

# Director Professional Development

DPD Guidelines

# Appendix 2:

## DPD Unit Values Table

The DPD units ascribed to particular activities take into account the depth of participant engagement expected, as well as activity time-frames.

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

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

DPD activities undertaken through appropriate external providers attract the same number of DPD units as similar activities offered by AICD. Refer to the **Professional Development Handbook** for more descriptions of activity.

AICD Programs and Courses	DPD unit value	Logging DPD units
<b>Short Course – Half day</b> Intensive interactive discussion, drilling into specific director focussed topics.	5	Automatic
<b>Short Course – Full day</b> Intensive interactive discussion, drilling into specific director focussed topics.	10	Automatic
<b>In-House</b> Programs and courses delivered to your board.	Unit value per course	Automatic
<b>Foundations of Directorship™ and International Foundations of Directorship</b> Three one-day courses of interactive discussion and group work.	30	Automatic
<b>Company Directors Course™ and International Company Directors Course</b> Extensive pre-reading. Coursework includes 10 modules of intensive interactive discussion, group work and applied learning.	50 (amortised over 2 years)	Automatic
<b>Company Directors Course Update</b> Facilitator-led intensive, interactive discussion to maintain currency post Company Directors Course.	20	Automatic
<b>Boardroom Mastery™</b> Four extended days of experiential and intensive discussion based on applied learning.	40 (amortised over 2 years)	Automatic

<b>AICD Programs and Courses</b>	<b>DPD unit value</b>	<b>Logging DPD units</b>
<b>Chair's Mentoring program – Masterclass</b>	10	Automatic
<b>Chair's Mentoring program – Mentor session</b> DPD units for mentees are maintained by the member.	5	Self-log
<b>Online Education Courses</b>	<b>DPD unit value</b>	<b>Logging DPD units</b>
<b>Online Education Courses</b> Six-week online courses supported through virtual classroom sessions and discussion forums.	10	Automatic
<b>AICD Assessment Awards</b>	<b>DPD unit value</b>	<b>Logging DPD units</b>
<b>Foundations of Directorship™ and International Foundations of Directorship Assessment Award</b>	5	Automatic
<b>Company Directors Course™ and International Company Directors Course Assessment Award</b>	10	Automatic
<b>AICD Events, Conferences, and Summit</b>	<b>DPD unit value</b>	<b>Logging DPD units</b>
<b>Luncheon / Breakfast / Dinner</b> Expert speakers provide perspectives on topics of interest including Q&A session(s).	5	Automatic
<b>Chair's Mentoring Program – Luncheon</b>	5	Automatic
<b>Essential Director Update</b> Extended expert presentation plus Q&A and resource materials. Free to members.	10	Automatic
<b>Specialist sector conference</b> One day of presentations, Q&As, discussion and sharing learning and perspectives.	10	Automatic
<b>AICD Annual Governance Summit</b> Two days of presentations, Q&As, discussion and sharing learning and perspectives.	20	Automatic
<b>Director Nexus</b> Experienced chair-led peer group topical discussion series, delivered over a year.	25	Automatic
<b>AICD Online Learning</b>	<b>DPD unit value</b>	<b>Logging DPD units</b>
<b>Webinar (&lt;60 minutes)</b> Facilitator and expert-led online discussions on director-focussed issues. Selected topics free to members.	3	Automatic
<b>Webinars (60 minutes - Discussions and downloads)</b> Facilitator and expert-led online discussions on director-focussed issues. Selected topics free to members.	5	Automatic

<b>AICD Online Learning</b>	<b>DPD unit value</b>	<b>Logging DPD units</b>
<b>Essential Director Update Webinar</b> 1.5 hours of extended expert presentation plus Q&A and resource materials. Free to members.	10	Automatic
<b>eLearning Courses</b> Self-paced online learning and director-focussed topics including: <ul style="list-style-type: none"> <li>• The Director Mindset</li> <li>• Introduction to Financial Statements</li> <li>• Cyber for Directors</li> </ul>	5	Automatic (at the beginning of the following month)
<b>AICD Briefings, Workshops and Reviews</b>	<b>DPD unit value</b>	<b>Logging DPD units</b>
<b>Directors' Briefing</b> Briefings from experts including Q&A session.	5	Automatic
<b>Seminar or Workshop</b> Expert-led discussions on topics of interest.	5	Automatic
<b>Chair's Mentoring Program – Workshop</b>	5	Automatic
<b>Round Table</b> Expert-led small group discussions.	5	Automatic
<b>Expanding Your Thinking</b> Guidance sought on governance and directorship. A template for this activity is available on the AICD website.	5	Automatic (at the beginning of the following month)
<b>Reflecting on valuable experiences</b> Undertaking a reflective post-scenario review. A template for this activity is available on the AICD website.	10	Self-log
<b>Boardroom Mastery pre-course phone call session</b>	5	Automatic
<b>Boardroom Mastery post-course phone call session</b>	5	Automatic
<b>AICD Resources and Publications</b>	<b>DPD unit value</b>	<b>Logging DPD units</b>
<b>Self-assessment Tool</b> 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

AICD Resources and Publications	DPD unit value	Logging DPD units
<b>Governance Analysis Tool</b> A whole-of-system framework for boards to assess their governance practices against a set of good practice statements, providing informed guidance of where improvements may be made.	10	Automatic
<b>Board Review</b> A focused, compact review tool for boards with an existing appreciation of good governance to assess core aspects of board performance considering the AICD's Corporate Governance Framework™ as a foundation for reference.	5 Review	Automatic
	10 Review and Workshop	Automatic
<b>Not-for-Profit Diagnostic Tool</b> A review tool for NFP boards looking to assess their performance using the AICD's Not-for-Profit Governance Principles as a supporting frame of reference	5 Review	Automatic
	10 Review and Workshop	Automatic
<b>Professional reading</b> Journals, publications, online materials, Company Director magazine and books. AICD online materials and magazine are free to members. &/or LinkedIn – The Australian Institute of Company Directors Member Group and Member Sub Groups Reading and discussions. The LinkedIn Member Group is free to members.	Max 10 each year	Self-log
Voluntary contribution to AICD director development	DPD unit value	Logging DPD units
Writing an article	10	Self-log
Writing and delivering a presentation	15	Self-log
Mentor for the Chair's Mentoring Program	20	Automatic (at the end of the program year)
Representation on an AICD professional committee	5 per meeting	Automatic

Third Party director professional development guidelines	DPD unit value	Logging DPD units
Half-day course, briefing, conference, round table, seminar, workshop	5	Self-log
Full day course, briefing, conference, round table, seminar, workshop – Full day * Multiple day events accrue 10 DPD units per day up to 50 DPD units for a 5 day event.	10	Self-log
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)	5	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 the learning.

\*\* NB there is a maximum 30 DPD units which can be claimed per 3-year period for professional reading which includes both AICD and third-party professional reading.

- Automatic recording of DPD units to member DPD record
- Requires member to maintain record of participation in DPD activity