**Continuing Professional Development Policy**

**What is CPD?**

Continuing Professional Development (CPD) is a common requirement in professions where a person’s work can have a serious impact on colleagues, organisations or clients. In traditional professional bodies, members were forced to study for a set number of hours per year, with no adjustments to suit circumstances, but it’s more effective when tailored to suit individuals. Good CPD improves knowledge, skills, productivity and careers.

**Why commit to CPD?**

The highest performing businesses learn from successes and mistakes quickly, giving them the agility to react to change. We believe that people and organisations who are serious about long-term viability should be committed to CPD.

*For* ***employers***, planning a person’s CPD to suit business needs is a more efficient use of time and money. Many organisations book the same training course and recommend the same books year after year, when they could benefit from having a team with more diverse skills and knowledge.

*For* ***individuals***, CPD is a way to advance your career or plan a career change. This policy is designed to benefit you, employers and your clients, by helping you to identify, plan and reflect on your learning more effectively.

**Making CPD Agile**

The 4 Agile Values can be seen as a list of priorities, so while all the items in this list are important, the items on the left are prioritised over the items on the right:

1. individuals and interactions over processes and tools
2. working solutions over comprehensive documentation
3. customer collaboration over contract negotiation
4. responding to change over following a plan

The values are designed to emphasize the value of people working well together, producing good results and responding to changes quickly, while reducing bureaucracy.

A CPD Policy that would be taken seriously by regulators, employers and clients, must involve some record keeping, but we’ve made it as simple as possible to align with the Agile Values.

**What is my CPD requirement?**

***Associates*** can’t use Agile Business Consortium (ABC) accreditation badges, so they aren’t obliged to record CPD. Associates are usually people who are studying business agility, or who don’t want to maintain professional accreditation badges.

***Professionals*** are practitioners who’d like to advertise their expertise using ABC accreditation badges. To maintain accreditation, you need to plan and record CPD that matches your accreditation. Your requirement is to identify what you need to learn, carry out activities that match your learning plan and then record a brief description of how the activities achieved your goals. You can find further guidance in our [How to Plan and Record CPD](https://dsdmconsortium.sharepoint.com/:w:/r/sites/Intranet/Solutions/ABC%20Transformation/CPD%20Policy/To%20go%20on%20website%20before%20conference/2021%2010%2022%20How%20to%20plan%20and%20record%20your%20CPD.docx?d=w71bf29670f164e00ba04cd266c9c7d69&csf=1&web=1&e=JnPT5K) guide.

Your record can be kept in your preferred language and if you’re selected for audit, ABC will arrange for translation.

**What counts as CPD?**

Anything that you learned from and that improves your practice counts as CPD. Agile Business Consortium members come from a wide range of industries, so anything that’s relevant to your role and industry is valid CPD.

Some examples are:

* Books
* Newsletters
* Trade publications
* Attending or running conferences
* Attending or running training courses
* Being mentored
* Mentoring someone else
* End of project reviews (or meetings where a group meet to discuss lessons learned from a piece of work)
* Reading or writing white papers

**Do you check CPD records?**

To prove to employers and clients that our members are at the top of their profession, ABC carries out an annual review and contacts up to 5% of members to ask for CPD records. Your records are confidential and the review is an opportunity for you to discuss the CPD you need. You can keep your records in a format that suits you, or use our [template](https://dsdmconsortium.sharepoint.com/:x:/r/sites/Intranet/Solutions/ABC%20Transformation/CPD%20Policy/To%20go%20on%20website%20before%20conference/CPD%20Plan%20and%20Record%20Template.xlsx?d=w272c9862599e4613a194617c655914d1&csf=1&web=1&e=ELVaxO)

If you couldn’t carry out CPD during the period under review, we can discuss whether you need to change your membership type, or help you find appropriate CPD.

If you learnt important lessons through work that you can’t discuss, for commercial or security reasons, you aren’t required to share any details that would breach contracts or agreements. You could tell the reviewer that you learnt a lesson and describe how you would apply that in future. Reviewers won’t remove accreditation based on details, because they’re looking for evidence of professional development, not technical information.

To maintain your professional status with the Agile Business Consortium, you should update your knowledge, skills, and learning and provide evidence in your CPD record regularly. If there is no update in your record in any two-year period, your membership will change to Associate.

**Do I need to provide certificates for courses and conferences?**

If you were issued with a certificate for a conference or training course, it is useful to add to your record, but not mandatory. If you attend an event with or without certificates, please give enough detail that a CPD reviewer could find the provider and details of the activity.

**Will this be expensive or add to my workload?**

The majority of professionals already carry out CPD without realising it, so our aim is to help plan and record it easily, not add to your workload. We also recognise that the cost and availability of some CPD activities could make them less accessible, so this policy encourages members to choose CPD according to their needs and does not specify what you must do or where to do it.

**How do I plan and record my CPD?**

If you need some help deciding on your CPD plan, please see [How to Plan and Record Your CPD](https://dsdmconsortium.sharepoint.com/:w:/r/sites/Intranet/Solutions/ABC%20Transformation/CPD%20Policy/To%20go%20on%20website%20before%20conference/2021%2010%2022%20How%20to%20plan%20and%20record%20your%20CPD.docx?d=w71bf29670f164e00ba04cd266c9c7d69&csf=1&web=1&e=wbwaqd)

If you have any further questions, please see the [CPD FAQs](https://dsdmconsortium.sharepoint.com/:w:/r/sites/Intranet/Solutions/ABC%20Transformation/CPD%20Policy/To%20go%20on%20website%20before%20conference/2021%2010%2021%20CPD%20FAQs.docx?d=w9cfeb3bb478743cd95c098b56e1967ae&csf=1&web=1&e=A2O8Ad)