

Continuing Professional Development (CPD)

A guide for IoD Members

Staying current with critical governance issues will help you maintain standards and be well-equipped for your role as a director or leader. There are a wide range of activities that can be counted as development and many points are captured automatically for you when you undertake courses, events and board evaluations.

How many CPD points do I need?

- In your first three years with IoD - Members, Chartered Members and Chartered Fellows will need to accumulate 60 points (your three year foundation period is taken from the date of joining the IoD).
- After your first three years the 60 CPD points become rolling which means points achieved in your first year drop off to allow for new points to be gained.

What counts as CPD?

A wide range of activities count as CPD. They must be related to the practice of directorship and governance but they are not limited to IoD activities. Activities include:

- Professional development and events: this includes skill development via courses, forums, conferences, workshops, governance events (for example IoD national and branch events)
- Keeping current on governance topics: read, listen or watch, this can include Boardroom Magazine, The Four Pillars of Governance Best Practice, updates and guides from IoD's Governance Leadership Centre and other governance related journals, publications, articles, podcasts, webcasts and videos
- Giving back to the profession: contributing to the development of the director profession which could include mentoring for other directors, publishing governance articles, writing or delivering governance presentations and participating in member surveys
- Board development: this can include structured inductions for new board members, development for your board including board assessments and training
- Learning experiences: development gained as a result of a significant governance project for example Initial Public Offering, constitution review, merger and acquisition or change to governance models

The points allocated to each activity are based on a range of factors including: time spent, if it's formal learning, the depth of learning, contribution to the profession and the level of connection to governance.

Self-assessment and allocating points

- Automatic allocation: Points are automatically allocated for all IoD professional development courses, webinars, online learning and branch events. Remember to log in as a member when registering online to ensure your points are updated on your IoD dashboard
- Self-assessment: you will need to record CPD points for all other governance activities for example reading, watching videos, podcasts, mentoring etc
 - CPD points provided through other organisations are often similar to the IoD so you can use their allocation as a guide
 - If you have CPD requirements for other professional bodies eg New Zealand Law Society or Chartered Accountants Australia and New Zealand and undertake governance learning with them, you can also count these towards your CPD balance with the IoD
- Recording your points: to log your CPD points go to iod.org.nz/my-profile. It is not a requirement that you use the online dashboard but we do recommend that you keep records of your CPD to assist if you are audited.

Audit

The IoD audits its members CPD records to ensure the integrity of our CPD system. A small number of members will be randomly selected for an audit of their CPD records once they have completed their first three year foundation period.

If you have any questions call us on 0800 846 369.

A guide to allocating CPD points

Professional development and events

| | CPD Points per activity |
|--|--------------------------------|
| Half day attendance | 4 |
| Full day attendance (equivalent to an IoD Essentials of Directorship course) | 8 |
| 1.5 days attendance | 12 |
| Combination of online webinar plus full day workshop | 12 |
| 2 days attendance (equivalent to IoD's Chairing the Board course) | 16 |
| 5 - 6 days attendance (eg IoD's Company Directors' Course) | 50 |
| Chartered Member Assessment, 10 CPD points per component (exam/assignment) | 10 |
| Online learning modules and course webinars | 2-3 |
| Live or pre-recorded web casts | 1 |
| Branch events and presentations | 1 |
| 2 hour events with guest speaker | 2 |
| 4 hour events with guest speaker or panel discussion | 4 |

Keeping current on governance topics:

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|--|--|
| Boardroom magazine, journals, Governance Leadership Centre publications, articles, videos and podcasts | Maximum 10 CPD points per annum |
|--|--|

Reading *The Four Pillars of Governance Best Practice* provides 10 CPD points as a one-off

Giving back to the profession:

| | CPD points | Max points per annum |
|---|--------------------|-----------------------------|
| Mentoring – helping develop other directors, meetings and preparation | 1 point per hour | 15 |
| Writing and delivering a governance presentation | 5 per presentation | 10 |
| Publishing a governance related article | 5 per article | 10 |
| Participating in director related surveys e.g. Directors' fees | 2 per survey | 4 |

Board development:

| | CPD points | Max points per annum |
|---|-----------------------------|----------------------|
| Boardroom development for your board bringing in external experts/facilitators | 2-5 points per presentation | |
| Formal board appraisals and reviews | 5 per review | |
| Follow up facilitated session on board appraisal reviews | 5 per follow up | |
| Structured board induction | 5 per induction | 10 |
| Research on new legislation or a specific regulatory change affecting the governance of your organisation | 5 | 10 |

Continuing Professional Development (CPD) plays an important role in ensuring directors and leaders can be well-informed, effective, and can build their skills and competencies to excel in their roles.

For more information go to iod.org.nz/membership/cpd, email cpd@iod.org.nz or call us on 0800 846 369.