

**KENYA INSTITUTE OF SUPPLIES MANAGEMENT DRAFT CONTINUOUS
PROFESSIONAL DEVELOPMENT (CPD) POLICY**

KENYA INSTITUTE OF SUPPLIES MANAGEMENT
“Promoting Professionalism in Supply Chain Management”



***CONTINUOUS PROFESSIONAL DEVELOPMENT
(CPD) POLICY
DRAFT 2***

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FOREWORD

Continuous Professional Development (CPD) is a life-long learning experience to improve professional competence and value addition to practitioners and organizational well-being. Modern supply chain practice appreciates CPD programs as an integral part of strategic progression and it is generally acceptable practice that impacts on the efficiency and effectiveness of organizations.

It is, therefore, important to adopt and publish a clear CPD policy for all professionals to adhere to and abide by in the course of their practice. The promulgating of this first draft of the CPD policy is an important milestone for the Institute and will be an important addition to the many programs the council is undertaking to enhance the competency of our practitioners all geared towards improving the negative narrative the profession has suffered for a long time.

I wish to register my appreciation to all members of the institute and stakeholders for their support and contributions towards making this CPD policy a reality.

JOHN KARANI, MKISM, MCIPS,

COUNCIL CHAIRMAN.

PREFACE

In today's dynamic environment where the needs of customers keep changing and the demands on professionals become increasingly complex, professionals are expected to be constantly aware of the challenges they face relating to knowledge, skills and competencies and build necessary capacities to address these demands. Supply Chain profession has been thrust into the forefront of this very volatile and dynamic environment due to changes in the supply chain that strands the whole spectrum from cradle to grave. Organizations that do not adapt in this changing environment and appreciate the gains accruing from a well-structured and managed Supply Chain will not survive.

As a professional body, KISM focuses on the quality of the services provided to organizations, clients, individuals, groups and communities by its members. The Institute has recognized the need for professionals to be in the position not only to provide high quality services, but also feel confident in their abilities to be a value add to the needs of clients. Through CPD, quality services will be promoted and the capacity of professionals enhanced.

KISM is committed to offering a CPD program that is reasonable, flexible, affordable, user-friendly and accessible to all SCM practitioners.

JEREMIAH NTHUSI- MKISM, MCIPS
CHAIRMAN, PROFESSIONAL STANDARDS COMMITTEE

DEFINITION OF TERMS

a) Continuous professional development (CPD):

A determined process that requires KISM members to keep enhancing their professional capacity through continuous learning measured through obtaining a specified number of points annually, by attending or participating in relevant activities of a professional nature.

b) Professional Standards Committee (PSC):

A committee appointed by the KISM Council as provided for in clause 7 of the SPMA Act schedule. It is a committee of the council that certifies quality and ensures that training activities and training service providers meet the required criteria for CPD purposes

c) CPD Activity: a learning activity a professional undertakes to develop and enhance his/her professional abilities. Such enables learning to become conscious and proactive.

d) Structured CPD activity has learning as the key objective, it is relevant, measurable and verifiable.

e) Unstructured CPD activity is defined as informal learning or development of practicing skills. These activities can be verified but are difficult to measure.

f) Training Firm/ Agency:

A person or body corporate licensed and accredited by the Institute to carryout CPD activity as provided under this Policy and the Accreditation Policy

g) Member:

As defined in section 3A of the SPMA Act 2007

h) Member in Good Standing: "A member who is up to date in payment of all dues and fees and is not under disciplinary sanctions".

i) Active Member:

A member whose registration and licensing status is up to date in a given year. An active member is essentially eligible to practice in the indicated year.

j) **Inactive Member:**

A member whose registration and licensing status is not up to date in a given year. An inactive member is essentially not allowed to practice in the indicated year.

k) **Dormant Member:**

This means a member has not been certified to practice for over one year.

l) **Struck Off:**

This means a member is STRUCK OFF the membership register and is not permitted to practice.

m) **Suspended Member:**

This means a member is temporarily not permitted to practice.

