



CPD

Continuing Professional Development
MEMBERS' GUIDE



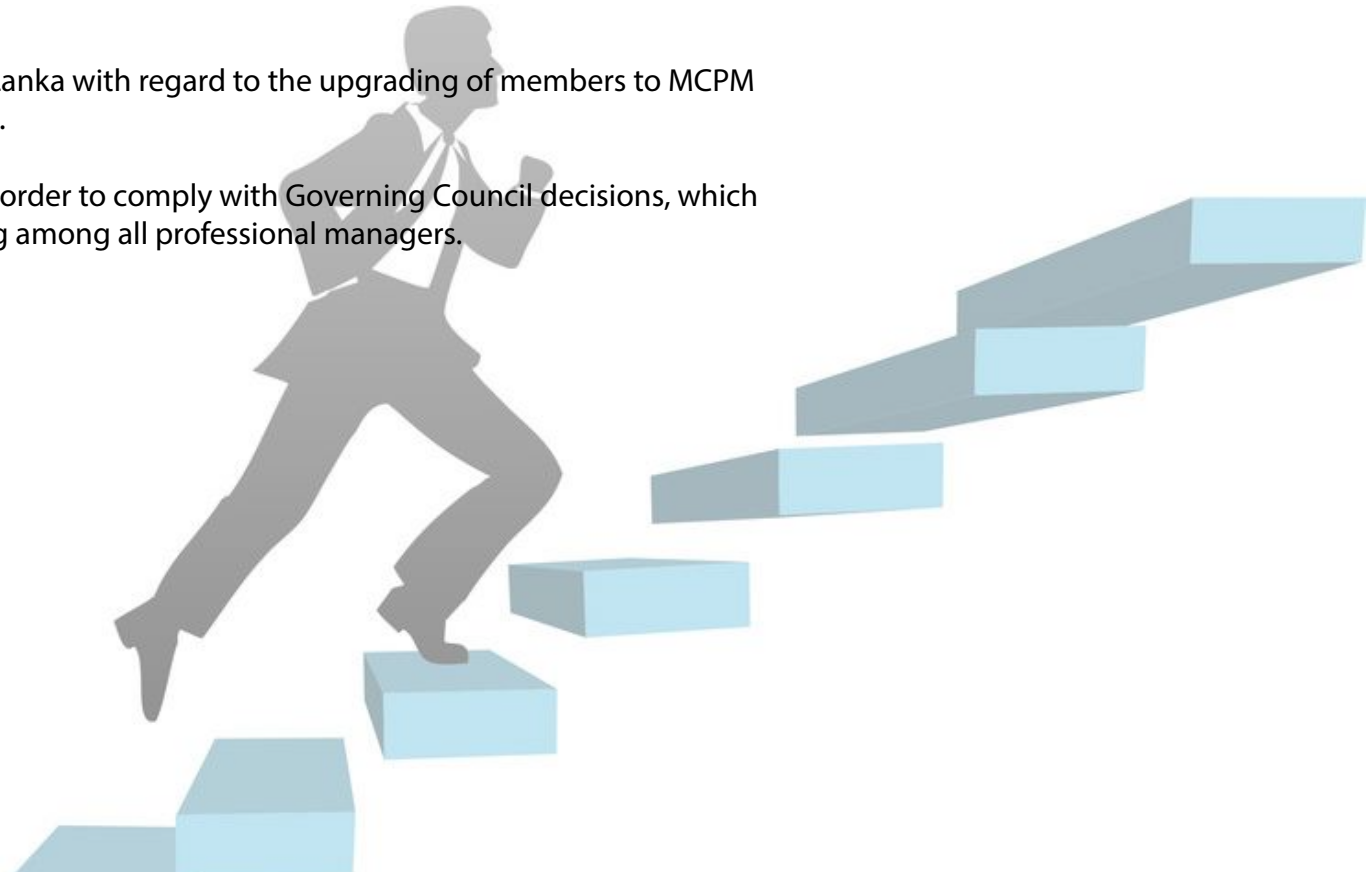
THE INSTITUTE OF
CHARTERED
PROFESSIONAL MANAGERS
OF SRI LANKA

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) SCHEME FOR CPM SRI LANKA MEMBERS

The members of the Institute of Chartered Professional Managers of Sri Lanka (CPM Sri Lanka) are hereby Informed that the revised Continuing Professional Development Scheme is effective from 25th October 2018.

All previous guidelines issued by CPM Sri Lanka with regard to the upgrading of members to MCPM and FCPM categories are hereby cancelled.

This scheme will be revised periodically in order to comply with Governing Council decisions, which requires a commitment to lifelong learning among all professional managers.





MESSAGE FROM THE PRESIDENT OF CPM SRI LANKA

It is with great pleasure that I present this mandatory requirement scheme of Continuing Professional Development (CPD) for CPM Sri Lanka members.

