

## SUPPORTING YOUR CPD - CONTINUING PROFESSIONAL DEVELOPMENT

This information sheet explains how your participation in a CC Learning professional learning event can support your CPD agenda. It uses examples from the PMI® / Project Management Institute and AXELOS [PRINCE2, MSP etc.]. However, the ideas in this paper apply generally to CPD requirements of many professional organisations such as Chartered Professional Engineer or Chartered Accountants Australia and New Zealand.

### PMI® AWARDING OF PDU'S

For all PMI® certifications except the CAPM®, you need to follow the PMI's Continuing Certification Requirements (CCR) program and earn professional development units (PDUs.) The goal is to ensure that your certified competencies stay relevant and up-to-date. Our events, upon attendance\*\*, allow you to claim the following PDUs towards maintaining your PMI certification:

- PDU's are assigned based on hours attended (1 hour = 1 PDU)
- Any exams sat or breaks taken during each day do not count towards a PDU
- Any preparation work or homework outside class does not count towards these PDUs

CC Learning can issue a Letter of Attendance upon request post-appearance to assist in claims. \*\* *“attendance” should also be interpreted to include time spent completing a CC Learning online or blended [online plus classroom delivery] course.*

See appendix 1 for the breakdown of CPD value per CC Learning event.

For details of PMI®'s approach to PDUs: <https://www.pmi.org/certifications/maintain>

### AXELOS AWARDING OF CPD POINTS

You must complete 20 points' worth of activities linked to the product [PRINCE2, MSP etc.] you registered with within a 12-month period. Five points must come from Professional Experience, but the remaining 15 can be obtained from activities across the Training and Qualifications, Community Participation and Self-study categories.

One point equates to one hour's worth of effort and you can record a minimum of 30 minutes or 0.5 points up to a maximum of 15 hours or 15 points. For Professional Experience, to gain the five points, you will need to list five activities that you undertake within your role and that link to the skills and behaviours expected of your role.

When you first register for AXELOS Membership, your account will be updated with 15 points to reflect your current certification which you have linked to your account. You will need to log the activities for Professional Experience and submit those in order to achieve your first digital badge. You will then have the remainder of your membership period to achieve an additional 20 points, to receive a digital badge when you renew.

See appendix 1 for the breakdown of CPD value per CC Learning event.

See appendix 2 for the breakdown of AXELOS CPD Points per activity type.

For details of AXELOS' approach to CPD: <https://www.axelos.com/professional-development/help-me-advance-my-career>

## APPENDIX 1 – CC LEARNING COURSES / WORKSHOPS

**Note:**

PMI®: 1 hour = 1 PDU

AXELOS: 1 hour = 1 CPD Point

PRODUCT	LEVEL	ATTENDANCE DAYS	TOTAL CPD VALUE	BREAKDOWN		
				Technical Project Management	Leadership	Strategic & Business
PMP® Exam preparation		5	35	24.00	5.00	6.00
CAPM® Exam preparation		3	21	14.50	3.00	3.50
PRINCE2®	F+P	5	31	21.00	4.50	5.50
	Foundation only	3	20	14.00	2.50	3.50
	Practitioner only	2	11	7.50	1.50	2.00
PRINCE2 Agile®	Practitioner only	3	18	12.50	2.50	3.00
MSP®	F+P	5	31	21.00	4.50	5.50
	Foundation only	3	20	14.00	2.50	3.50
	Practitioner only	2	11	6.00	3.00	2.00
	Advanced Prac.	2	11	3.00	4.00	4.00
P3O®	F+P	5	31	21.00	4.50	5.50
	Foundation only	3	20	14.00	2.50	3.50
	Practitioner only	2	11	7.50	1.50	2.00
MoP®	F+P	4	24	15.00	4.00	5.00
	Foundation only	2	13	9.00	2.00	2.00
	Practitioner only	2	11	7.50	1.50	2.00
MoR®	F+P	5	31	21.00	4.50	5.50
	Foundation only	3	20	14.00	2.50	3.50
	Practitioner only	2	11	7.50	1.50	2.00
MoV®	F+P	4	24	16.50	3.50	4.00
	Foundation only	2	13	9.00	2.00	2.00
	Practitioner only	2	11	7.50	1.50	2.00
APMG International Project Planning & Control™	F+P	5	31	26.00	2.00	3.00
	Foundation only	3	20	16.00	2.00	2.00
	Practitioner only	2	11	7.00	2.00	2.00
Better Business Cases™	F+P	5	31	16.00	5.00	10.00
	Foundation only	2	13	7.00	2.00	4.00
	Practitioner only	3	18	9.00	3.00	6.00
APMG International Change Management™	F+P	5	31	16.00	6.00	9.00
	Foundation only	3	20	10.00	4.00	7.00
	Practitioner only	2	11	5.00	3.00	3.00

