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.