The Continuing Professional Development (CPD) Scheme of CPM Sri Lanka has been established with a view to enhance the professional skills of the members and to maintain a better relationship between the Institute and its members.

This CPD Scheme also makes a bridge between the Institute and the members in order to retain them in the membership for a long period of time. This scheme is a self-regulatory continuing professional development system and will be accordance to global standards.

These responsibilities require continued development in knowledge, skills and competence with the ever changing business environment. Being a professional institute, CPM Sri Lanka is committed to enhance the professional competence of its members to perform their duties to the standards demanded by the business world.

As professionals, we need to gear ourselves to pursue new directions and ways, if we are to acquire and retain the competency to identify problems, to assess the impacts, to develop solutions, and to manage the challenges effectively that we face in our professional life. I strongly believe that the CPD will immensely help you to achieve this task.

Therefore, I invite all the members of the CPM Sri Lanka to participate in CPD accredited activities actively and to comply with continuous professional development requirements. Further, I encourage the members who wish to upgrade their membership category to MCPM and FCPM to earn CPD Credits as a practice of priority in their professional life and to make sure that they are eligible for upgrading the membership on time.

I wish all members success in their careers.

Prof. Lakshman R. Watawala
President
CPM Sri Lanka



1 Introduction

The Continuing Professional Development (CPD) Scheme of CPM Sri Lanka has been established to enhance the professional skills of the members and to maintain a better relationship between the Institute and its members. This scheme is a self-regulatory continuing professional development system and will be monitored by the Institute.

2 Objectives of the CPD Scheme

- To maintain and continually improve the managerial knowledge and the skills of members in order to obtain MCPM and FCPM titles.
- To develop the personal skills of members and enhance their career development.
- To provide reasonable assurance to the business community at large that CPM Sri Lanka members have the managerial knowledge and skills required to perform the services they are called upon to undertake.

3 Applicability

The CPD Scheme is mandatory for all members of CPM Sri Lanka at any membership level, employed either in the private sector or public sector, industry & commerce, non-profit organizations, entrepreneurs or practitioners (as decided by the Governing Council of (CPM Sri Lanka).

4 Non-Compliance with the CPD Requirements

If a member does not comply with the minimum requirement in any year, that particular year will not be counted as an active year for the membership advancement.

5 CPD Scheme for Advancement of Membership Category

5.1 Advancement to MCPM

Three years of managerial level experience after obtaining ACPM title and completion of minimum 100 CPD Credits.

5.2 Advancement to FCPM

Five years of Senior Managerial level experience after obtaining MCPM title and completion of minimum 120 CPD Credits during the period.

5.3 CPD Credits

The following table will be applicable for the membership categories as stipulated in 5.1 and 5.2.

Current Membership Category	Immediate Advancement	No. of Years Required	Total CPD Credits Required for Advancement
ACPM	MCPM	3 Years	100
MCPM	FCPM	5 Years (Senior Managerial Level)	120

5.4 Minimum CPD Credits per Year

It is mandatory to maintain minimum of 20 CPD credits per year.

6 CPD Credits

6.1 Access to CPD Credits

CPD Credits can be earned from the involvement in activities which Enhances the competence and professional skills of members.

6.2 Number of CPD Credits Granted - Direct Measurable Activities

Activity	CPD Credits		Threshold
	CPM Activities	**Activities conducted by other institutes	
Annual Conference			
Technical/Research Paper Presenter	30	20	70
Panelist / Session Moderator	25	15	
*Participation in Technical Sessions per day	10	05	
Seminars and Workshops			
Presenter – Per Session	20	05	80
Panelist	20	05	
Participant – Per actual contact hour	02	01	
Committees / Sub Committees (minimum of 60% attendance is compulsory for CPM Committees)	25	05	
Publications (Print Media)			
Author / Co-Author of a Book	25	25	70
Article Moderator / Editorial Board Member	10	05	
Author of any Article	15	05	

* Minimum 10 marks should be maintained

** Activities conducted by other institutes category can earn only 50%

6.3 Participation of other institutes' activities will be considered maximum of 50% subject to the threshold.





7. Evaluation Process of CPD Credits

Education & Training Committee will evaluate the number of CPD Credits and number of years of experience to give recommendations to the Governing Council based on the evidence submitted by the applicant.

8. CPD Reporting

8.1 Reporting Period

The reporting calendar for CPD Scheme is from January 01 to December 31.

8.2 Reporting by CPM

For members who have participated in CPM Sri Lanka activities, a letter/certificate stating the CPD Credits earned, will be issued based on the program or the attendance records available.

8.3 Reporting by Member

Members are required to submit a CPD Reporting Form with the supporting documents for upgrading.

9. The effective date for this CPD scheme will be 25th October 2018

