



## CONTINUING PROFESSIONAL DEVELOPMENT

### GUIDANCE NOTES

#### **Definition of CPD**

“The systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner’s working life”

#### **Scope of the programme**

The CPD programme applies to all Licentiates, Associates and Fellows.

An appropriate percentage of Fellows will be randomly selected on an annual basis and required to submit a CPD record form.

Associates are required to submit on an annual basis a CPD record form prior to their application for elevation to Fellowship.

Licentiates will be required to submit on an annual basis a CPD record form with their application for election to Associate, covering the period of Licentiateship

#### **Basis of compliance**

Examples of acceptable activities for CPD purposes are listed on the summary.

Study will be categorised to identify “active” activities (with a point’s value of 6, 5, 4, 3 or 2) and “passive” activities (with a point’s value of 1 point per hour). Passive activities will not count for more than 10 points per annum, nor will the lowest grouped active activity.

Compliance will require the attainment of a minimum of 75 points per annum.

#### **Penalties**

Failure to comply or to submit a CPD record form will entitle the Institute to refuse a Licentiate’s election to Associate or an Associate’s elevation to Fellow. If a Fellow does not comply or submit the record form, he/she will revert to Associate. On submission of a CPD record form confirming compliance over a 3-year period, he/she may apply for re-election to Fellow.

A list of those who do not meet the requirements may be published.

#### **Appeals**

Appeals may be presented to the Council of the Institute, in writing. Following appeal, the Council’s decision shall be final.

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THE CHARTERED INSTITUTE OF LOSS ADJUSTERS

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### SUMMARY OF ACCEPTABLE ACTIVITIES

The following is a list of activities acceptable to the Institute for CPD purposes and the points attributable to each section. All activities must be aimed at maintaining/ improving the member's professional loss adjusting competency. They need not be confined to technical matters and can encompass (for example) management and business skills development. Other activities approved by the Institute will be considered.

- A. Active 6 points per hour**  
Preparation of text books
  
- B. Active 5 points per hour**  
Preparation and delivery of internal & external lectures and training courses.  
Preparation of technical articles for internal & external publication.  
Setting and marking examinations.  
Acting as a panel member for ACS interviews.
  
- C. Active 4 points per hour**  
Approved formal courses of further study  
Moderating examinations
  
- D. Active 3 points per hour**  
Attending professional body meetings, technical conferences, seminars and training courses.
  
- E. Active 2 points per hour**  
Mentoring and providing one-to-one advice to un-qualified members of staff
  
- F. Passive 1 points per hour**  
Reading technical papers, magazines, journals and similar publications.  
NB: Groups E & F may not count for more than 10 points per group per annum.



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### DETAIL OF SUMMARY OF ACCEPTABLE DEVELOPMENT

#### **A. Active 6 points per hour**

This relates to the research and writing of actual text books, but not articles or papers

#### **B. Active 5 points per hour**

Research, preparation, and then delivery of lectures and training courses. This covers lectures and courses for the members own company as well as external market conferences and seminars.

Similarly in relation to the research and writing of technical articles, both for the members own company as well as trade and general press and professional bodies.

Work undertaken as an examiner, both for the setting of an examination, and for the marking of them. This applies to any professional examinations, not just CILA. It does not include any work in relation to moderating examinations.

All work involved with the member sitting as a panel member in relation to ACS interviews. This includes preparatory work, such as reading the candidates submission, as well as sitting on the panel.

#### **C. Active 4 points per hour**

All work involved in relation to any approved formal courses of further study. "Approved" means approved by CILA. Members should check with the Membership committee regarding approval, if in doubt.

Work undertaken in relation to the moderation of examinations.

#### **D. Active 3 points per hour**

This section covers member's attendance at technical conferences and seminars, plus general training courses which do not include any formal study courses. These encompass both the member's own company's internal seminars and training as well as external industry ones. In addition this section covers members attending professional body meetings, including but not exclusive to CILA area meetings. It also includes serving on CILA National and Area committees.

#### **E. Active 2 points per hour**

This section covers a member's activity in relation to working with an un-qualified member, assisting them with studies and development, providing mentoring and similar activity.

#### **F. Passive 1 point per hour**

This section covers the reading of technical papers, magazines, journals and similar



publications. It will cover trade and professional magazines and journals.

**NOTE:** Annual CPD points gained for activities undertaken under groups E and F are limited to 10 points for each section.

## Example of annual points for regional member

New allocation Old allocation

Activity	Hours	Points	Points
Attending one half day technical conference	5	15	10
Assisting with one internal regional training session			
Preparation	2	10	10
Delivery and questions	2	10	10
Three evening local office training evenings	3	15	6
Acting as a member of regional ACS panel	3	15	n/a
Attending evening talks			
2 x CILA	2	6	4
2 x CII	2	6	4
Mentoring training		8	n/a
Technical reading		10	10
Total	19	95	54

The new system allows 95 points as against 54 under the old system

This represents an increase of 76%, against a points requirement increase of only 50%

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