



Building self-assurance

Policy for members' CPD

February 2011 – 1st revision

Members' continuing professional development (CPD) policy

1.0 Introduction

- 1.1 Maintaining and extending competency, developing personal effectiveness and updating knowledge are widely recognised as being hallmarks of professionalism. All members of the IIA, as signatories to the *Code of Ethics* and the *International Standards for the Professional Practice of Internal Auditing*, are expected to "continually improve" and to "enhance their knowledge, skills and other competencies through continuing professional development". The purpose of this policy is to ensure that the Chartered Institute of Internal Auditors signifies, encourages, facilitates, recognises, enhances and rewards the CPD of its members. It will do so by working closely with members and their employers in developing and delivering a range of services and resources, including guidance, information, assistance, materials and learning activities
- 1.2 In developing this policy careful account has been taken of the views of and existing engagement in CPD by members. The good practice that already exists is to be fully acknowledged rather than duplicated or replaced, and forms the basis for ongoing improvements. Consideration has also been given to the *International Education Standards for Professional Accountants* published by the International Federation of Accountants (IFAC), and in particular to *IES 7 Continuing Professional Development: A Program of Lifelong Learning and Continuing Development of Professional Competence*. Although the IIA is not a member of IFAC and so not bound by its regulations, this policy is fully compliant with the key requirements of *IES 7* and so too with the expectations of professional bodies belonging to IFAC, serving to minimise any duplication of effort for individuals who are members both of the IIA and an IFAC body

2.0 Key principles

In devising this policy the Institute has been guided by the following principles:

- 2.1 The aim of CPD is to maintain or advance the competency of the individual operating within internal auditing, and any formal requirement by the Institute on its members for CPD shall be for the sole purpose of enhancing their effectiveness and/or enabling them to progress their personal goals, career plans and ambitions
- 2.2 The role of the Institute with respect to CPD is to signify, encourage, facilitate, recognise, enhance and reward professional development
- 2.3 CPD is and shall remain the responsibility of the individual member
- 2.4 Full acknowledgement shall be given to existing good practice
- 2.5 The content and level of CPD activity shall be wholly dependent on the needs of the individual in the context of:
 - their previous experience and learning
 - their present knowledge, skills and understanding
 - their personal goals, career plans and ambitions
 - the expectations of their employer
 - the requirements of the sector within which they operate
 - the demands of the profession of internal auditing (as reflected in the *Common Body of Knowledge (CBOK)*, the *International Standards for the Professional Practice of Internal Auditing*, the *Code of Ethics*, the *Competency Framework for Internal Auditing* and other standards)

- 2.6 As wide and diverse a range of activities as possible shall be recognised as contributing to CPD provided they are relevant, measurable and, where possible, verifiable
- 2.7 There shall be minimal administrative requirements placed on members in meeting the expectations of the Institute's CPD policy
- 2.8 There shall be no unnecessary duplication of effort where existing and alternative processes satisfy the same requirements for CPD
- 2.9 The Institute shall provide clear guidance on CPD, actively promote professional development and facilitate it through the provision of meaningful activity
- 2.10 The means of determining that members are engaging in the appropriate level and volume of activity to support their CPD shall be focused on the impact that it has on their performance and effectiveness rather than the number of hours or credits accumulated

3.0 *What is CPD?*

- 3.1 CPD is an ongoing, structured process designed to maintain and enhance professional competence. It arises from the changing demands of a professional role, the desire to improve the quality of service given and the personal ambition of the individual. It can be achieved through many different types of activity and will be shaped by the particular range of circumstances in which the individual operates. Hence, any new learning that impacts favourably on effectiveness within a professional role can be regarded as CPD
- 3.2 The appropriateness of activity will depend upon the needs, aspirations and circumstance of the individual and may include:
 - attending courses, conferences, seminars and master classes
 - following distance and open learning
 - undertaking structured reading and research, including technical updates and periodicals
 - developing and producing technical papers, reports and other resources
 - taking part in role play and other simulation exercises
 - working towards new relevant qualifications
 - contributing to the activity of relevant professional bodies and their committees
 - engaging in work-shadowing, job exchanges, professional placements and secondments
 - soliciting peer reviews and analysing feedback on own performance
 - participating in or leading professional discussions or learning conversations
 - networking and sharing good practice with colleagues in the profession
 - engaging in in-house training and development, by external trainers as well as by colleagues and peers
 - receiving or giving mentoring and coaching
 - supported induction into new areas of activity (job enhancement, job rotation, job sharing, promotion)
 - reflective practice, such as maintaining a journal
 - leading meetings or projects
 - accessing an external consultant or adviser
 - undertaking developmental work on behalf of the Institute as a committee member, examiner, moderator, assessor or similar role

4.0 *Rationale for and benefits of CPD*

The Institute takes responsibility for developing and leading the profession of internal auditing. It requires its members to undertake CPD in order to:

- 4.1 raise the standard of internal audit practice in the UK and Ireland

- 4.2 ensure the continued professional competence and status of members of the Institute
- 4.3 provide the assurance to stakeholders of the competence of members of the Institute necessary to protect the public interest and safeguard the integrity of the professional designations conferred by the Institute
- 4.4 enrich the careers of internal auditors in the development of transferable skills and knowledge by encouraging and sustaining lifelong learning
- 4.5 support employers and stakeholders in achieving their business goals through more effective internal audit functions
- 4.6 continue to raise the status of the profession of internal auditing
- 4.7 provide an excellent service to the Institute's members and customers
- 4.8 show leadership of the profession of internal auditing

5.0 *Members' obligations*

- 5.1 The *Code of Ethics* obliges members to "continually improve their proficiency and the effectiveness and quality of their services" (4.3) and the *International Standards for the Professional Practice of Internal Auditing* state that "[i]nternal auditors must enhance their knowledge, skills and other competencies through continuing professional development" (Attribute Standard 1230)

In order to show that they have met these obligations members are required to:

- 5.1.1 identify their needs for professional development (which may include some areas stipulated by the Institute in response to changes in the profession)
- 5.1.2 define a minimum of one target for the desired outcome of professional development in terms of improvements to personal performance in their professional role in accordance with the standards and expectations of the *International Professional Practices Framework* (in other words, the intended impact on knowledge, skills, behaviour, attitudes, capabilities, performance, effectiveness, and so on)
- 5.1.3 create a plan for professional development
- 5.1.4 engage in planned professional development activity
- 5.1.5 monitor progress against targets and development plan
- 5.1.6 review the impact of these activities on personal effectiveness and performance
- 5.1.7 keep appropriate records to record the process defined above from §5.1.1 to §5.1.6 using the documentation provided by the Institute or alternative documentation as long as it satisfies the same requirements to include:
 - a record of an assessment of training and development needs in the context of their role within internal auditing
 - an updated personal development plan with targets set for the planned outcomes of professional development
 - a review of the impact of the activity on personal effectiveness in their professional practice

- 5.1.8 self-certify on an annual basis that they have met these requirements in respect of this CPD policy for the previous twelve month period at the point of renewing their membership
- 5.1.9 retain their CPD documentation for a minimum of three years
- 5.2 The policy applies to all voting members, and this version is current from 1 April 2011 onwards. A date for inclusion of other members will be announced in due course. For absolute clarity, qualified members who hold the CFIIA designation are also subject to the CPD policy. Honorary FIIA holders are exempt.
- 5.3 Members may apply for special consideration and temporary exemptions on the basis of extended absence due to maternity leave, illness or similar reasons and each case will be considered on its individual merits

6.0 *Exceptions, exclusions and exemptions*

All members covered by this policy will be expected to make an annual return, even if it is a null return. There are a number of key variations to the requirements given in §5 above.

6.1 *Retired members*

The provisions do not include retired members, that is those who have reached the legal pensionable age or no longer depend upon earnings from work in any professional capacity on a regular basis.

6.2 *Students*

Members who are registered on one of the IIA's professional qualifications or accredited training programmes and are actively engaged in studying for examination(s) will be deemed to have met their CPD requirements. For absolute clarity, those who have completed theory modules and are now only assembling professional experience requirements are subject to the CPD policy

6.3 *Membership of other professional bodies*

Members of the IIA who are also full and active members of another professional body requiring them to undertake CPD may be able to use the same evidence and documentation to satisfy the Institute's requirements for CPD. This is on the proviso that the evidence and documentation fulfil the same requirements set out in §5. If selected for sampling the member will be expected to provide appropriate verifiable evidence to support their claim

6.4 *Special consideration and temporary exemptions*

Members who experience an extended absence from work of six months or more will automatically qualify for a temporary exemption, provided they can evidence this

7.0 *Responsibilities of the IIA*

7.1 The Institute will provide:

- 7.1.1 guidance on CPD
- 7.1.2 a self-assessment tool to enable members to identify what professional development they require or would benefit from
- 7.1.3 a planning tool to assist members in setting personal development targets and measuring progress towards them

- 7.1.4 a streamlined process for reporting CPD activity to the Institute in accordance with the policy requirements
 - 7.1.5 information relating to training opportunities, courses, conferences, learning materials, technical updates, magazine articles and other relevant support
 - 7.2 A sample of members will be selected who will be required to provide evidence of their compliance with the CPD policy
 - 7.3 The Institute will provide feedback to the members sampled, indicating where any additional activity or evidence is required
 - 7.4 Members who do not satisfy the requirements for CPD will be positively supported and encouraged but ultimately may be referred to the disciplinary committee for review
 - 7.5 The Institute reserves the right to review the content of this policy, including the level of CPD activity required by its members
-

If you have any questions regarding CPD then please contact the Institute directly using the contact information supplied below:

Contact details:

- Post** CPD
Chartered Institute of Internal Auditors
13 Abbeville Mews
88 Clapham Park Road
London SW4 7BX
- Telephone** 0845 883 4739
- Fax** 020 7978 2492
- Email** cpd@iia.org.uk
- Internet** www.iia.org.uk