



Australian
Institute of
**Company
Directors**

Ensuring continual improvement of directors' skills and capabilities

CONTINUING PROFESSIONAL DEVELOPMENT GUIDELINES

Everything you need to know about Continuing Professional Development (CPD)

Mandatory Continuing Professional Development (CPD) requirement

Australian Institute of Company Directors (AICD) members with the Membership Grades of Member (MAICD), Graduate (GAICD) and Fellow (FAICD) are required to accrue 20 points of Continuous Professional Development ('CPD') each membership year.

Affiliate Members, Retired Members, Life Fellows and members on reduced subscription rates are exempt from the Mandatory CPD Requirement.

What is CPD?

CPD means both formal and informal learning undertaken to improve your skills and capabilities as a director within the areas identified in the Company Directors Corporate Governance Framework™ ('Framework') see [Appendix 1](#).

Time frames and maintenance of CPD

You may fulfil your Mandatory CPD Requirement from:

- activities offered by AICD
- professional development activities undertaken through external providers (provided the activities relate to the practice of directorship and governance, as identified in the Framework), or
- any combination of the two.

Annual CPD cycle

The Annual CPD Cycle is calculated from your Membership Date (and its anniversaries) to your Renewal Date each year. Your CPD points tally will reset after each annual renewal. [Appendix 2](#), the CPD Points Table, shows the various kinds of CPD activities we will recognise and the CPD points for each of those activities.

Recording of CPD points

CPD points for courses and events offered by AICD are recorded automatically on completion of each activity. You can view your personal CPD point tally through your Member Portal.

You are required to keep your own record of all CPD points obtained through:

- Self-directed activities
- Activities sourced from external providers.

This CPD can be recorded in your Member Portal.

You will need to demonstrate that your self-directed and external professional development activities align with an element of practice from the Company Directors Corporate Governance Framework™. It is your responsibility to be aware of the CPD points you have attained, both through AICD and through external providers.

You are required to keep evidence of your CPD for self-directed activities or activities from external providers. This evidence may include receipts (as proof of purchase), completion certificates, course or event content outlines, emails from event organisers confirming attendance, calendar entries for events, copies of presentation files etc.

For more information about how to record CPD points online go to our Continuous Professional Development (CPD) page on the website aicd.com.au/cpd.

Membership renewal and CPD points

If at the time of your membership renewal you indicate that you have not fulfilled the Mandatory CPD Requirement, an AICD staff member will contact you to provide assistance and address your concerns.

CPD audits

AICD reserves the right to select a small number of members for a CPD Audit to determine whether they have fulfilled the Mandatory CPD Requirement. If you are selected for a CPD Audit you will receive advice and support from your AICD Membership Relationship Partner to assist you. If AICD determines that you have not fulfilled the Mandatory CPD Requirement at audit, you will be given a CPD Period of Grace to give you extra time to demonstrate compliance before your next renewal.

CPD period of grace

If you have either indicated at the time of your renewal or have been identified on an audit as having not fulfilled the Mandatory CPD Requirement you will be entitled to a 'CPD Period of Grace'. Your CPD Period of Grace End Date is set at three months before your next annual renewal. You are entitled to only one CPD Period of Grace during your association with AICD. During the CPD Period of Grace, you will remain in your existing Membership Grade until a compliance audit is conducted before your CPD Period Grace End Date. This compliance audit will determine whether you have achieved the required 20 verified CPD points, including evidence for any self-logged or external activities. The audit will consider completed CPD points plus any CPD activities that have been formally scheduled and are to take place in the final weeks before renewal. If, following a compliance audit, you have demonstrated compliance, you will be renewed

into your existing Membership Grade. Alternatively, if you have been found not to have demonstrated compliance with the CPD requirement, you will only be allowed to renew as an Affiliate Member.

Breaks in membership and CPD points records

You carry your accumulated CPD points across any gaps in membership of two months or less. As soon as your membership is reactivated financially, your CPD record will also be reactivated. If your membership is overdue for two months or less you will still be subject to the Mandatory CPD Requirement, which will continue as normal. If you are a past member returning after a gap of more than two months you will be required to pay a new membership fee and must satisfy the membership criteria for the Membership Grade you wish to apply for. You will then commence a new CPD period from this date.

