



Institute of Commercial  
Forensic Practitioners

**Recognised. Respected. Regulated.**

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

### POLICY

APPROVED AT THE AGM ON 31 JULY 2015

## 1. INTRODUCTION

1.1. The Institute of Commercial Forensic Practitioners is a self-regulatory body mandated by its members to cohere coordinate and regulate the commercial forensic industry in South Africa.

The key objectives of the ICFP are to:

- Define the boundaries of and the career paths within the industry.
- Benchmark the training, qualifications, and experience of practitioners.
- Set a code of conduct.
- Set generic minimum standards of operation.
- Develop career paths through an appropriate education and training framework.
- Monitor compliance and continuing professional education.
- Insure sufficient cohesion and convergence in the industry to build public confidence.
- Develop a brand for the profession and its members that is trusted and recognised by all stakeholders.

The ICFP is therefore mandated to ensure that members of the ICFP develop and maintain the professional competence necessary to –

- (a) provide high quality service to clients, employers and other stakeholders; and
- (b) strengthen public trust in the commercial forensic profession.

1.2. Although it is the responsibility of the commercial forensic practitioner to maintain competence by undertaking relevant continuing professional development (CPD) activities, the ICFP has a responsibility to –

- (a) foster a commitment to lifelong learning (maintaining and developing professional competence) among its members;
- (b) facilitate access to CPD opportunities and resources for their members; and
- (c) adopt prescribed requirements relating to the development and implementation of appropriate measurement, monitoring, and compliance procedures to help their members develop and maintain the professional competence necessary to protect the public interest.

These obligations are in line with the stakeholder expectations requirements in South Africa.

1.2.1. CPD provides continuing development of –

- (a) professional knowledge;
- (b) professional skills;
- (c) professional values, ethics and attitudes; and

- (d) competence achieved during the qualifying examination;  
to enable members to continue to perform competently within their professional environments and chosen roles. In addition, commercial forensic practitioner may take on new roles during their careers that require development of new competencies. In such cases, CPD may include many of those elements of the qualifying examination, which are required for roles that demand additional breadth and/or depth, or updating of knowledge, skills, and values.

1.3. In addition to education, practical experience, and training, CPD also includes learning and development activities such as coaching and mentoring, networking, observation, feedback and reflection and the self-directed and unstructured means by which competence can be achieved.

## **2. OBJECTIVES**

2.1. The objective of setting minimum requirements for members is to ensure that members –

- a) develop a positive attitude and commitment to lifelong learning
- b) maintain and developing professional competence;
- c) take responsibility for undertaking relevant CPD activities to remain competent in their roles; and
- d) take responsibility for recording their CPD activities to demonstrate that they have undertaken relevant and appropriate learning activities.

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### 3. CPD REQUIREMENTS :

#### 3.1. Members responsibilities

- 3.1.1. All the members carrying the **Full Membership** designation must maintain a record of the CPD activities and report the hours completed to the ICFP relevant to each reporting cycle.
- 3.1.2. The responsibility for developing and maintaining competence rests with the member.

Clarification:

ICFP members operate in a variety of roles and responsibilities. These include directors, managers, investigators, academics, specialists, consultants and project managers to name only a few. It is the member's responsibility to exercise professional judgement in deciding, based on their career path and taking into account both their current and future roles, which CPD activities they should undertake. The purpose of such learning activities should be to develop their professional knowledge, skills, and values, which are relevant to the member's current and future roles.

- 3.1.3. CPD activities undertaken must be relevant and contribute to the development and maintenance of specific professional competence required by the member's current and possible future roles.

#### 3.2. CPD minimum requirements:

Members are required to complete:

- 3.2.1. a **minimum** of 60 hours of relevant professional development activities during a three-year cycle, of which –
  - a **minimum** of 60% of the above 60 hours must be structured and verifiable; and
  - a **minimum** of 10 hours of learning must be completed during each of the three calendar years.

This may be best illustrated as follows:

##### Measurement period

##### Hours:

Year 1	Year 2	Year 3
22	10 (minimum)	28

3.2.2. Members should ensure that achieved CPD credits are reported at most one month after the end of completion of the reporting cycle.

