



SOUTH AFRICAN INSTITUTE OF STOCKBROKERS

CONTINUING PROFESSIONAL DEVELOPMENT POLICY

1 Introduction

Continuous professional development (CPD) is worldwide seen as part of professionalism and most professional bodies offer CPD to their members and expect their members to record their CPD activities. The South African Qualifications Authority (SAQA) that registers professional bodies and their designations in South Africa also require professional bodies to monitor the CPD activities of their members. Similarly, the Financial Services Board (FSB) is working with all the professional bodies that fall in their ambit on the institution of and monitoring of CPD as part of the regulation of the financial services industry.

SAIS recognises the need for CPD – especially in the current challenging environment faced by professionals. The Institute therefor wants to ensure that its members have access to relevant CPD material that will help them stay abreast of developments in the local and international financial markets and in their professions.

In accordance with the requirements set for professional bodies SAIS also requires its members to meet certain minimum standards with regard to CPD and to record and report on their CPD to the Institute in order to retain their professional status and designations.

2 Definition of CPD

Continuing Professional Development (CPD) is defined as continuous learning in order to retain and improve the levels of competency required for professional practice. This learning includes the development of knowledge, the application of

knowledge, the development of practical skills and the understanding and application of legislative and regulatory requirements and ethical norms.

3 Responsibility for CPD

3.1 Members' responsibilities

It is in the first instance members' responsibility as professionals to stay abreast of developments their field of practice. SAIS therefore strives to promote a culture of lifelong, self-directed learning among its members.

Members are required to undergo the minimum CPD hours per year as specified for their specific designation. Members will also be responsible to record and report on their CPD in order to remain in good standing with the Institute and to retain their designations. The recorded CPD should comply with the minimum requirements set by the Institute.

3.2 SAIS's responsibilities

SAIS is responsible to:

- Set minimum standards for CPD;
- Provide members with a platform to record their CPD;
- Facilitate members' CPD by providing access to refresher courses, legislative and regulatory updates and other CPD events and materials;
- Approve CPD providers and content;
- Monitor members' compliance with CPD requirements and
- Audit members' CPD logs and submissions from time to time.

4 Mandatory Reporting of CPD on the online system

In order to provide its members with an on-line CPD platform and access to local as well as international material, SAIS has partnered with the London-based Chartered Institute of Securities and Investments (CISI). Through this partnership SAIS members have access to a joint SAIS-CISI portal where they can access international (CISI) as well as local (SAIS) CPD material. The reporting of CPD on this portal is mandatory for all SAIS members. SAIS members are required to set up their own profiles on the portal and to monitor and manage their own CPD logs. Courses done on the portal will be automatically recorded in the CPD log. Any other CPD

events/activities have to be recorded manually in the log. Members have to ensure that they log the required number of hours before the end of each CPD year.

5 Reporting and record keeping

A CPD year is from 1 June until 31 May. Members will be allowed a period of 28 days to record their CPD before the log will close for that CPD year.

CPD is reported in terms of the number of hours spent on CPD. Hours are calculated from the start of the event/activity until its end/closure. Registration time, travel time to and from an event etc. cannot be logged as CPD.

CPD content on the joint SAIS/CISI portal have CPD hour allocations and are automatically logged accordingly.

Members are required to upload evidence of their CPD activities onto the portal.

6 Transferability of CPD

Members are not allowed to transfer CPD hours from one year to the next. Only CPD done within that particular CPD year can be logged for the year.

7 Qualifying Programmes and Activities

Activities undertaken for the express purpose of learning will count as CPD. This includes:

- Attending training courses; conferences; lectures; seminars; workshops; professional forums; e-learning courses
- Watching or listening to verifiable webcasts with questions/test; verifiable podcasts; verifiable live web streams
- Undertaking exams or tests;
- Reading quality educational material with learning outcomes; workbooks
- Presenting at industry relevant events
- Setting or assessing exams or moderating exam papers
- Revising or developing syllabi
- Training staff
- Writing articles, books, learning material
- Contributing to the development of the profession through professional body governance structures, committees or working groups.

The following will NOT count as CPD

- Appraisals / one-to-one meetings / performance reviews
- Activities where no learning outcomes can be identified or recorded
- Activities that are not relevant to the professional's current or evolving job role. This is more flexible for members who may be using CPD in anticipation of changing jobs
- Subjects not related to the financial services sector
- Activities that are part of the normal day-to-day job role, rather than specific learning activities
- Social/networking events.

8 The distinction between structured (verifiable) and unstructured (non-verifiable) CPD

Structured CPD is defined as:

Learning activities that involve interaction with other individuals (as contributors or as an audience) or some form of assessment. The following are examples of structured CPD.

- Attendance of conferences, seminars, lectures, training courses.
- Use of online seminars or webcasts.
- Active participation in Institute meetings, Institute committees, workshops, discussion meetings or similar events.
- Relevant in-house employer training/technical sessions/learning sessions may qualify once they are of a formal nature.
- Preparation and delivery of lectures or other forms of presentation.
- Writing books, articles or reviews for the benefit of others.
- Preparation and marking of examinations.

Structured CPD should also be verifiable – i.e. third party confirmation of attendance should be available.

Unstructured CPD include activities where there is no pre-determined learning outcome and that is not verifiable. This may include informal, personal research and reading.

9 Minimum CPD requirements per designation Stockbrokers (practising and non-practising)

A minimum of 20 hours structured CPD per year

A maximum of 10 hours unstructured CPD per year

A minimum total of 30 hours CPD per year

A minimum of 10 hours should be spent on legislative, regulatory or ethics subjects.

Financial Markets Practitioners

A minimum of 10 hours structured CPD per year

A maximum of 10 hours unstructured CPD per year

A minimum of 20 hours CPD per year

A minimum of 5 hours should be spent on legislative, regulatory or ethics subjects.

10 Audit and disciplinary actions

SAIS will select on an annual basis 10% of its members to be audited. Members can be selected up to a year after their CPD log has closed.

Members will be informed of the audit and may be requested to furnish proof of CPD if the CPD log is incomplete. Members will be informed of the outcome of the audit.

If members do not comply with the CPD requirements of the Institute, the matter will be referred to the disciplinary committee for further investigation and action.

11 Reciprocity with other professional bodies

Members who are members of other professional bodies will not be required to duplicate CPD. CPD presented to other professional bodies will be acceptable, provided that it complies with SAIS's CPD requirements. The CPD has to be logged into the SAIS CPD portal.

12 Exemption or deferral of CPD requirements

Members who are on maternity leave or off work for more than three months, due to illness, may request a reduced CPD target, which will be based on the number of months off work. CPD requirement can be reduced to 15 hours.

New members will be required to record a pro-rata number of CPD hours.

Members who are not practising and who are over 65 (i.e. in the “Retired” member category) are exempt from CPD.