Exceptions to the mandatory CPD requirement

If you have been affected by exceptional circumstances that have prevented you from meeting the Mandatory CPD Requirement, you may request AICD to renew you into your existing Membership Grade. These exceptional circumstances may include:

- An extended period of illness
- An outstanding period of work challenge/ adjustment (not including being located internationally)
- A personal trauma
- Full-time study
- Extended travel overseas (for leisure and not work-related)
- Parental leave

Privacy and access to information

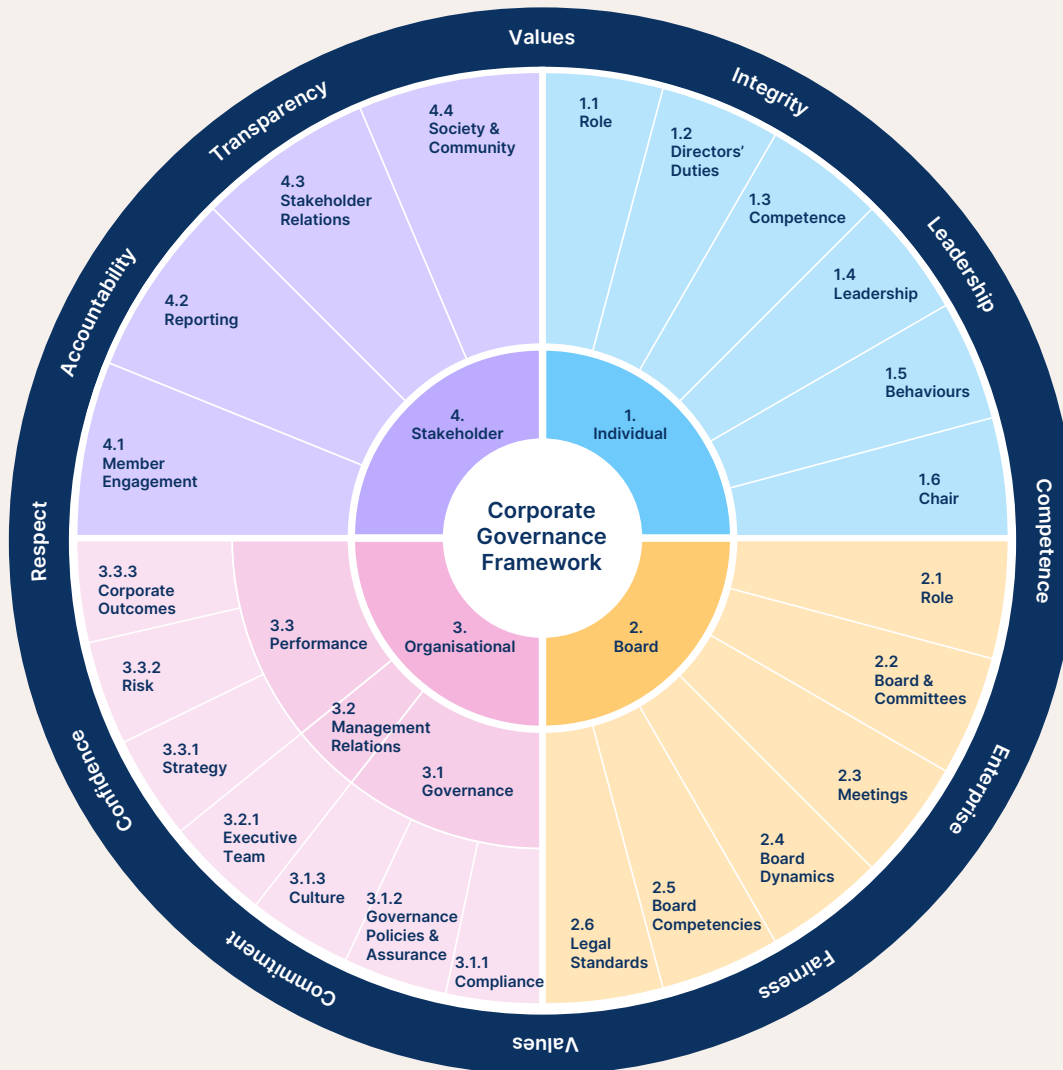
Our privacy policy applies to all aspects of the CPD process. Only you and AICD support staff will have access to your CPD records.

Amendment

AICD reserves the right to amend these Guidelines at any time.

