**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 would be forced to study for a set number of hours per year, with no adjustments to suit circumstances, but in the modern workplace it’s tailored to suit individual and business needs. 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 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.

**What is my CPD requirement?**

*Associate membership* is for people who are studying, or who aren’t ready to build up a career in business agility yet. They can’t use Agile Business Consortium (ABC) accreditation badges, so they aren’t obliged to record CPD.

*Professional membership* is for practitioners who’d like to advertise their expertise using ABC accreditation badges. In order to maintain accreditation, you need to plan and record CPD. Your requirement is to identify what you need to learn, carry out activities that enable your learning and then record a brief description of the most important points you learned from it. You can see some examples of what a basic CPD plan and record looks like here:

Example CPD Plan & Record – Charity Project Manager  
Example CPD Plan & Record – Head of Human Resources  
Example CPD Plan & Record – Software Developer

**Do you check CPD records?**

In order 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 CPD requirements. You can keep your records in a format that suits you, or use our template.
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.

**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. As long as you give enough detail for a CPD reviewer to be able to find the provider and details of the activity, that is enough to meet your requirement.

**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, 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?**

Whether you’re employed or self-employed, the process is:

1. Think about any career goals, business goals or changes that you would like to plan for. If your situation is unpredictable, start with short-term goals.
2. Identify what skills and knowledge you need to achieve those goals.
3. Search for activities that meet your needs. (See below for examples of what counts as CPD)
4. Record the above in a format of your choice. If you don’t have any records, this [template](#) can be modified for your own use.
5. Review your record regularly, updating when you carry out a CPD activity. It’s important that you add notes to remind yourself of any key things you learned. If you think something was particularly good or bad, it’s useful to record why.
6. Keep your record for 2 years, in case the Agile Business Association selects you for a CPD review.

**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
- Reading or writing white papers

**What should I learn next?**

If you need some help deciding on your CPD plan, please see [How to Plan and Record Your CPD](#).