ACRONYMS

PSC	:	Professional Standards Committee
CPD	:	Continuous Professional Development
KISM	:	Kenya Institute of Supplies Management
SCM	:	Supply Chain Management
CPSP	:	Certified Procurement and Supply Professional
APS	:	Associate in Procurement and Supply
CEO	:	Chief Executive Officer
CHE	:	Commission for Higher Education

CHAPTER 1

INTRODUCTION

1.1 POLICY STATEMENT

The Kenya Institute of Supplies and Management (KISM) within the mandate bestowed upon it by the Supplies Practitioners Management Act of 2007- Laws of Kenya and within its obligation as a member of International Federation of Purchasing and Supplies Management has responsibility of developing and regulating the supply chain profession in Kenya. As part of this responsibility, the Institute through its Professional Standards committee shall remain committed to delivering quality, relevant and up to date Continuous Professional Development (CPD) programmes to its members. The CPD Policy shall guide the processes and decisions involved in conception, development, implementation and evaluation of the Institute's CPD programme. The policy also guides the recognition and award of CPD points earned by members from other activities other than the Institute's CPD activities.

1.2 POLICY SCOPE

The CPD policy shall apply to all CPD activities that members would wish to claim CPD points from. This includes the Institute's CPD activities and any other activities that would earn a member CPD points. The policy shall be used in conjunction with the Institute's strategic plan, and any other related guidelines that may be issued by Council from time to time.

1.3 POLICY GUIDING PRINCIPLE

The policy guidelines contained herein are based on the Institute's training procedures and the code of ethics for Professional Supply Chain practitioners.

A professional supply chain practitioner has a continuous duty to maintain professional knowledge and skill at the level required to ensure that a client or employer receives the advantage of competent professional service based on current developments in practice, legislation and techniques. A professional supply chain practitioner shall act diligently and in accordance with applicable technical and professional standards in all professional and business relationships

1.4 POLICY AIM

With this policy the Institute aims to:

- a) Set a standard with regards to the Continuous Professional Development for its members;
- b) Adhere to National and International supply chain standards set.

CHAPTER 2 BACKGROUND

2.1 KISM CPD PROGRAM

The KISM CPD programme is a process of lifelong learning for Supply Chain Management (SCM) professionals, aimed at improving performance by systematically updating practitioner's knowledge and skills, and developing personal qualities necessary for the execution of professional duties including acquisition of new roles and responsibilities. In an increasingly competitive and dynamic corporate environment, it is imperative for professionals to continuously acquire new skills, knowledge and competencies in order to remain relevant in their practice and to meet growing expectations for high quality services and accountability. The institute acknowledges this need and has put in place a structure for recognition of CPD among its members.

Continuous Professional Development ensures members continue to be competent in their work. The ultimate outcome of the CPD programme, if well planned, is to safeguard the public, the employer, the professional and the professional's career.

2.2 CPD BENEFITS TO AN INDIVIDUAL

Individuals get the following benefits from participating in CPD activities:

1. Maintaining professional competence.
2. Developing further skills and capabilities.
3. Maintaining the integrity and credibility of the qualification and the profession.
4. Building confidence and credibility, you can see your progression by tracking your learning.
5. Earning more by showcasing your achievements. A handy tool for appraisals.
6. Achieving your career goals by focusing on your training and development.
7. Coping positively with change by constantly updating your skill set.
8. Becoming more productive and efficient by reflecting on your learning and highlighting gaps in your knowledge and experience.
9. Opening doors to excellent future employment opportunities;
10. Improving learning ability;
11. Promoting independent learning;
12. Demonstrating ambition and commitment to professional self-improvement;
13. Acquiring relevant practical qualifications that will impress current and prospective employers

2.3 CPD BENEFITS TO ORGANIZATIONS:

Organizations are shifting the responsibility for personal development back to the individual, the ability and insight of the individual to manage his/her professional growth is seen as a key strength. Benefits accruing for the organization include but are not limited to;

1. Helps maximize staff potential by linking learning actions and theory to practice.
2. Helps SCM professionals to set specific, measurable, achievable, realistic and time-bound objectives, for training activity to be more closely linked to business needs.
3. Promotes staff development. This leads to better staff morale and a motivated workforce helps give a positive image/brand to organizations.
4. Adds-value, by reflecting it will help staff to consciously apply learning to their role and the organization's development.
5. Sets a high standard across the company for staff development;
6. Improves productivity with the help of motivated and skilled employees;
7. Endorses a learning culture in the organization;
8. Enhances the reputation of the company among prospective employees and clients;
9. Increases employee retention;
10. Allows the company to keep up with the latest trends and changes in the industry.