Appendix 1:

Company Directors Corporate Governance Framework™



*Size of segments has no relation to importance. The values encircle the practices of directors, boards, their organisations and interactions with stakeholders.

1. Individual

- 1.1 Role
- 1.2 Directors' Duties
 - 1. Fiduciary duty
- 1.3 Competence
 - 1. Knowledge
 - 2. Experiences
 - 3. Skills
 - 4. Development
- 1.4 Leadership
 - 1. Decision making
 - 2. Behavioural exemplar
- 1.5 Behaviours
 - 1. Relationships
- 1.6 Chair
 - 1. Responsibilities
 - 2. Style

2. Board

- 2.1 Role
- 2.2 Board & Committees
 - 1. Structure
 - 2. Membership
 - 3. Selection
 - 4. Appointment
 - 5. Performance
 - 6. Succession
- 2.3 Meetings
 - 1. Procedures & processes, including agenda & minutes
 - 2. Deliberations
 - 3. Decision making, including role of advisors
- 2.4 Board Dynamics
 - 1. Respect
 - 2. Diversity
- 2.5 Board Competencies
 - 1. Development, including induction
 - 2. Evaluation
- 2.6 Legal Standards
 - 1. Understanding
 - 2. Compliance

3. Organisational

- 3.1 Governance
 - 3.1.1 Compliance
 - 1. Constitution
 - 2. Operating environment
 - 3.1.2 Governance policies & assurance
 - 1. Reporting framework
 - 3.1.3 Culture
 - 1. Selection
 - 2. Appointment
 - 3. Evaluation
 - 4. Succession
 - 5. Remuneration
 - 6. Diversity
- 3.2 Management Relations
 - 3.2.1 Executive team
 - 1. Selection
 - 2. Appointment
 - 3. Evaluation
 - 4. Succession
 - 5. Remuneration
 - 6. Diversity
- 3.3 Performance
 - 3.3.1 Strategy
 - 1. Development & approval
 - 2. Monitoring
 - 3.3.2 Risk
 - 1. Analysis
 - 2. Investigation
 - 3. Monitoring
 - 3.3.3 Corporate Outcomes
 - 1. Financial
 - 2. Other

4. Stakeholder

- 4.1 Member Engagement
 - 1. Communication
 - 2. Compliance & legal standards
 - 3. Accountability
- 4.2 Reporting (members & markets)
- 4.3 Stakeholder Relations
 - 1. Image & reputation
- 4.4 Society & Community

Appendix 2:

CPD Points Table

CPD activities undertaken externally must relate to the practice of directorship and governance as identified in the Company Directors Corporate Governance Framework™.

Members must identify the quadrant of the Framework which their externally sourced CPD activity aligns.

The CPD points ascribed to particular activities take into account:

1. the depth of participant engagement expected,
2. activity time frames, and
3. CPD activities undertaken through appropriate external providers attract the same number of CPD points as similar activities offered by AICD.

AICD Programs and Courses	CPD points	Logging CPD points
Short Course – Half day Intensive interactive discussion, drilling into specific director focused topics.	5	Automatic
Short Course – Full day Intensive interactive discussion, drilling into specific director focused topics.	10	Automatic
In-House Programs and courses delivered to your board.	Point value per course	Automatic
Foundations of Directorship™ and International Foundations of Directorship Three one-day modules of interactive discussion and group work.	30 for all 3 modules (10 per module)	Automatic
Company Directors Course™ and International Company Directors Course Extensive pre-reading. Coursework includes 5 days of intensive interactive discussion, group work and applied learning in face-to-face or online formats.	60 (amortised over 3 years)	Automatic
Company Directors Course Update Facilitator-led intensive, interactive discussion to maintain currency post Company Directors Course.	20	Automatic
Boardroom Mastery™ Three extended days of experiential and intensive discussion based on applied learning.	40 (amortised over 2 years)	Automatic

AICD Chair's Mentoring Program	CPD points	Logging CPD points
Masterclass (Mentees)	10	Automatic
Community of Practice Sessions x 2 (Mentors)	5 each	Automatic
Boardroom Persona Workshop (Mentees)	5	Automatic
ASX Lunches x 4 (Mentees)	5 each	Automatic
Mentoring Sessions x 12 (Mentors and Mentees)	30	Automatic
Total Mentee CPD points	50-65	Automatic
Total Mentor CPD points	30-40	Automatic

