



CERTIFIED DIRECTOR CPD PROGRAMME 2018

Continuing Professional Development or CPD can be described as the systematic maintenance, improvement and broadening of knowledge, experience and skills, and the development of personal qualities helpful in the execution of professional duties through a career.

It is important for a Certified Director (Cert.Dir.) to participate in ongoing development to ensure not only that their competence, as contained in their professional designation, is current, but also to enhance their current practices as director and to learn new skills.

CPD hours required

CPD activities for Cert.Dir. are organised into **five** categories. A minimum number of CPD hours need to be accrued in each category per year.

CPD Category	Min. CPD Hours
Professional work-based activities	8
New Director Mentoring	5
Personal Activities Outside Work	7
Courses, seminars and conferences	5
Self-Directed Learning Activities	5

CPD activities offered through the IoDSA

The IoDSA has put in place a variety of initiatives that support personal CPD programmes and can be included in CPD submissions. It is important to note, however, that other activities offered through other professional bodies and service providers that meet the requirements (as per the description provided) also contribute to the CPD of a Cert.Dir.

This document summarises the different activities that can be included and the CPD point / hour value that each initiative bears.

Reporting CPD on YourMembership (YM)

As IoDSA members, Cert.Dir.s are able to track their CPD activities through their profile on YourMembership. The awarding of CPD hours occurs either automatically or when a Cert.Dir. uploads proof of involvement in CPD activities. The latter is known as self-administered CPD record keeping.

The following section provides an overview of how the IoDSA offers CPD activities in each of the 5 CPD categories. An indication is also given of whether the record of CPD is uploaded automatically by the IoDSA or whether Cert.Dir.s still need to upload evidence of CPD themselves.

This reporting system allows you to monitor your CPD as well as to keep your CPD records up to date.

Professional work-based activities

Min. CPD hours required per year: 8

These are all the activities that a competent director would participate in, including implementing new techniques, learning a new discipline, coaching or mentoring, committee membership or visits to other companies.

Activity	Description	Expectation	CPD hours	CPD record keeping
IoDSA Membership	To maintain your status as Cert.Dir. you are required to be a member of the IoDSA	Full or fellow membership	1	Automatic
Membership of another professional body related to directorship practice or governance	To maintain status as professional or practitioner in another profession	Full membership	1 per membership	Self-administered Proof includes membership certificate or letter confirming professional membership

New Director Mentoring

Min. CPD hours required per year: 5

These activities are related to being mentored or the mentoring of new or aspiring directors in growth and development on their directorship path.

Activity	Description	Expectation	CPD hours	CPD record keeping
Mentoring Circles	Facilitated group mentoring session offered by the IoDSA.	Cert.Dir. participate as mentors or mentees	2 per session	Automatic
Director Mentoring Circles	Interactive networking session between CD(SA)s as mentors and Cert.Dir. or IoDSA members who are less experienced or newly appointed directors.	Cert.Dir. participate as mentors or mentees	2 per session	Automatic

Personal Activities Outside Work

Min. CPD hours required per year: 7

These activities are related to the competences of a director, but are performed outside of work and include, but not limited to, being a member of committees of other professional institutes, trade associations or Chambers of Commerce; management of a club or society; or writing and lecturing.

Activity	Description	Expectation	CPD hours	CPD record keeping
IoDSA Forums & committees	ACF - Audit Committee Forum SDF - Sustainable Development Forum CGN - Corporate Governance Network	Participate as a committee member	2 for each meeting attended	Automatic
	PSACF - Public Sector Audit Committee Forum; REMCO - Remuneration Committee Forum King Committee CRISA Committee Integrated Reporting Committee	Participate in forum events	1 for each event attended	Automatic

Courses, Seminars and Conferences

Min. CPD hours required per year: 5

These are educational activities that are directly related to the 20 competences contained in the Director Competency Framework and include, but are not limited to, NQF registered qualifications offered through accredited institutions; attending or presenting of short courses, workshops and seminars; and preparation and writing of articles that are accepted for publication in relation to business, economics or corporate governance.

Activity	Description	Expectation	CPD hours	CPD record keeping
DD open or in-house programmes (not including the DD programmes making up Part 1: Cert.Dir.)	Half, 1-, 2- and 4 day workshops presented by Director Development	Attend workshop	5 per full day	Automatic
Snapshot Sessions	2 hour session on a current topic relevant to Director's practice in the boardroom	Attend session	1 per session	Automatic

Programmes offered by Approved CPD Providers:

Name of Organisation	University of Stellenbosch Business School (USB Ed)	
Name of offering	Africa Directors Programme (ADP)	
CD(SA) or Cert.Dir.	CD(SA)	
CPD hours per CPD category	Courses, seminars and conferences (CSC)	14 CPD hours
	Self-directed learning activities (SD)	5 CPD hours
Content aligned to IoDSA Director Competency Framework	All 20 competencies	
Online information	Click here	

Self-Directed Learning Activities

Min. CPD hours required per year: 5

These are activities that are performed almost daily as an integral part of a director's role. However, these activities don't usually involve other people and are driven by the individual. These include, but are not limited to reading of newspapers, journals and books; listening to CDs or watching documentaries and DVDs related to business, economics or corporate governance; and, running one's own business.

Activity	Description	Expectation	CPD hours	CPD record keeping
Contemporary Gazette (Electronic publication)	Legal updates and summaries in a searchable format with key amendments/ highlights of SA legislation.	Monthly review of legislative updates.	3	Self-administered Proof includes signed front cover or email print out.
Directorship Magazine	Quarterly publication aimed at directors.	Quarterly review of articles and content.	3	Self-administered Proof includes signed front cover or email print out.
Corporate Report	Governance magazine containing articles by leading governance experts.	Review of content in three editions per annum.	3	Self-administered Proof includes signed front cover or email print out
Forum Papers	Keep up to date with papers issued by the five different IoDSA Forums.	Quarterly review of content.	3	Self-administered Proof includes signed front cover or email print out
Guidance Notes	Keep up to date with new guidance notes issued by the IoDSA's Thought Leadership through the	Review of content as notes are issued.	3	Self-administered Proof includes signed front cover or email print out

Activity	Description	Expectation	CPD hours	CPD record keeping
	Centre for Corporate Governance (CCG).			
IoDSA Research Reports	Participate in research as respondent.	Complete survey within agreed timeframes.	1	Self-administered Proof includes signed front cover or email print out
IoDSA Research Reports	Read through the various research reports issued by the IoDSA e.g. Director Sentiment index.	Review of content when issued.	3	Self-administered Proof includes signed front cover or email print out
IoDSA Research Reports	Participating in online surveys conducted by the IoDSA	Complete the online survey	1	Self-administered Print a screen grab on the completed survey, sign and upload the one page.
Governance research participation	Participating in online surveys conducted via the online Governance Research Platform	Complete the online survey – this could be anonymous, hence the requirement for verification by the researcher	1	Self-administered Signed letter from researcher confirming participation in the online survey.
Governance research participation	Participate in a focus group as part of the research for the Governance Research Platform	Attend the full 4 hour or longer focus group	3	Self-administered Signed letter from researcher confirming participation in the focus group.
Governance research participation	Participate in interview as part of the research for the Governance Research Platform	30 minute to 1 hour interview	1	Self-administered Signed letter from the researcher confirming interview as part of the research.

Conclusion

It is possible for a Cert.Dir. who participates in the IoDSA activities as listed above, to complete the annual CPD hours required per annum. We look forward to seeing you at our events and training.