

## CPD policy and requirements

When you're a CIPD member you agree to uphold our professional standards by making a commitment to your continuing professional development (CPD). It's a demonstration of how you're improving your practice, and it advances the standing of the people profession. When you join the CIPD or renew your membership, you agree to our CPD policy.

### CPD policy

**This policy applies to all CIPD members**, except those who are retired or on long-term leave (for example, long term sickness absence, career break, maternity leave).

We take an **outputs-based approach to CPD**, which means the focus of your learning should be on the impact it's had, and how it has changed your professional practice – not on the hours you spend learning.

**We carry out sample audits each year**, where we ask a random selection of members to submit their CPD for us to review. **If you don't comply** with our CPD requirements, this may breach our Code of Conduct and Ethics, and disciplinary action may be taken.

**As a CIPD member you agree to:**

- 1 Take responsibility for your own CPD.** This includes identifying your learning needs, planning your development, making sure you action your plan, and recording and reflecting on your learning.
- 2 Assess your own development needs, based on the requirements of your work.** For example, if you're in a new role, you may decide your development focus is understanding the organisation you work in. If you're a freelance consultant, your focus may change every few months depending on your clients and the knowledge and behaviours you're expected to have. If you're an experienced professional, your focus may be on developing your knowledge to be an expert in your area.

- 3 Create a development plan and keep it up to date.** This plan should meet your professional development needs and aspirations. It should evolve as your needs evolve.
- 4 Develop your professional competence.** This should be done through a balance of planned learning (such as events, research, coaching, podcasts, courses, reading) and, if you're working, learning in the flow of work (such as projects, workshops with colleagues). Although we don't take an hours-based approach, to help guide your development, we recommend you spend around 30 hours each year on planned learning, complemented by learning in the flow of work.
- 5 Reflect on the impact of your learning.** You should use the 'My CPD Reflections' tool on the Learning Hub for this.
- 6 Record at least three learning reflections each year.** You must use the 'My CPD Reflections' tool on the Learning Hub for this. Our CPD year runs from January to December.
- 7 Submit your learning reflections for auditing when requested.** This must be done via the My CPD Reflections tool on the Learning Hub.

**As your professional body we will:**

- **Provide you with tools to support your professional development.** This includes a Self-Assessment with learning recommendations, a Learning Plan, and a CPD Reflections tool. All of these are on our Learning Hub.
- **Give you access to knowledge, insights and learning.** This includes factsheets, guides, real-world examples, tools and templates, studies and updates, research evidence and insights – knowledge which you need to remain relevant and effective in your role.
- **Provide you with a global community of people professionals** to help you connect, debate and learn.
- **Keep the Profession Map up to date,** ensuring that our tools and resources are aligned with it to make it as easy as possible for you to develop in line with the standards of our profession.
- **Carry out an audit of CPD each year.** Members will be randomly selected, and will be asked to submit three learning reflections to be audited.

## Introduction to CPD

Continuing professional development (CPD) is the learning experiences which help you develop and improve your professional practice. It might be developing your knowledge in a particular topic, improving the way you work by developing new behaviours, or learning new skills, for example.

As a member of the CIPD you make a commitment to your own CPD. This commitment reflects positively on you as an individual member, the organisation you work for or with, and the profession as a whole. Adhering to our CPD policy is part of our [Code of Conduct and Ethics](#), and also part of our [membership T&Cs](#).

### The benefits of CPD

CPD is about developing your professional practice. It can help keep your skills and knowledge up to date; prepare you for greater responsibilities; boost your confidence; help you become more creative in tackling new challenges; enable you to make better decisions, or help you take your career further.

It also improves the reputation and standing of both the people profession and the CIPD.

### CIPD's approach to CPD

We operate an 'outcomes-based' approach to CPD, which means the focus of your learning should be on the impact it's had, and how it's changed your professional practice – it is not about the number of hours' learning you have done, or how many things you have taken part in.

Sometimes your CPD will be planned (where you take time out to learn), and sometimes it will happen spontaneously in the flow of work. Whilst we don't take an hours-based approach, we recognise that members might find it helpful to have a guide on how much planned learning they should do each year. We recommend that you spend around 30 hours on planned learning. This is in addition to learning which may happen in the flow of work.

You should have a development plan to support your CPD, where you have identified your development needs and have planned your learning. Your development plan may change through the year as your needs change.

## **Planned learning vs learning in the flow of work**

You should develop your professional competence through a balance of planned learning and learning in the flow of work (if you are working). As a guide, you should undertake around 30 hours each year of planned learning, complemented by learning in the flow of work.

You should have a development plan in place to support your planned learning. Examples of planned learning could include:

- Attending a networking event
- Going to a workshop
- Taking part in mentoring
- Reading articles, factsheets or guides
- Listening to podcasts
- Attending courses or other learning events
- Research
- Speaking at conferences and events

You can use the [Self-Assessment tool](#) on the Learning Hub to help you identify and plan your learning. However, some of your learning will happen spontaneously in the flow of work, through what you do and people you work with. Examples of this could include:

- Knowledge sharing sessions with colleagues
- Taking part in a project
- Working in a new role
- Project review sessions
- Working with new people
- Meetings and workshops with colleagues and peers

A combination of identifying your learning gaps and planning to meet them – along with learning that happens in your work – is an effective approach to take. And remember to reflect on what you have learned in order to improve your professional practice. You can do this using the [My CPD Reflections tool](#) on the Learning Hub.

## **Recording your CPD**

The [My CPD Reflections tool](#) on the Learning Hub provides an online space to record your CPD and reflect on your learning. It provides a structured approach to help you embed learning and consider the impact it's had on your professional practice.

You should record a minimum of three learning reflections a year; our CPD year runs from January to December.

Log in to the [CIPD Learning hub](#) here.

## **Auditing members' CPD**

The CIPD will carry out an annual audit on members' CPD. This happens towards the end of each year. Members will be randomly selected, and will be asked to submit three learning reflections to be audited.

We'll let you know by email if you've been selected, and you'll be given clear instructions on how to submit your CPD to us. You'll have around two months to do this. You need to submit your CPD before the deadline, using the [My CPD Reflections tool](#) on the Learning Hub.

The audit uses set criteria which will be shared with you, focused on the impact of your learning at your membership grade. You'll receive feedback on your submissions.

If you do not submit your CPD when asked, this may be a breach of our Code of Conduct and Ethics, and we may take disciplinary action. If there is a specific reason that you're not able to complete the audit, you need to contact us to let us know. If you're exempted from an audit you may still be asked to submit your CPD the following year and beyond.