

CONCEPT PAPER

THE CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POINT SYSTEMS

BACKGROUND

Institute of People Management of Zimbabwe intends to implement a Continuous Professional Development (CPD) point system that records and tracks members' development progression from year to year. This is in line with international best practice to maintain competence through a system of continuing professional development hence the implementation of this important aspect of the point system across the HR membership who want to upgrade their professional status.

The point system acts as member's evidence of having attained their CPD obligations for their member certification or re-certification. The CPD portfolio records activities, such as training courses, workshops and educational events attended, work-related projects and allocated points for each CPD attained. These records will validate a member had completed learning at certain level. The point system will provide a structured and consistent approach that enhances the management of CPD records throughout a specific period.

In addition, the system acts as a motivator to individual members to attend and participate in IPMZ organised training and related events that relevant to their planned capability improvement objectives instead of attending any advertised trainings. While the responsibility of pursuing continuing professional development activities rests with each member, it is important that those members who would ordinarily not want to participate in professional development activities be enticed to so.

Furthermore, the point system encourages members to participate in other related community activities that are bound to contribute to human capital development and the wellbeing of labour in general. The CPD point system allows an assessment of on what has been achieved and what can be implemented in day-to-day objectives, as well as what skill sets to develop next. The aim is improve members within their areas of competence and enhance their competence through keeping abreast with developments and knowledge in their areas of expertise.

COVERAGE

The point system covers all HR Practitioners in Zimbabwe, who want to advance their professional development.

ADMINISTRATION OF SYSTEM

The Secretariat; in liaison with the Membership and Education Committee that provides the framework for the execution, recording and assessment, is responsible for administering CPD point system. To ease the management of the scheme, the activities will be grouped into categories with maximum points allocated to each category (see table below). Each member will be responsible for capturing and updating the course/training/event achieved during a particular period onto the platform. Maximum points to be attained per period is 60.

TRACKING OF POINTS

Upon registration of attendance and actual completion of the CPD, Workshop, organisation based assignment or volunteerism assignment, Secretariat shall enter the points in the system. Members can also track their points but only Secretariat can enter such points.

CATEGORIES OF ACTIVITIES FOR CPD POINTS

For the re-certification, it is a requirement that CPD points be obtained from at least two categories listed below and the maximum points, which member is expected to accumulate annually in each category, are also indicated.

Category 1: Developmental Activities: Maximum 25 points

Under this category, activities involved include IPMZ organised Conferences, Conventions, Labour Briefings, Lectures, Workshops, Symposiums and Seminars. Points allocated to each activity shall be as in the point allocation as per table below.

Category 2: Work-based Activities: Maximum 20 points

Activities included in this category are HR related conferences, workshops, refresher courses, government approved activities and work related projects supported by the supervisor report

Category 3: Other Individual CPD Activities: Maximum 10 points

Activities under this category would include; virtual/online CPD activities, supervision of masters and PhD students, part time lecturing, research and publications, participation in Human Resources policy development activities (at Industry or National level) and membership to Council committees.

Category 4: Mentoring Activities: Maximum 15 points

Activities such as mentoring, coaching, subordinates and students during their attachments fall under this category

Category 5: Volunteerism

All HR Practitioners are encouraged to volunteer their time for the benefit of the Institute and the member's professional growth.

CPD POINTS ALLOCATION

CPD Activity	Points
Approved trainings	5
Breakfast	10
Conference	10
Convention	15
HR symposium	10
Labour Briefing	10
Workshops	5
Attending Public Lecture organised by IPMZ	5
Delivery public lecture/conference presentation	10
Supervised publication (dissertation/thesis)	10
Supervision of thesis/dissertation	5

Publication Un-referred)	5
Research & Publication in a journal	10
Membership to Council/Committee	5
Mentorship	10
Online CPDs	5
Work based project/assignment	5
Volunteerism	5