



## CONTINUING PROFESSIONAL DEVELOPMENT

One of the principles of good governance is that those involved seek to continually grow and improve in their roles. The Institute operates a system of CPD which requires that members engage in governance-related activities in addition to their Board membership. These include training courses, attendance at conferences and workshops, writing articles, providing mentoring for others and similar activities assessed over a rolling two-year period. Failure to engage in a sufficient amount of CPD would make members ineligible to have their membership renewed.

### MEMBERS MUST COMMIT TO UNDERGOING A CPD PROGRAMME DELIVERED IN DIFFERENT WAYS

- 2 year CPD cycle
- Members must achieve 200 points over 2 years, and maintain this score as a minimum
- Points can be achieved through training and other methods, with 50% minimum to be achieved through training
- Other means of achieving CPD points include attendance at events such as;
  - ICOS Conference
  - ICOS Committees
  - Approved Industry meetings
  - Recognised Seminars
  - Other recognised training (Teagasc, Universities, Institutes)

### A CPD SYSTEM HAS THREE SPECIFIC AIMS:

- Maintaining core professional knowledge and skills – keeping your core competence up to speed
- Developing professional skills – focus on building new skills and knowledge to increase your effectiveness
- Developing transferable skills – maintaining your broader management skills from communications to change management.

Compliance with the CPD Scheme will be obligatory for all members for the Institute.

### CPD POINTS STRUCTURE:

Each member will have to accrue 200 CPD points over a 2 year period. Therefore, on the second anniversary of joining, the member must have accrued 200 CPD points in order to be eligible to remain as a member. They will also need to accrue 200 points over each subsequent 2 year period. The points can be obtained through a variety of methods, as below, however, a minimum of 50%, or 100 points, must be achieved through Formal Education. The balance may be earned through the Professional Activities, Work Based Learning, or other approved activities.. Additional CPD points, above the 200 required in any 2 year period, which have been acquired through attendance at Formal Training Events, may be carried over to be used in the subsequent period

subject to a minimum of 50 points being acquired through formal training in any individual period. However, they may not be carried across a second cycle. All matters relating to CPD points and the allocation thereof will be subject to review by the Board, whose determination shall final and binding.

While the Institute will automatically have a record of most Formal Education activities; members will be asked to self-declare, at renewal, in relation to the CPD points earned over the period. The institute will cross-check, and require documentary evidence of attendance/ completion of all courses or activities for a proportion of members, selected at random. Knowingly making a false declaration in relation to CPD points may be subject to disciplinary procedures, under the Institute's Disciplinary Code.

Area (Formal Education)	Number of Points	Type of Evidence Required
Institute Training Programmes (subject to review at end of first cycle)	25 points per full day of training	Certificate of completion / Proof of Qualification
Other recognised Training Programmes (subject to review at end of first cycle)	25 points per full day of training	Certificate of completion / Proof of Qualification
ICOS Conference Attendance	20 points	Attendance Sheets verified with ICOS
Recognised e-Learning Programme	25 points per programme	Certificate of completion / Proof of Qualification
<b>Area (Professional Activities)</b>		
Board, Committee, or Sub Committee Meetings	3 points	Proof of attendance as recorded in minutes/ contributions to the work of the specific committee meetings
Representative or Regional Committee Meetings	2 points	Signed Proof of membership declaration
Recognised Industry Seminars (Teagasc, AHI etc)	15 points	Signing in sheets
Attendance at Discussion Group Meeting	2 points	Proof of attendance as recorded in minutes/ contributions to the work of the discussion group
Delivering Presentations at Recognised Conferences or Events	50 points	Copies of presentation and Proof of Attendance
Attending other Recognised General Meetings etc.	5 points	Proof of attendance – signing in sheets. The Board to decide on the relevance of the event.
<b>Area (Work Based Learning)</b>		
Internal Training (1-day / 1/2 -day)	25 points 15 points	Certificate of completion / Proof of Qualification
Project Work	to be decided by board	Reports on Project work
<b>Area (Other)</b>		
Voluntary & Community Work	Up to 25 points	Testimonials / letters from internal / external service users / colleagues



## GDPR

This Form is used by the Plunkett Institute Co-operative Society (the “Plunkett Institute”) to collect information required by us to verify your eligibility for admission to membership of the Plunkett Institute and/or verify and manage your continuing compliance with the membership criteria.

We ask you to complete this Form where you will share certain personal details. The data you provide is required for regulatory compliance, to provide you with an accredited record of your training and expertise as a co-operative director.

Plunkett Institute will comply with all applicable Data Protection Legislation in the processing of the information and personal data provided by you in this form. Your data will be processed in line with the Data Protection Acts.

Your information will be shared with third parties in certain specific circumstances:

- 1) for the purposes of administering your membership;
- 2) for the purposes of securely storing participant information with our IT services provider;
- 3) for the purpose of compliance with Plunkett Institute regulatory obligations.

Should you have any queries in relation to this information please email Plunkett Institute at [plunkettinstitute@icos.ie](mailto:plunkettinstitute@icos.ie)