

# Director Certification

## Continuous Professional Development (CPD) policy



**BETTER DIRECTORS.  
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BETTER BUSINESS.**

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# Table of contents

## Contents

|                                              |    |
|----------------------------------------------|----|
| IoDSA CPD POLICY                             | 3  |
| 1. INTRODUCTION                              | 3  |
| 2. PRIMARY RESPONSIBILITY                    | 3  |
| 3. MANDATORY CPD                             | 3  |
| 4. REPORTING PERIOD AND CPD HOURS REQUIRED   | 3  |
| 5. CPD CATEGORIES                            | 4  |
| i. Professional work-based activities        | 5  |
| ii. New Director Mentoring                   | 5  |
| iii. Personal Activities Outside Work        | 6  |
| iv. Courses, Seminars and Conferences        | 7  |
| v. Self-Directed Learning Activities         | 8  |
| 6. EXEMPTION AND DEFERRAL OF CPD REQUIREMENT | 9  |
| 7. VERIFICATION OF REPORTED CPD              | 9  |
| 8. FAILURE TO COMPLY                         | 10 |

# IoDSA CPD POLICY

## 1. INTRODUCTION

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 required in the execution of professional duties through a career.

It is important for a IoDSA designee to participate in ongoing development to ensure not only that their competence, as contained in the Director Competency Framework™ and as embodied by their professional designation, is current, but also to enhance their current practices as director and to learn new skills.

## 2. PRIMARY RESPONSIBILITY

The primary responsibility for competence lies with the member and all designees have an obligation to develop and maintain their professional competence, relevant to the nature of their work and professional responsibilities.

## 3. MANDATORY CPD

Adhering to the IoDSA CPD requirement is compulsory for all members that hold the Certified Director™ and Chartered Director (SA)® designation, whether they are in private practice, industry, commerce, education, the public sector or any other field, or retired from professional practice.

## 4. REPORTING PERIOD AND CPD HOURS REQUIRED

Each designee must earn and report 30 CPD points per annum, which may be verified by the IoDSA. The reporting cycle is set from 1 January to 30 December and designees are required to report on CPD earned during the prior CPD cycle in the next membership renewal cycle that ends on 31 March each year.

For all new designees, the CPD reporting cycle commences upon joining the Institute and the CPD requirement will be pro-rated as follows:

| Month Certified | Required CPD points | Month Certified | Required CPD points |
|-----------------|---------------------|-----------------|---------------------|
| January         | 27                  | July            | 12                  |
| February        | 25                  | August          | 10                  |
| March           | 22                  | September       | 7                   |
| April           | 20                  | October         | 5                   |
| May             | 17                  | November        | 2                   |
| June            | 15                  | December        | 0                   |

## 5. CPD CATEGORIES

CPD activities for IoDSA designees are organised into *five* categories. Designees may earn CPD points in any or all of these categories (refer to the explanatory table per category for details on the specific category):

## Professional work-based activities

These are all the activities that a competent director would participate in.

| Activity            | Description                             | Expectation                | CPD hours                                                       | CPD record keeping                                                                                                                  |
|---------------------|-----------------------------------------|----------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Practicing director | Serving as director on a governing body | Listed as director on CIPC | Actual participating hours can be claimed: 1 hour = 1 CPD point | Self-administered<br><br>Proof includes CIPC certificate or letter of appointment on company letterhead signed by Company Secretary |

## New Director Mentoring

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

| Activity                                                                                | Description                                                                            | Expectation                                              | CPD hours                                                       | CPD record keeping             |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------|--------------------------------|
| Participate in mentoring activities offered by IoDSA or arranged in a personal capacity | Organised or self-arranged mentoring activities, acting either as a mentor or a mentee | CD(SA) to act as mentor<br><br>Cert.Dir to act as mentor | Actual participating hours can be claimed: 1 hour = 1 CPD point | Self-administered and reported |

## Personal Activities Outside Work

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/presenting on governance related topics.