2.4 OBJECTIVES OF KISM CPD POLICY

2.4.1 General Objectives

- i. To develop a competent and professional SCM workforce
- ii. To be up-to-date in the member's career with maintaining knowledge and skills.
- iii. To support future professional development by enhancing and broadening capabilities.
- iv. To develop personal qualities necessary to execute professional and technical duties in an ethical manner

2.4.2 Specific Objectives

- i. To maintain professional competency
- ii. To ensure high standards and ethics in SCM practice
- iii. To broaden knowledge and keep up with current trends in the SCM practice
- iv. To refine skills and gain new ones
- v. To foster responsibility in one's own professional development

2.5 THE CPD JOURNEY



CHAPTER 3

CPD REQUIREMENTS

3.1 OVERVIEW

Continuous Professional Development is a continuous maintenance, development and enhancement of the professional and personal skills, which supply chain practitioners will require for the execution of professional and technical duties throughout their working lives. The overriding consideration in determining whether a specific programme is acceptable for CPD Points awarding is that it shall be a programme of learning which contributes directly to the professional competence of a supply chain management practitioner.

3.2 COMPLIANCE WITH CPD REQUIREMENT

The KISM CPD scheme is mandatory, requiring members to earn a given number of CPD points in a year. The CPD points earned by way of unstructured CPD activities should not exceed 25% of the annual CPD requirement.

A member who is contesting for any elective post of the Institute, or who has been nominated for any award, or a member who applies for the issuance of a practicing license on changing his category, during the course of the year, shall have fulfilled the CPD requirements as per this policy as on the date of the application.

3.3 STRUCTURED AND UNSTRUCTURED CPD ACTIVITIES

In addition to education, practical experience, and training, CPD also includes learning and development activities, such as (a) coaching and mentoring, (b) networking, (c) self-directed and unstructured gaining of knowledge. CPD activities can be categorized as either Structured or Unstructured. A personal programme of CPD should be made up of attendance of both structured and unstructured or non-structured CPD events.

Structured learning activities are measurable and verifiable activities that are designed to impart specific knowledge. To be acceptable as structured, a training course must demonstrate all of the following attributes:

3.3.1 The facilitator must have qualifications, in-depth knowledge and experience appropriate to the subject to be presented; this should be fully documented in any course plan.

3.3.2 There must be pre-prepared course notes and a course outline which participants can retain for future reference.

3.3.3 The presentation shall be interactive, allowing participants to ask questions and to discuss points of interest or concern.

3.4 GENERAL CONSIDERATIONS FOR AWARDING CPD POINTS

The objective of CPD is to assist professional Supply chain practitioners to develop professional competence necessary to provide services of high quality in the public interest. The awarding of CPD points should meet the minimum criteria of relevance, verifiability and measurability.

3.4.1 Relevance

CPD contributes to the competence of professional Supply chain practitioners. CPD activities are expected to develop the professional knowledge, professional skills and professional values, ethics and attitudes of the professional SCM practitioner, relevant to their current and future work and professional responsibilities.

3.4.2 Measurement

The learning activity can be measured in terms of effort or time spent, or through a valid assessment method which measures competence achieved or developed. Generally, the Institute shall adopt Input Based System of awarding CPD credits. This system measures the time (or equivalent units such as effort converted in points) actively spent on a CPD activity by a member. Specifically, the number of CPD points earned from a CPD event by a member shall depend on:

- i. Time spent on a CPD activity
- ii. Units allocated to an activity by a CPD provider
- iii. Units prescribed by the Institute

3.4.3 Verification

Certain portions of the learning activities professional Supply chain practitioners engage in are verifiable. This means that the learning is able to be objectively verified by a competent source. Some learning activities may be measured but not verified. The following exhibits may be used for verification of CPD activities:

3.4.3.1 Verification Criteria

A	Proof of attendance e.g. participation certificate/letter, Course outlines, teaching materials
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B	Proof of support in the Mentorship and Internship programme e.g. letter of recommendation
C	Verified presentation or publication in book, proceedings or journal.
D	Transcript, examination result slips, Independent assessments of a learning activity by a competent supervisor

3.5 SPECIFIC CRITERIA FOR AWARDING CPD POINTS

The obligation of recording CPD activities lies with the Institute’s secretariat. However, Professional Supply chain management practitioners are encouraged to retain appropriate records and documents related to their CPD and, upon request by the Institute, provide sufficient evidence to demonstrate their compliance with the CPD requirements.