### 3.3. Reporting period

3.3.1. The reporting period is based on a three year (36 months) reporting cycle.

3.3.2. The reporting cycle starts in January and concludes at the end of December of the third year.

3.3.3. All new members reporting cycle commences upon being awarded the full membership designation and the CPD requirements will be based on a pro-rata basis of 1.67 credits per month. See calculation as per table below:

Designation awarded	Calculation	Total credits required	Minimum credits required Year 1	Year 2	Year 3
15 August	$60 - (60/36 * 8)$	47	7	20	20

\*  $60 \text{ credits required} - (60 \text{ credits required} / 36 \text{ months} * 8 \text{ months passed}) = \text{credits required}$

### 3.4. Measurement

3.4.1. A CPD cycle runs for three years;

3.4.2. 1 Hour equals 1 CPD credit;

3.4.3. CPD credits may be earned for structured or unstructured activities;

3.4.4. Members may record ICFP as well as no-ICFP activities.

3.4.5. CPD credits in excess of the requirement for a specific reporting cycle may not be applied to or split between the following reporting cycle.

### 3.5. Structured and unstructured activities

3.5.1. Structured activities

- Attending or presenting courses, congresses, seminars, workshops, lectures and conventions which are related to the field of commercial forensics;
- Attending meetings of technical committees;
- Researching/reviewing or writing of technical publications;
- Compiling technical papers;
- Attending ICFP events.

3.5.2. Unstructured activities

- Reading of technical and industry related literature;

- Attending training and skills development that enhances soft skills, Microsoft Office, presentation skills etc.

### **3.6. Reporting and Record Keeping**

In addition to the members' responsibility for planning and undertaking activities that maintain and develop their professional competence, members are also responsible to maintain a record of his or her CPD activities.

3.6.1. The ICFP facilitate an online record keeping register on the ICFP website.

3.6.2. The register must be used by members to record CPD activities undertaken and will constitute an official submission.

3.6.3. Members should ensure that CPD activities are accurately recorded.

3.6.4. Members must ensure to retain the relevant documentation for a specific activity.

### **3.7. Verification and Monitoring**

3.7.1. The ICFP will conduct random audits of members CPD activities.

3.7.2. The selection criteria will be at the discretion of the ICFP Board.

3.7.3. If a member's activity were deemed inadequate or unsubstantiated, the member will be given 90 days to remedy the situation.

3.7.4. Members who fail to comply with this policy will be referred to the ICFP Disciplinary Committee for disciplinary action.

### **3.8. Deferral of CPD requirements**

3.8.1. Members may apply for exemption from the requirements of this policy in exceptional circumstances.

3.8.2. The Education Committee will consider all exceptional circumstances on a case-by-case basis.

3.8.3. Submissions may be made in writing and supporting documentation must accompany the request.

## **CONCLUSION**

The ICFP cannot provide assurance that all members will provide high quality professional service at all times. Doing so would entail more than merely monitoring professional competence, for high quality professional service entails the application of that knowledge with professional judgement and an objective attitude. Similarly, the ICFP cannot be assured that every member who participates in a CPD programme will reap the full benefits of that programme, as this is dependent on an individual's commitment and capacity to learn.

However, despite the inherent limitations, the ICFP Board believes that it is important to have a CPD programme in place, to make it possible for an individual member to fulfil his/her professional activities and responsibilities and to ensure the maintenance of professional standards, ethics and knowledge.



## **Glossary of terms**

### **Continuing Professional Development (CPD)**

CPD is “The systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for execution of professional and technical duties throughout the individual’s working life.”

### **Full Member**

Refers to a person who has satisfied the requirements for membership pursuant to the ICFP MOI’s and who has been admitted to full membership of the Institute.

### **Commercial Forensic Practitioner**

This is a generic terms referred to by the ICFP in all its documentation and records.

### **Structured CPD**

Any activity which involves a formal and structured learning process, e.g. attendance as a participant or lecturer at short courses, conferences and seminars, project experience (where this is new to the member concerned and involves a structured learning process), formal home study such as with distance-learning or participation on technical committees.

### **Unstructured CPD**

More informal learning e.g. personal study, research or reading in own time.

### **Verifiable CPD**

Verifiable CPD is where proof of participation in an activity is available, such as CPD credit certificates, proof of attendance etc.