

Compliance Continuous Professional Development

Frequently Asked Questions

- 1. How many hours do members need to achieve over a 24-month period?** *Designated members must do 60 hours over a period of 24 months (30 verifiable and 30 unverifiable). Affiliate members must do 30 hours (10 verifiable and 20 unverifiable).*
- 2. What qualifies as productive hours?** *When attending a programme or conference, only the productive attendance hours are measured, and break times should be excluded.*
- 3. How should the hours be captured for CPD purposes?**
CPD hours should consist of the following: 20% Ethics / Conduct Risk and 80% Relevant technical, business and compliance related topics and developments, soft skills, etc. Only productive hours can be captured.
- 4. What constitute valid CPD activities?** *Qualifying activities include Institute-accredited training courses, relevant compliance conferences or organised events, structured self-study or reading, in-house training done by employers, meetings, updates and all relevant CPD activities that would support maintenance or enhancement of Members' applied competence.*
- 5. How will I know what is available from CI as CPD recognised hours?** *The Institute will provide a list of recognised types of activities on the website. Should a specific type of activity not be listed, Members may apply to the Institute for evaluation and recognition of the activity on an ad hoc basis.*
- 6. If I have exceeded the minimum required hours in two years, can I carry the excess hours forward?** *No, if a Member has obtained more than the required number of hours, the additional hours may not be carried forward to the next CPD cycle.*
- 7. I am studying part-time for a compliance related programme/qualification, will this satisfy my CPD requirements for the 24-month cycle?** *If the compliance programme consists of the required split of ethics and compliance/business related hours, it is allowed to count for the 24-month cycle.*
- 8. I am not clear on the difference between verifiable and non-verifiable evidence of my CPD.** *Please refer to Annexure A in the CPD policy.*
- 9. What is accepted as evidence when capturing CPD hours?** *Certificate of attendance; certificate of programme achieved; Agenda of event; Attendance register to show as evidence that you attended; correct reference to the article that was read, etc.*
- 10. Will 100% self-study be acceptable?** *No, 50% of required hours must be verifiable. Refer to the CPD policy what is regarded as verifiable and non-verifiable.*

- 11. Will my CPD points/hours from other professional bodies be accepted?** *Yes, the points /hours will be accepted, depending if the hours are compliance, ethics or business related. The Institute has memorandums of understanding with a several professionally bodies.*
- 12. My company offer in-house CPD sessions and training, will these hours' count towards CPD?** *The CPD hours will only be accepted if your company is an approved CPD provider of the Compliance Institute SA.*
- 13. How will CPD hours affect women on maternity leave?** *A Member going on maternity leave may, for example, apply to the Institute's Disciplinary Committee for a 'maternity leave' extension of the CPD period and/or for the requisite hours to be reduced in accordance with the reduced annual cycle.*
- 14. How will participation as a speaker/facilitator at conferences or training sessions be counted as CPD hours?** *Five (5) hours for each hour of presentation, this includes preparation time and is only valid for the first time a presentation is given*