

# Continuing Professional Development

## What is CPD?

CPD is about learning; but learning about what, when and how and what will be involved?

Our intention is to provide clarity and consistency to our members in defining what learning is – and is not - in the context of CPD.

## The three key phrases of Continuing Professional Development are:

- A focused approach to learning
- Knowledge and skills to show that the learning will develop an individual's technical information and their ability to use knowledge
- Execution of professional, managerial and technical duties to show that learning must be relevant to the responsibilities of the member

Applying the definition to any activity or study should make it easy to answer the question – is this part of CPD?

## Why should I use CPD?

The short answer to the question is “for yourself. It will improve your competence and professionalism.

Just as important is the issue of confidence in the Association's members by our clients, other professional practices and bodies and Her Majesty's Government. Continuing Professional Development will form the central mainstay of individual learning on which the member and public can rely.

## What are the benefits to Corporate Members?

Investment in employee development has a direct contribution towards long term success, giving a vital competitive edge. It also enhances employee competence and flexibility and leads to improvements in efficiency, productivity and quality of work, increased client satisfaction, and hence profitability.

## What are the benefits to the public?

CPD gives reassurance that the Commercial Finance Broker is up to date with knowledge and skills, and improves the general level of service across the entire industry through a more competent, professional Broker.

## What does CPD actually involve?

We have decided to pitch the number of hours study under the CPD programme at 35 hours within a twelve-month period. Over time, the number of hours may change and it is important that members know that the scheme will evolve as needs dictate.

The 35 hours will comprise learning under a number of categories, as follows:

### 1. Post-qualification study or Distance Learning:

- Degrees such as the MBA, MA, awarded by recognised universities, as well as first degrees.
- Study for NACFB Dip CF
- \*Participation in study and distance learning programmes. (Distance learning incorporates all learning media, provided it involves interaction with other individuals.)

### Maximum 35 hours

Verification: self-verification



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## **2. Short Courses:**

- The NACFB's own programme of courses and training events, plus other seminars.
- Courses by accredited providers such as The Open University, "in house" training and development courses

**Maximum 35 hours**

**Verification: self-verification**

## **3. AGM**

- Attending the NACFB's annual general meeting.

**Maximum 4 hours**

**Verification: self-verification**

## **4. Imparting Knowledge**

- Coaching and mentoring, e.g. Young Enterprise Scheme.
- Part-time teaching.
- Preparation of Papers for conferences or seminars.
- Articles and reviews accepted for publication in relation to the finance industry.
- Running in-house staff training programmes.

**Maximum 14 hours**

**Verification: self-verification**

## **5. Conferences and Exhibitions**

- Representing the NACFB. Many members have attended conferences on behalf of the NACFB. If you represent the association you should be recognised for putting in the time.
- Organised by other work/industry-related organizations
- Attendance at other NACFB meetings such as Regional workshops or 'Meet the Patrons' Networking Days
- Attendance at meetings other than social events, organised by the other financial services and organisations and professional institutes, including the Institute of Financial Services

**Maximum 14 hours**

**Verification: self-verification**

## **6. Committee Work**

- NACFB Committee work
- Committees of other financial services organizations
- Work-related committees outside an individual's own company, e.g. other institutions or trade associations.

**Maximum 8 hours**

**Verification: self-verification**



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## 7. Private Study

- Learning new skills
- Acquiring new knowledge
- Improving performance

All professional Commercial Finance Brokers undertake private study. For example, many of us have spent hours reading the RICS guidelines.

**Maximum 12 hours**  
**Verification: self-verification**

## 8. Case Studies

Participation in a case study programme. The Training and Education Committee will award 0.5 hours for each case study read (see maximum hours) and these can be found on the NACFB website [www.nacfb.org.uk](http://www.nacfb.org.uk)

The chart (below) shows the eight categories and the maximum number of hours permissible under each category in the year concerned:

No.	Category	Max hours per year
1	Post-qualification study & distance learning	35
2	Short courses	35
3	AGM	4
4	Imparting knowledge	14
5	Conferences & exhibitions	14
6	Committee work	8
7	Private study	12
8	Case studies	8

## Who is eligible?

Registered Individuals of the NACFB's full members.

## How much will CPD cost me?

We regard Continuing Professional Development as a service to our members. As such, the cost of registration is an integral part of your annual membership fee.

## How do I start?

It couldn't be simpler. All eligible members have been automatically registered and copies of the record-keeping log are available from the Exeter office.

## How does the scheme work?

Your personal log is all that is needed by the NACFB to record your annual CPD requirement.

Once you have completed 12 months and at least 35 hours credit, all you need do is send in your card for verification and registration.

Confirmation that you have satisfied CPD requirements will be sent shortly after receipt of your personal log.

If you are unsure whether or not an activity you wish to undertake is acceptable as CPD then you should contact a member of the Education Committee for guidance.

## What help and support is available to me?

We are always developing the training and education programme and have identified the core skills necessary for a commercial finance broker. The programme will be delivered to you either via NACFB website, short courses or seminars, articles in NACFB Magazine, etc.



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## **CPD Helpline**

The CPD helpline will be pleased to offer help and advice on the ways in which you can complete the minimum 35 hours annual requirement. The helpline is available on 01392 440040

## **NACFB**

**3 Silverdown Office Park  
Fair Oak Close  
Exeter  
Devon EX5 2UX  
Tel: 01392 440040  
Fax: 01392 363931  
Email: [admin@nacfb.org.uk](mailto:admin@nacfb.org.uk)**

