

Continuous Professional Development Guide



The meaning behind CPD

Continuous Professional Development (CPD) refers to the ongoing process by which professional managers and leaders enhance and refine their knowledge, skills, and expertise. CPD involves several key components:

- **Reflecting** on your existing knowledge, skills, and experience to evaluate strengths and development areas.
- **Identifying** specific areas for development, skill gaps, or topics of interest that warrant further attention.
- **Engaging** in regular activities or initiatives designed to support professional growth and development.
- **Documenting** and recording participation in CPD activities to track progress and maintain accountability.

Your commitment to CPD as a Certified Practising Manager

As a Certified Practising Manager (CPMgr), you are committed to engaging in continuous professional development to enhance your professional standing.

Every Certified Practising Manager must undertake **48 hours (48 Credits)** of CPD over each rolling **24-month period**. This is the equivalent of 2hrs per month across each year.

These CPD activities may encompass various avenues of learning and development as detailed below, with a prerequisite that at least **2/3 (32 Credits) of the CPD contribution be through formal learning activities** and **1/3 (16 Credits) through informal learning**.

At IML, we believe in flexible CPD, allowing you to decide when and where you fulfill your CPD hours by engaging in a variety of development activities. Examples of eligible activities include:

FORMAL LEARNING

Structured, goal-oriented,
instructor led

- Courses and accreditations
- Workshops and development programs
- Conferences
- Webinars
- Coaching and mentoring

INFORMAL LEARNING

Unplanned, no
set goals, self directed

- Online learning through IML's CPD portal
- Participation in industry or special interest groups
- Contributing to industry e.g. supporting university activity, voluntary board positions, presenting, writing articles etc.
- Personal learning e.g. reading books, listening to podcasts.

How the Institute can support with your CPD requirements

While your CPD doesn't need to be solely completed through Institute of Managers and Leaders activity, IML offers a range of resources and events designed to assist you in attaining your CPD objectives. All developmental opportunities provided by IML specify the CPD hours applicable upon successful completion, and many of these resources are accessible to you at no additional cost as part of your membership benefits.

CPD type

CPD Portal: Your one-stop resource hub to support your learning journey.

Lead the way webinars: Monthly webinars focusing on the contemporary challenges and topics impacting leaders.

Events: In-person and online sessions designed to enhance your development and connect you with the IML member community.

Development Days: Quarterly events featuring IML's top facilitators and speakers deep diving into key leadership topics.

Mentoring: Our award-winning program will match you with a senior leader to support your ongoing development.

Short Courses: 1 day of competency based learning, covering the critical skills needed in business today.

Leadership Programs: Interactive programs for leaders at all stages that facilitate real workplace development.

CPD value

Varies depending on use

1 CPD hour

1 - 2 CPD hour(s)

