



CONTINUING PROFESSIONAL DEVELOPMENT – APPROVING EXTERNAL CPD

Structured

Structured CPD is defined as an activity undertaken for the express purpose of learning.

Examples:

I have attended a:	Company briefing/update/ team meeting with an explicit briefing remit Exam training course Conference or CPD event Seminar Training course Workshop Professional forum
I have developed others by:	Chairing or presenting at a profession-relevant event Member of professional-sector-related board, panel or committee Developing and assessing exam questions Syllabus exam panel Training or briefing staff and colleagues on profession-relevant topics Writing professional articles, workbooks and journals Contributing towards learning materials
I have watched or listened to:	Webcasts Podcasts Video
I have undertaken:	Exams Verifiable eLearning Exam revision material Studying material I have read: Quality educational material with specific learning outcome



Unstructured

Unstructured CPD includes unplanned activities, where there is no predetermined learning objective and outcome. This also includes unaccompanied learning activities. Examples:

I have attended an:	Informal meeting with no predetermined learning purpose
I have developed others by:	Informal coaching and mentoring staff on profession relevant topics
I have watched or listened to:	Television programmes on relevant topics podcasts webcasts live webstreams Videos
I have undertaken:	Research
I have read:	Australian Financial Review Online news service Industry journals

Endorsement criteria

1	Relevance	CPD activities must be relevant to FINSIA members, helping them to meet the requirements of FINSIA CPD. CPD must be directly related to the industry or to the individual's role. Technical or broader industry knowledge is accepted.
2	Learning outcomes	CPD activities must have clear learning outcomes, setting out what a member should be able to know, understand or do as a result of the learning activity.
3	Content	The content should meet the aims and stated learning outcomes. It should be educational in nature, up to date and factually correct. To be classed as structured CPD, the activity must last for at least 30 minutes and the learning must be verifiable. CPD activities that meet other requirements but last for less than 30 minutes or are not verifiable will be classed as unstructured CPD.
5	Delivery	CPD activities may be delivered in any appropriate format, including but not limited to: face to face; online (live or recorded content); written word.
4	Learning materials	All learning materials must be made available to FINSIA for review, including but not limited to: event programme; slides and speaker notes; delegate handouts; access to online material; copies of written word activities.
6	Personnel	All tutors and presenters should be qualified to speak about their subject and must be able to train or present effectively.
7	Administration	The Provider must have the necessary processes and procedures in place to support delegates before, during and after a CPD activity, including the ability to produce and retain the verification data required for structured activities



FINSIA Acceptable Evidence Requirements

Acceptable evidence is required for all CPD activities recorded as Structured CPD. No evidence is required for CPD activities recorded as unstructured. Please note all CPD activities undertaken with the FINSIA are auto-logged to the members record and will not require evidence. For evidence to meet the FINSIA requirements, evidence does need to include the following:

- Full Name and Surname of person undertaking the CPD activity (Initials are not acceptable)
- Title of CPD Activity
- CPD Theme
 - Diversity & Culture
 - Ethics and Integrity
 - Industry Segments
 - Financial Advice & Services
 - Funds & Asset Management
 - Institutional Markets
 - Retail & Business Banking
 - Global and Future Trends
 - Leadership
 - Professional & Personal Development
 - Risk & Regulation
- Learning Outcomes
- Knowledge Areas
 - Industry Knowledge
 - Professionalism
 - Ethics
 - Technical
 - Soft Skills

- Date of activity (including the year)
- Duration of activity (in hours)
- Confirmation of attendance / participation/ completion of CPD activity (after the activity has occurred)
- Details of individual confirming activity (full name/job title)
- Link to video/podcast etc



Learning Outcomes - How to structure a Learning Outcome

The answer to this question is likely to be in two parts. Firstly, what learning points were of particular relevance and help? Secondly, how can this learning be applied from this point forward?

Members should create Learning Outcomes by responding to the following questions:

- What new learning was gained?
- How does this learning help me in my role?
- How do I expect to apply this learning to my work on a day-to-day basis?
- How will this learning benefit my clients and my firm's approach to business?

Examples of Acceptable Evidence Documentation

Type of Document	Required Information on document
Certificate of attendance	Name of attendee Date of activity (including year) Duration in hours Name and signature of provider
Statement of Completion	Name of attendee Date of activity (including year) Duration in hours Confirmation of completion Learning outcomes Job title, name and signature of provider
Email Confirmation	Name of attendee Date of activity (including year) Duration in hours Confirmation of attendance (after the activity has taken place) Job title and name of provider
Attendance Sheet	Name of attendee on list Date of activity (including year) Duration in hours Title of Activity Job title and name and signature of provider



Not Acceptable Types of Evidence

Please find below a list of Evidence we will not accept and reasons why:

Type of Document	Reasons
Invitation/confirmation of intention to attend	Does not confirm attendance
Invoice	Does not confirm attendance
Images and photos such as, Screenshots or Selfies	Does not confirm attendance
Agenda	Does not confirm attendance
Minutes	Acceptable only, if includes full name of attendees, date, duration of meeting and is Company headed paper
Notes/Documents from attended event or meeting	Does not confirm attendance
Brochures*	Does not confirm attendance

*FINSIA will accept Brochures as acceptable evidence for members who are presenting or speaking at an event, if the brochure confirms this. The Brochure will need to include the name of the member, the date of event and the duration of hours.

Guidance on Recorded Hours

Attendance at events

FINSIA will accept up to seven hours CPD for a full day course and three and half hours for a half day course as breaks and lunches should not be included within the CPD hours claimed. The maximum hours recordable for a day within the CPD Scheme is eight hours.

Presenter/Speaker

Presenters and Speakers at events can claim up to three times the hours of the event when recording it, this is to cover the research and time taken to put together the presentation. Please note a presentation of similar content can only be claimable three times within one CPD year even if undertaken on different times of the year.

Chairing a Meeting

Members chairing a meeting can claim up to twice the number of hours of the meeting to cover the time taken to prepare for the meeting.