AICD Online Learning	CPD points	Logging CPD points
Webinars (60 minutes - Discussions and downloads) Facilitator and expert-led online discussions on director-focused issues. Selected topics free to members.	5	Automatic
Essential Director Update Webinar 1.5 hours of extended expert presentation plus Q&A and resource materials. Free to members.	10	Automatic
Online Courses Facilitated online learning with virtual classes and director focused topics	10	Automatic
eLearning Courses Self-paced online learning and director-focused topics	5	Automatic
AICD Podcasts	5	Self-log

AICD Events, Conferences, and Summit	CPD points	Logging CPD points
Luncheon / Breakfast / Dinner Expert speakers provide perspectives on topics of interest including Q&A session(s).	5	Automatic
Essential Director Update Extended expert presentation plus Q&A and resource materials. Free to members.	10	Automatic
Specialist sector conference One day of presentations, Q&As, discussion and sharing learning and perspectives.	10	Automatic
AICD Annual Governance Summit Two days of presentations, Q&As, discussion and sharing learning and perspectives.	20	Automatic

AICD Assessment Awards	CPD points	Logging CPD points
Foundations of Directorship™ and International Foundations of Directorship Assessment Award	2 per module, 6 in total	Automatic
Company Directors Course™ and International Company Directors Course Assessment Award	10	Automatic

AICD Resources and Publications	CPD points	Logging CPD points
Self-assessment Tool Members can self-assess their current director capability against a framework of practice derived from the Company Directors Corporate Governance Framework™. Free to members.	5 per completion (max 10 per year)	Automatic
Professional reading* Journals, publications, online materials, Company Director magazine and books. AICD online materials and magazine are free to members.	10 each year	Self-log
and/or LinkedIn – The Australian Institute of Company Directors Member Group and Member Subgroups Reading and discussions. The LinkedIn Member Group is free to members.		

* NB there is a maximum 10 CPD points which can be claimed per year for professional reading which includes both AICD and third-party professional reading.

AICD Briefings, Workshops and Reviews	CPD points	Logging CPD points
Directors' Briefing Briefings from experts including Q&A session.	5	Automatic
Seminar or Workshop Expert-led discussions on topics of interest.	5	Automatic
Round Table Expert-led small group discussions.	5	Automatic
Expanding Your Thinking Guidance sought on governance and directorship. A template for this activity is available on the AICD website .	5	Self-log
Reflecting on valuable experiences Undertaking a reflective post-scenario review. A template for this activity is available on the AICD website .	10	Self-log
Boardroom Mastery pre-course phone call session	5	Automatic
Boardroom Mastery post-course phone call session	5	Automatic

Voluntary contribution to AICD director development	CPD points	Logging CPD points
Writing an article	10	Self-log
Writing and delivering a presentation	15	Self-log
Presenter or Panellist at an AICD event	15	Automatic
Member interviews for Company Director magazine, website or AICD podcasts	15	Automatic
Representation on an AICD national committee	5 per meeting	Automatic
AICD Partnership Programs	CPD points	Logging CPD points
BoardOutlook Board Insights, board review and workshop	10	Self-log
AI Fluency for Directors online course, delivered in partnership with The University of Sydney	10	Automatic

Third Party director professional development guidelines	CPD points	Logging CPD points
Course, briefing, conference, round table, seminar, workshop – Half day	5	Self-log
Course, briefing, conference, round table, seminar, workshop – Full day	10	Self-log
* Multiple day events accrue 10 DPD units per day up to 50 DPD units for a 5 day event.		
eLearning Course	5	Self-log
Webinar	5	Self-log
Professional reading (per year) **	10	Self-log
Professional Writing (per article)	10	Self-log
Writing and delivering a presentation	15	Self-log
Mentoring session 1 or more hours (mentors and mentees)	5	Self-log
Board review and workshop	10	Self-log
Book or PhD thesis (entire work is relevant to framework)	50 (amortised over 2 years)	Contact your Membership Partner
Book or PhD thesis (part of work is relevant to framework)	30	Contact your Membership Partner

* The AICD recognises third-party learning opportunities that are undertaken to improve directors' skills and capabilities within the areas identified in the Company Directors Corporate Governance Framework™. Self-logged learning must include evidence of learning.

** NB there is a maximum 10 CPD points which can be claimed per year for professional reading which includes both AICD and third-party professional reading.

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