PRODUCT	LEVEL	ATTENDANCE DAYS	TOTAL CPD VALUE	BREAKDOWN		
				Technical Project Management	Leadership	Strategic & Business
APMG International Managing Benefits™	F+P	5	31	20.00	5.00	6.00
	Foundation only	3	20	13.00	3.00	4.00
	Practitioner only	2	11	6.00	2.00	3.00
AgilePM®	F+P	5	31	20.00	5.00	6.00
	Foundation only	2	13	7.00	3.00	3.00
	Practitioner only	3	18	9.00	3.00	6.00
Directing a PRINCE2® Project	Uncertified	1	7	3.00	2.00	2.00
PRINCE2® overview	Uncertified	1	7	4.00	1.00	2.00
MSP® overview	Uncertified	1	7	4.00	1.00	2.00
Better Business Cases overview	Uncertified	1	7	3.00	2.00	2.00
Agile Project Management overview	Uncertified	1	7	4.00	1.00	2.00
Agile Working Practices	Uncertified	1	7	4.00	1.00	2.00
Project Management Fundamentals	Uncertified	1 or 2D	7 or 14	4.75 / 9.5	1.0 / 2.0	1.25 / 2.5
Change Management Fundamentals	Uncertified	1	7	3.50	1.50	2.00
Programme Governance with MSP	Uncertified	1	7	3.00	2.00	2.00
Portfolio, Programme and Project Governance	Uncertified	½day	3	2.00	0.50	0.50
Governance for optimising benefits realisation	Uncertified	1	7	3.50	1.50	2.00
Managing Benefits masterclass	Uncertified	1	7	3.50	1.50	2.00
Management of Portfolio masterclass	Uncertified	1	7	3.50	1.50	2.00
Bespoke client events	Uncertified	Specific breakdowns will be calculated per event				

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## CPD Categories / Activities / Points

20 CPD Points Annually

		CPD Categories	Activities
Mandatory	5	Professional Practice Coaching and Mentoring <b>PROFESSIONAL EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Professional practice: applying best practice in the workplace</li> <li>Coaching colleagues in relation to best practice</li> <li>Mentoring individuals or groups to support their development</li> <li>Work shadowing senior colleagues.</li> </ul>
Maximum	15	Qualifications Structured Training <b>TRAINING</b>	<ul style="list-style-type: none"> <li>AXELOS qualifications</li> <li>Qualifications from Accredited Training Organizations</li> <li>Professional qualifications from awarding bodies</li> <li>In house training</li> <li>E learning/webinars/online gaming.</li> </ul>
Maximum	15	Active	<ul style="list-style-type: none"> <li>Organizing industry events</li> <li>Contributing to community discussion forums</li> <li>Authoring industry thought leadership</li> </ul>
	5	Passive	<ul style="list-style-type: none"> <li>Attending industry events including webinars, conferences etc.</li> <li>Reading blogs, discussion forums etc.</li> </ul>
Maximum	5	Reading Research <b>SELF STUDY</b>	<ul style="list-style-type: none"> <li>Relevant books, manuals, publications</li> <li>Journal articles, white papers, case studies</li> <li>Webcasts, podcasts, websites</li> <li>Community discussion forums</li> <li>Intranet</li> <li>Blog posts/RSS feeds</li> <li>Personal.</li> </ul>