Sue Wetherbee CPD Consultant
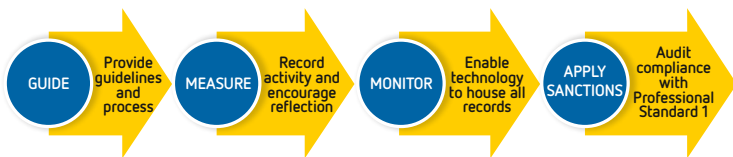sue.wetherbee@actuaries.asn.au

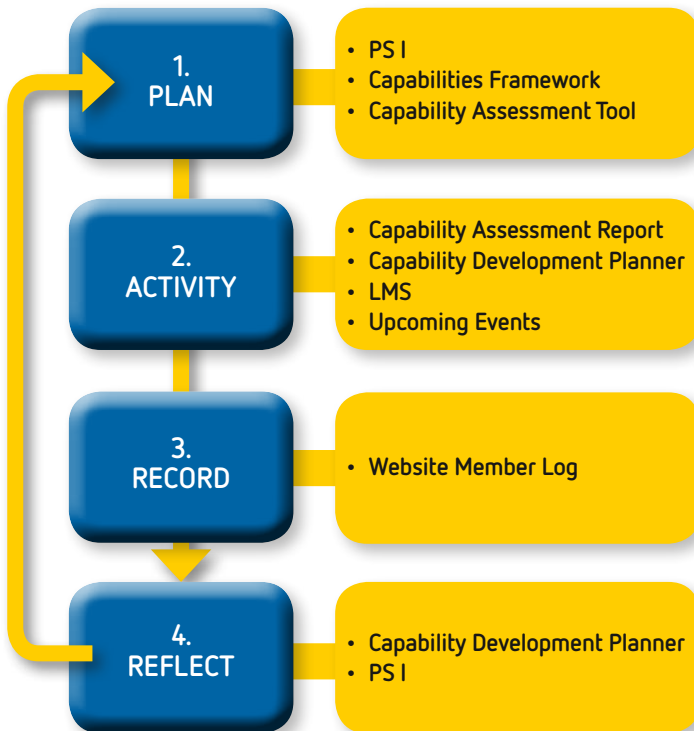# CPD Support and Implementation Processes

As part of the CPD Re-Vamp Project, the Institute HQ will support Member CPD in many ways. The four processes below will be aided by the coming launch of a CPD Handbook and improved website technology in the future. Members will be supported holistically to consistently build their capability and to achieve PS 1 compliance requirements.

INSTITUTE HQ SUPPORT PROCESS

| GUIDE | Provide guidelines and process | MEASURE | Record activity and encourage reflection | MONITOR | Enable technology to house all records | APPLY SANCTIONS | Audit compliance with Professional Standard 1 |

A CPD Handbook will enable Members to understand the four-step CPD implementation process outlined below. The process will be driven by the use of new documents, tools and templates, some of which, like the Capability Framework, Capability Assessment Tool, Report and Development Planner, have already been introduced to Members.

CPD IMPLEMENTATION PROCESS

1. PLAN
- PS 1
- Capabilities Framework
- Capability Assessment Tool

2. ACTIVITY
- Capability Assessment Report
- Capability Development Planner
- LMS
- Upcoming Events

3. RECORD
- Website Member Log

4. REFLECT
- Capability Development Planner
- PS 1

SO WHAT WILL THIS PROCESS LOOK LIKE IN ACTION?
Let's look at the PLAN and ACTIVITY steps first.

JOSEPH — PLAN

Joseph is a Fellow who was selected for PS 1 audit last year. He 'just' met his compliance by quickly registering for activities to meet the audit deadline. He admits he left it late and didn't plan well or at all. Noticing new information about CPD in the Institute website, he is determined not to fall into the same situation again and is excited and motivated about the new options he sees. See what Joseph experiences this time…

- Joseph found the **new CPD Handbook** on the website and easily found the four-step CPD implementation process.
- He liked the process, as it started **with the need to 'plan'**, which is what he didn't do well before.
- He was motivated and interested to use the new processes to plan to make the right decisions **to enable him to comply with PS 1.**

CATH — ACTIVITY

Cath recently became a Fellow and is very enthusiastic about her career development. She read about her PS 1 requirements and wants to ensure that she is completing not only enough, but the right kind of activities to meet her career pathway needs. She received an email about the launch of the Actuarial Capability Framework and Assessment Tool. She now wants to make sure that whatever CPD she plans to undertake meets these capabilities. See what Cath does to ensure that her development needs are met…

- Cath opened her launch email and clicked on the link to the **Actuarial Capability Framework.** She was inspired to discover that the framework could be used to guide her development over her career.
- She clicked on the **Capability Assessment Tool** and completed the self assessment in 30 minutes.
- The **Capability Assessment Report** she received identified gaps between the capabilities important for her work and her ability to perform them.
- With that information, Cath clicked on the **Capability Development Planner** at the end of the report to plan for CPD activities to meet her development and CPD needs.
- At the end of the Capability Development Planner she clicked on the **link to the Upcoming Events** area of the website to search for any activities that she could attend to close her gaps.

Watch out for the next issue of Staying Ahead to hear more about the RECORD and REFLECT process steps and other tools and technology coming your way. Ⓐ