

**INSTITUTE FOR LOCAL GOVERNMENT MANAGEMENT
CONTINUOUS PROFESSIONAL DEVELOPMENT POLICY
JUNE 2013**

Introduction: The objectives of this policy are to set the standards and requirements for members to uphold an appropriate level of knowledge and expertise associated with their respective professional designations, after accreditation.

Standards: The expectation is that members, who have been accredited by the association for a particular professional designation, maintain their level of knowledge and expertise at a level that employers and the public can rely on and to protect the reputation of the designation and the profession.

Compliance: This policy will in the first instance be the responsibility of the member and in the second instance that of the members' employer organisation, who will be expected to develop and maintain their competencies on an on-going basis.

Monitoring: Accredited members will, during each and every calendar year, participate in professional developmental activities in the classes as indicated below, for which a number of so called CPD points will be accumulated to a total of no less than forty points.

Reporting: Members will be required to report to the association, annually, by the end of March on qualifying activities that the member participated in, using a form made available on the website of the association.

Deferment: Members who do not comply with the required level of CPD points may apply for deferment of the requirements, failing which the management board may downgrade or suspend accreditations previously awarded.

Type of CPD activity	Description	Points Awarded
Conferences and workshops	iLGM,SALGA,IMFO,DoF,COGTA,SOLACE,similar	One point per hour
Committees and workgroups	iLGM,SALGA,IMFO,DoF,COGTA,SOLACE,similar	One point per hour
Other Activities	Industry papers, research, projects	board discretion
Formal training courses	Must relate to work environment	One point per hour

While there is no formal accreditation processes of events prescribed, the NEC will annually audit the scope of events and activities claimed for points by members and may disallow points that are deemed irrelevant to particular accredited designations.