



## CD(SA)<sup>®</sup> CPD PROGRAMME 2017

Continuing Professional Development or CPD can be described as the systematic maintenance, improvement and broadening of knowledge, experience and skills, and the development of personal qualities helpful in the execution of professional duties through a career.

### CPD hours required

CPD activities for Chartered Director can be organised into **five** categories, namely:

	<b>Max. CPD Hours</b>
• Professional work-based activities	8
• New Director Mentoring	5
• Personal Activities Outside Work	7
• Courses, seminars and conferences	5
• Self-Directed Learning Activities	5

### CPD activities offered through the IoDSA

The IoDSA has put in place a variety of initiatives that support your personal CPD programme and can be included in your submission. It is important to note, however, that other activities offered through other professional bodies and service providers that meet the requirements (as per the description provided) also contribute to the CPD of a CD(SA).

This document summarizes the different activities that can be included and the CPD point / hour value that each initiative bears.

### Professional work-based activities

#### Max. CPD hours required per year: 8

These are all the activities that a competent director would participate in including implementing new techniques, learning a new discipline, coaching or mentoring, committee membership or visits to other companies.

Activity	Description	Expectation	CPD hours
<b>IoDSA Membership</b>	To maintain your status as CD(SA) you are required to be a member of the IoDSA	Full or fellow membership	1
<b>Membership of another professional body related to directorship practice</b>	To maintain status as professional or practitioner in another profession	Full membership	1 per membership
<b>Practicing director</b>	Serving as director on a board of substance	Listed as director on CIPC	Max 5 hours

### New Director Mentoring

#### Max. CPD hours required per year: 5

These activities are related to the mentoring of new or aspiring directors in growth and development on their directorship path.

Activity	Description	Expectation	CPD hours
<b>Mentoring Circles</b>	Group mentoring session facilitated by an Executive Coach, Julie Stacey, for 12-14 delegates supported by 2 mentors.	CD(SA) participate as mentors	2 per session
<b>30% Club</b>	Attend The Boardwalk as mentor and host a table for the 2 hour session.	CD(SA) participate as mentors	2 per session

### Personal Activities outside work

#### Max. CPD hours required per year: 7

These activities are related to the competences of a director, but are performed outside of work and include, but not limited to, being a member of committees of other professional institutes, trade associations or Chambers of Commerce; management of a club or society; or writing and lecturing.

Activity	Description	Expectation	CPD hours
<b>IoDSA Forums &amp; committees</b>	ACF - Audit Committee Forum	Participate as a committee member	2 for each meeting attended



Activity	Description	Expectation	CPD hours
	SDF - Sustainable Development Forum CGN - Corporate Governance Network PSACF - Public Sector Audit Committee Forum; REMCO - Remuneration Committee Forum	Participate in forum events	1 for each event attended

### Courses, Seminars and Conferences

#### Max. CPD hours required per year: 5

These are educational activities that are directly related to competences of Chartered Directors and include, but not limited to NQF registered qualifications offered through accredited institutions; attending or presenting of short courses, workshops and seminars; and preparation and writing of articles that are accepted for publication in relation to business, economics or corporate governance.

Activity	Description	Expectation	CPD hours
DD open or in-house programmes	1-, 2- and 4 day workshops presented by Director Development	Attend workshop	5 per full day
Snapshot Sessions	2 hour session on a current topic relevant to Director's practice in the boardroom	Attend session	1 per session
CD(SA) Sessions	2 hour session hosted by IoDSA for CD(SA) members	Attend session	1 per session
King IV update	1 day workshop presented by IoDSA	Attend workshop	5 per full day
King IV conference	1 day conference presented by IoDSA – Nov 2016	Attend conference	5 per full day

### Self-Directed Learning Activities

#### Max. CPD hours required per year: 5

These are activities that are performed almost daily as an integral part of a director's role. However, these activities don't usually involve other people and are driven by the individual. These include, but are not limited to reading of newspapers, journals and books; listening to CDs or watching documentaries and DVDs related to business, economics or corporate governance; and, running one's own business.

Activity	Description	Expectation	CPD hours
Contemporary Gazette	Electronic publication Legal updates and summaries in a searchable format with key amendments/ highlights of SA legislation	Monthly review of legislative updates	3
Directorship Magazine	Quarterly publication aimed at directors	Quarterly review of articles and content	3
Corporate Report	Governance magazine containing articles by leading governance experts	Review of content in three editions per annum	3
Forum Papers	Keep up to date with papers issued by the five different IoDSA Forums	Quarterly review of content	3
Guidance Notes	Keep up to date with new guidance notes issued by the IoDSA's Thought Leadership through the Centre for Corporate Governance (CCG)	Review of content as notes are issued	3
IoDSA Research Reports	Participate in research as respondent.	Complete survey within agreed timeframes	1
IoDSA Research Reports	Read through the various research reports issued by the IoDSA – e.g. Director Sentiment Index	Review of content are issued	3

## Conclusion

It is possible for a CD(SA) who participates in the IoDSA activities as listed above, to complete the annual CPD hours required per annum. We look forward to seeing you at our events and training.