3.6 AWARDING STRUCTURED CPD POINTS

Structured CPD activities shall be awarded minimum CPD points as per their categories as follows:

EVENT	DURATION	CPD POINTS
Capacity Building Courses delivered by KISM or other accredited Institutions (including virtual events)	5 days	30
	4 days	24
	3 days	18
	2 days	12
	1 day	6
National/ Regional/International conferences Leadership Management & Governance and IT application courses to get more CPD points	5 days	30
	4 days	24
	3 days	18
	2 days	12
	1 day	6

In-house trainings done by KISM or other accredited Institutions	1 Day	6
	2 days	12
	3 days	18
	4 days	24
	5 days	30
Short membership courses/programs/forums done by KISM	2 day	12
	1 day	6
	Half-a-day (two two-hour sessions)	4
	Two-hour evening forum	2
Making professional presentations on invitation at conference, workshop or seminar; giving professional lectures at college or university in SCM (provided that the member brings this to the attention of KISM immediately the member receives the said invitation from that college/University)		2 per session
Delivering mentorship programs (as approved by KISM)	2 Points	2
KISM Webinars	1 Hour	1
Other on-line/Certification courses (as agreed with KISM)		Max. 5 points, subject to review by PSC

Facilitation at a KISM SCM workshop		Upto the max. points for the workshop
Relevant study programs such as professional courses, degrees etc (Granted on the year of completion)	CPSP IV CPSP III CPSP II CPSP I APS 2 APS 1 PHD Masters Bachelors Diploma Certificate Professional certification	4 3 2 2 2 2 5 4 3 2 1 3 , subject to review by PSC
Publication of PSCM articles, research or case study in a reputable Professional SCM journal or magazine		Max. 6; subject to review by Professional Standards Committee
Position papers/ legislative and policy analyses (to be approved by KISM before engagement)		3

Peer reviews of manuscripts, research proposals, syllabi and book reviews (as approved by KISM)		2 points; upon completion of the work
Participation in special events (Elections, Dinners, CSR etc) Prior approval to be given by KISM		Subject to review by PSC and points to be agreed beforehand

3.7 AWARDING UNSTRUCTURED CPD

As a rule of thumb, Unstructured or Non-Structured CPD activities are defined as any form of self-study or practical exercise aimed at refining or improving skills which do not form part of day-to-day working duties. The Institute shall recognize the following unstructured CPD points:

3.7.1 Unstructured CPD activity category 1 (one): Documented Self Study and practical exercise that results in Professional Development

3.7.2 Unstructured CPD activity category 2 (two): Professional networking session.

3.7.3 Unstructured CPD activity category 3 (three): Training by accredited/authorized service providers other than KISM.

NOTE

From unstructured CPD activities, a member shall earn not more than 25% Of the annual CPD requirement.

3.8 GRACE PERIOD

Any member who has not completed the required number of CPD points during a reporting period/a given calendar year will be allowed three months immediately following the period to make up for the deficiency. Points credited towards a deficiency during these three months will not be counted towards the annual minimum requirement in the CPD year in which they are taken. In special cases exemptions or back fees determined by council may be applied. Back fees are paid in regards to membership renewal.

3.9 SANCTIONS

Failure to correct any deficiency in compliance within the stipulated three-month period will result in the Institute communicating with those not in compliance, informing them of the unacceptable position and giving them an additional grace period of two months

within which to comply and / or submit a proposal on how they wish to make up the deficiency.

Non-compliance thereafter, unless the requirement is waived by Council in accordance with the Institute's Guidelines, regulations and policies or the act will result in the following:

- 3.9.1** Non-renewal of membership and practicing licenses for those in practice.
- 3.9.2** Communication to the employer informing the employer of the state of non-compliance by the employee.
- 3.9.3** Referral of the case for Disciplinary Action and will be subject to the existing disciplinary procedures.
- 3.9.4** Non-issuance of certificate of good standing by the Institute
- 3.9.5** Member to pay back fees for number of CPD points not attended to for reinstatement to be accorded

3.10 REINSTATEMENT Anchored in SPM (Registration and Licensing Regulations) 29 (1)-(3)

Those applying for reinstatement, who have voluntarily or involuntarily lost their membership or come out of retirement or inactive status shall be treated as "new members". Their reporting period for CPD requirements begins in the calendar year following their reinstatement.

