 4 and 5)	5
Self-study of relevant Credit Management material (This must receive approval by the ICM Education committee for points to be awarded)	2

REPORTING PERIOD

The CP(Int) must complete a minimum of 30 points of CPD activities over a three-year period, which is verifiable by the ICM. The three-year period runs from the date on which the designation is obtained and thereafter in successive three-year cycles from that date.

CP(Int)s should preferably complete 10 points of CPD activities per year and not try to accumulate the points in the third year.

No more than 10 points over the three-year cycle may be obtained from courses offered by bodies other than the ICM or for self-study. Points will be awarded for a variety of areas - the 30 points to be earned over a 3-year period, ratio 20/10 being only 10 points from external sources other than the ICM itself.

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RECORD KEEPING OF CPD

Members are required to

- inform ICM of any events they have attended, in order for the points to be allocated, verified, and recorded.
- Members are to analyse their CPD needs and commit to the program.
- Monitor their progress.
- Sign an attendance register at live events.
- Provide a certificate of attendance for non ICM events.
- The presenter of an online event will record attendees as per their login name, members must ensure that their login is in their name or advise the presenter if the login name differs to their name.
- Records are to be kept for 5 years.

MONITORING

ICM will monitor CPD points as valid based on the following:

- ICM platform event registers.
- ICM Accredited Training Providers' certificates will be accepted as valid once verified.
- ICM non-accredited training providers: Event certificate of attendance will be verified for validity.
- ICM will verify the facilitator for non ICM events.
- A CPD certificate from a SAQA accredited Professional Body will be accepted by ICM.
- ICM is responsible to facilitate access to CPD opportunities to assist members in maintaining their CPD status.

EXEMPTIONS

- Members experiencing disabilities or illness may be granted exemption for CPD with approval from ICM.
- Members who have retired.

DISCIPLINARY ACTIONS AND SANTIONS

If a member fails to comply with the requirements of ICM CPD policy, the following penalties may be imposed:

- Monetary fine imposed of up to 100% of annual membership fee.
- Member may have to complete a remedial course within 6 months.
- Suspension of professional designation and removal from registry.