3 CPD hours

Varies depending on time spent in program

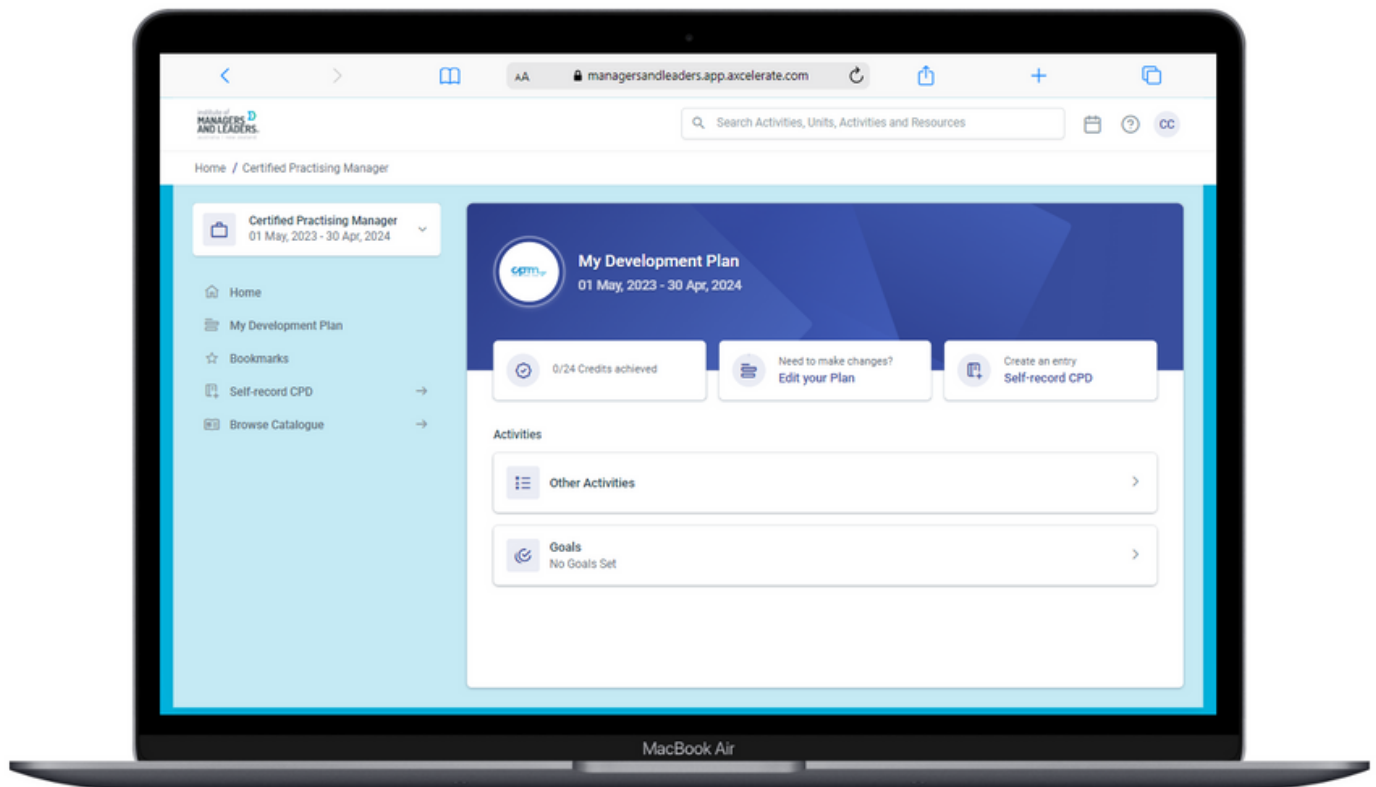
6 CPD hours

Varies depending on program

Logging Your CPD points

IML utilises the Axcelerate Learning Management System (LMS) to record and track CPD, and to provide various resources and options for undertaking informal CPD. Once you have been onboarded as a CPMgr you will be sent a link to access the LMS and you will be set up as a CPMgr separate to any formal learning programs you might be enrolled in.

CPMgr Portal



There are a number of functions once you are within the CPMgr section of the LMS:

1. Create your development plan based on either feedback from your IML diagnostics, direct formal and informal feedback from colleagues or through a process of self-reflection.
2. Return to any resources you may have bookmarked during previous sessions.
3. Self-record CPD hours undertaken outside the portal. This can be done easily by entering the required information and uploading any supporting documentation.

CPD Self-recording screen

April Thursday at 4:04 PM

managersandleaders.app.accelerate.com

Self-record CPD

Title *

☐ I have completed this Activity

Credits CPD Type

Date started

Author or Provider

Accreditation number

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Your commitment to CPD as a Certified Practicing Manager

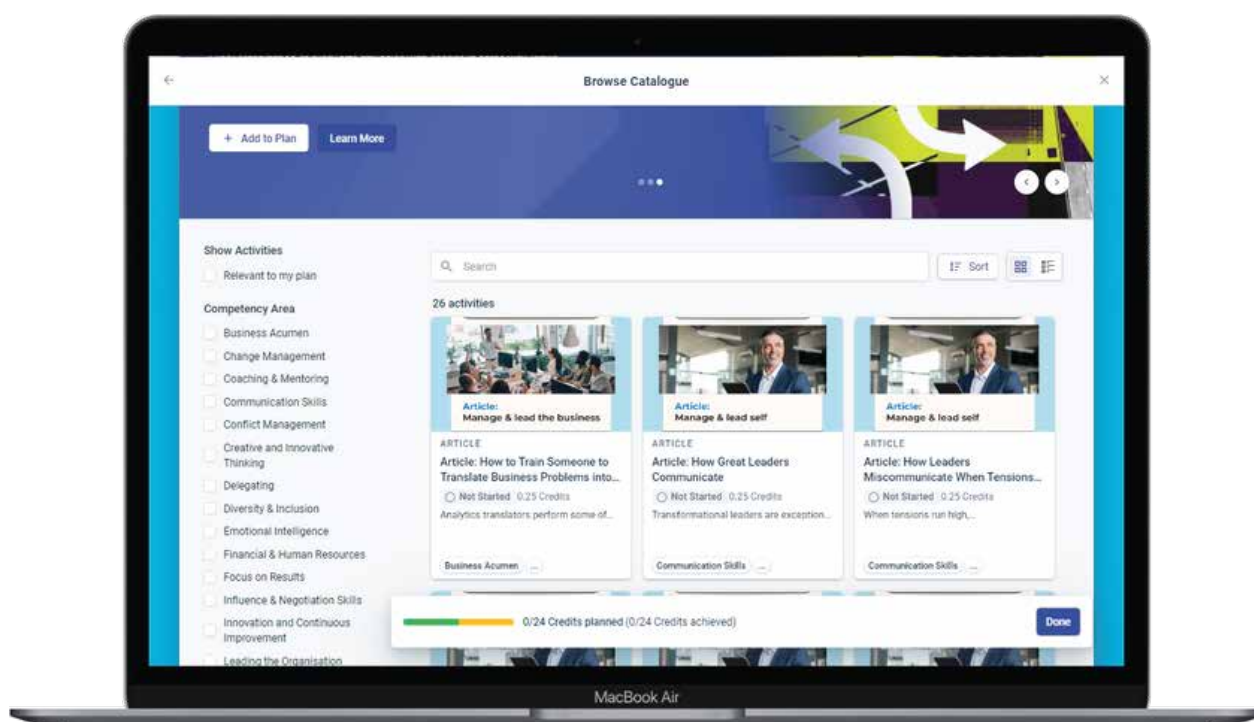
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[Discard Changes](#) [Save Entry](#)

4. Finally, you can browse the catalogue of resources (articles, webinars, blogs and YouTube etc) which can be accessed at your convenience in terms of completing informal CPD hours. These are categorised based on competency areas to assist your search and finding something that suits your development needs.

CPD Activities screen



Auditing of CPD

Throughout each calendar year managers will have their CPD audited and each quarter receive an update. In some cases, IML may request evidence of your CPD or supporting documentation if they are not contained within the portal. This may include qualification, completion or attendance certificates (for non IML activity), links to articles read or written, or confirmation of participation in activity from relevant organisations or leaders.

We recommend you maintain these records as you are completing your CPD and log your CPD through the IML Portal.

Non-Compliance

Certified Practising Managers who do not meet their CPD requirements may lose their certification.

We understand that sometimes exceptional circumstances can impact your ability to complete your CPD requirements. If this is the case, please contact us and we will let you know what options are available to support.