| Activity                  | Description                                                                                                                                                 | Expectation                       | CPD hours                                                       | CPD record keeping |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------|--------------------|
| IoDSA Forums & committees | ACF - Audit Committee Forum<br>SDF - Sustainable Development Forum<br>CGN - Corporate Governance Network                                                    | Participate as a committee member | Actual participating hours can be claimed: 1 hour = 1 CPD point | Automatic          |
|                           | PSACF - Public Sector Audit Committee Forum;<br>REMCO - Remuneration Committee Forum<br>King Committee<br>CRISA Committee<br>Integrated Reporting Committee | Participate in forum events       | Actual participating hours can be claimed: 1 hour = 1 CPD point | Automatic          |

| Activity                                             | Description                                                                                                              | Expectation                                               | CPD hours                                                                                                                    | CPD record keeping             |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| Participation on other governance related structures | Committees of other professional institutes, trade associations or Chambers of Commerce; management of a club or society | Office bearer on committees or governing bodies           | Actual participating hours can be claimed: 1 hour = 1 CPD point                                                              | Self-administered and reported |
| Writing articles or lecturing/presenting             | Authoring of governance related articles or Lecturing/presenting on governance related topics                            | Published article or provision of agenda of speaking slot | 2 hours per article;<br>2 hours preparation time for lecturing/ presenting and actual time presented<br>1 hour = 1 CPD point | Self-administered and reported |

### Courses, Seminars and Conferences

These are educational activities that are directly related to the Director Competency Framework™ (DCF) and include, but are not limited to NQF registered qualifications offered through accredited institutions; attending of short courses, workshops and seminars;

| Activity | Description | Expectation | CPD hours | CPD record keeping |
|----------|-------------|-------------|-----------|--------------------|
|----------|-------------|-------------|-----------|--------------------|

|                                                         |                                                                                 |                |                                             |                                                                                         |
|---------------------------------------------------------|---------------------------------------------------------------------------------|----------------|---------------------------------------------|-----------------------------------------------------------------------------------------|
| Attendance of workshops, seminars, conferences, courses | Training on topics that are related to the competencies as contained in the DCF | Attend session | Actual training hours: 1 hour = 1 CPD point | IoDSA hosted sessions – automatic<br><br>Other session – self-administered and reported |
|---------------------------------------------------------|---------------------------------------------------------------------------------|----------------|---------------------------------------------|-----------------------------------------------------------------------------------------|

### Self-Directed Learning Activities

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/Audio Books or watching documentaries and DVDs related to business, economics, ethics or corporate governance; and running one's own business.

| Activity                 | Description                                                                                                                                                 | Expectation                              | CPD hours                               | CPD record keeping             |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------|--------------------------------|
| Self-directed activities | Any activity that contributes toward the governance related learning and development that a person engages in, which is not covered in other CPD categories | Learning and development has taken place | Actual time spent: 1 hour = 1 CPD point | Self-administered and reported |

## 6. EXEMPTION AND DEFERRAL OF CPD REQUIREMENT

A member may request for an exemption or deferral of CPD requirements, due to extenuating circumstances such as a medical diagnosis, temporary or permanent disability, parental leave or sabbatical. Parental leave will be limited to 4 calendar months in a reporting period. These requests will be considered on a case-by-case basis. Written requests must be made to the IoDSA Certification department ([certification@iodsa.co.za](mailto:certification@iodsa.co.za)) as soon as potentially possible and supporting documentation such as medical reports must be submitted with the request. If a deferral is granted, the balance of the CPD requirement for the current reporting period will be carried over and added to the next CPD cycle, effectively increasing the CPD requirement of the subsequent cycle. If an exemption is granted, the CPD requirement will be decreased and member will not be required to earn it. It is the sole right of the IoDSA to determine if exemption or deferral is granted. Exemption or deferral applications by a member will only be considered for a maximum of 2 consecutive CPD reporting periods.

## 7. VERIFICATION OF REPORTED CPD

The IoDSA will conduct random audits of members for CPD hours reported by them. The selection criteria for members to be audited will be at the discretion of the Chief Executive Officer. IoDSA members selected for audit will be notified by the IoDSA and will be required to submit evidence of CPD activities and related documentation within 30 days.

If a member's claimed hours are deemed inadequate/unsubstantiated at the end of the reporting period, the member will be allowed 90 days to earn and report the relevant hours. These hours may only be utilized for the reporting period being evaluated, and may not be claimed for any other reporting periods.

## **8. FAILURE TO COMPLY**

Non-compliance with this policy will be dealt with as per the IoDSA Certification Policy.

Mis-stated or fraudulent reporting of CPD points will be treated as a separate offence reportable through the IoDSA Disciplinary Regulations as a violation of the IoDSA Code for Professional Conduct.