Those who wish to be reinstated after deregistration or suspension of license due to non-compliance with these guidelines will have to show proof of having complied before they can be reinstated, unless the requirement is waived by Council.

3.11 MEMBER CPD REPORT

Members shall access their CPD reports at the close of each calendar year. This will be based on the CPD register as kept by KISM. However, members are encouraged to retain their own record of CPD activities for each year.

3.12 AWARD OF CPD POINTS TO COMMITTEE MEMBERS, INSTITUTE'S TRAINING FACILITATORS AND COUNCIL MEMBERS AND SECRETARIAT

Cognizant of the fact that members of Council and various Council Committees of the Institute dedicate their time to the Institute affairs on a voluntary basis and the activities of council and committees constitute an acquisition and or expansion of knowledge relating to the supply chain profession, it is thus only reasonable to award them CPD points to relieve them of the responsibility of having to set aside more time and resources to attain the required CPD points per annum. This section seeks to provide guidance on processes and procedures that are to be followed in awarding Continuous Professional

Development (CPD) points to members of the KISM Council and members who serve in various committees of the Institute.

This section also addresses the criteria to be used in awarding CPD points to facilitators who facilitate Institute CPD activities either as speakers or trainers for a defined number of points as approved by KISM prior to engaging in the exercise.

Justification for the Section

This section aims at:

- a) Encouraging active participation by council and committee members in their respective council/committee business
- b) Reducing situations where committee/council members are not in good standing for lack of CPD points yet they spend many points per annum on Institute affairs on an honorary basis
- c) Clearly defining CPD award criteria for Council/Committee members and facilitators
- d) Allowing the Secretariat to maintain registers for various committee attendance and award CPD points for such attendance and any activity specified as qualifying under this policy.

3.12.1 Qualified Members of Council and Committees

The qualified Members of Council and the various committees are defined as follows:

(a) Council

1. Members of Council who are registered members of the Institute and;
2. Attend the meeting for the time that qualifies for the award of CPD points

(b) Committees

1. Members of committees who are registered members of the Institute and;
2. Attend the meeting for the time that qualifies for the award of CPD points

3.12.2 Qualifying Participation in Committee/Council Activity

Council and Committees will ordinarily meet at intervals and for periods agreed upon during the meetings. The issues to be considered for award of CPD points shall be those that relate to the supply chain profession locally and internationally.

The Secretariat shall;

1. Keep an attendance register which shall be signed by all committee members present.

2. Note the time spent on the issues that qualify for award of CPD points.
3. Fill in a time sheet and present it to the Training Department for award of points to the individual members.
4. Consider any time spent listening to an expert on a particular topic of value to the committee whether during a meeting or in a KISM organized session to be qualifying in its entirety.
5. The CEO to a council meeting shall communicate the time spent on each council meeting and the attendees to the Training Department for the award of CPD points. For purposes of award of CPD the entire time shall be qualifying time for the members in attendance.
6. Where a council member or representative attends an international meeting to represent KISM they can present evidence of their attendance/authorization to attend the meeting and period to the Institute and PSC will make a decision on the points to be awarded.

3.12.3 Criteria for Award of CPD Points to Facilitators

Members of the Institute who facilitate seminars either on an honorary or paid basis are to be awarded CPD points as follows:

1. If a facilitator attends the seminar for the period they are making the presentation, they shall get an equivalent of the number of actual points spent on presentation.
2. If a facilitator spends a whole day attending the seminar regardless of when his presentation was, he shall be awarded the stipulated points for a one-day seminar.
3. If a facilitator attends the seminar for the entire period, he shall be awarded the stipulated points for the entire seminar

3.13 CPD by Capacity Building Authorities (PPRA, KSG, other professional bodies etc)

CPD points for courses offered by such Institutions shall be awarded on a case-by-case basis upon application for CPD by the member. The CPD allocation fees of KSHS. 1,000 shall apply.

NB: This, as well, applies to other courses relevant to SCM practice attended by a member e.g. courses offered by other professional bodies.