

THE HUMAN RESOURCE MANAGEMENT PROFESSIONALS ACT, 2012
(No. 52 of 2012)

IN EXERCISE of the powers conferred by the HRMP Act, the Council makes the following Regulations giving effect to section 15 of the Registration and Training Regulations, 2015

THE HUMAN RESOURCE MANAGEMENT PROFESSIONALS
(Continuing Professional Development (CPD) Regulations, 2017

PART I – PRELIMINARY

Continuing professional development (CPD) is an international, as well as a national means of ensuring that Human Resources Management (HRM) professionals keep pace with developments and advances in their discipline and field of practice.

In a dynamic environment where the needs of customers grow and the demands on professionals become increasingly complex, professionals need to be constantly aware of the challenges they face relating to knowledge, skills and competencies to address these demands. CPD is one way of addressing these challenges.

As a professional body, IHRM focuses on the quality of the services provided to organizations, clients, individuals, groups and communities. 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 attend to the needs of clients. Through CPD, quality services will be promoted and the capacity of professionals enhanced.

In principle, IHRM is committed to a CPD system that is flexible, cost effective, user-friendly (affordable) and accessible to all HRM practitioners.

PART II – DEFINITIONS

Terms in this policy will have the following meaning:

- a) ***Continuing professional development (CPD)***: A determined process that requires IHRM members to keep enhancing their professional capacity through continuous learning and it is measured through obtaining of a specified number (10) of points annually, by attending or participating in relevant activities of a professional nature.
- b) ***CPD Committee***: A body appointed by the IHRM Council as provided for in clause 11 of the HRMP Act schedule. It is a body certifying that activities and providers meet the required criteria for CPD purposes.
- c) ***CPD activity***: An individual or group event that has been accredited by the CPD Committee to create opportunities for members to gain knowledge, develop skills and shape their attitudes in order to sustain high professional standards.
- d) ***Sponsoring Agency***: Any person or body providing an accredited CPD activity as provided under clause 9(1) of the Human Resource Management Professional Act (Training and Training Regulations of, 2015).

Practicing Status Definitions

- e) **Member:** It has a meaning allocated to it pursuant to section 3 of the Human Resource Management Professionals Act, No. 52 of 2012
- f) **Active:** This means a member is certified to practice for the indicated year.
- g) **Inactive:** This means a member is not certified to practice for the indicated year.
- h) **Dormant:** This means a member has not been certified to practice for over one year.
- i) **Struck Off:** This means a member is STRUCK OFF the membership register and is not permitted to practice.
- j) **Suspended:** This means a member is temporarily not permitted to practice.
- k) **Unknown:** This means a member status is unknown.
- l) **Status:** This is of being either local or foreign
- m) **Capacity:** This means the cognitive-based, emotive-based and action-based ability to act in one's best interest, ethically and professionally acceptable given socioeconomic and environmental conditions. It encompasses the knowledge (literacy), attitudes, skills, and behavior of professionals with respect to understanding, selecting and using the sponsoring agency's services.

PART III - VALUE AND PURPOSE OF CPD

The underlying value of CPD is to maintain professional standards that promote excellence in practice. This value supports the purpose of implementing a compulsory system with which all registered HR Professionals should comply.

The purpose of CPD will be to ensure that members retain and continuously develop their attitude, skills and knowledge to maintain professional standards and ethics that promote excellence in practice by enabling them to:

1. Build knowledge, skills and competencies
2. provide services that are relevant and appropriate, especially in the Kenyan, regional and global context
3. improve service rendering to clients, individuals and organizations;
4. facilitate reflective practice;
5. keep abreast of current trends, research and developments in the profession;
6. keep motivated to continue with practicing the profession
7. be supported by and network with other professionals
8. reduce occupational stress risk
9. Create entrepreneurial opportunities in providing CPD activities through Sponsoring Agencies.

PART IV - POINTS AND CRITERIA FOR CPD ACTIVITIES

All members are required to obtain a minimum of 10 CPD points annually.

There are two broad categories of CPD activities, i.e. individual and group. CPD points will be required in a mixed format of individual and group activities, however there is no prescription regarding the number of points to be obtained in a specific category.

Each CPD activity is accredited on merit and a specific number of points are allocated to the activity linked to the criteria and within the indicated range of CPD points. CPD points are only allocated on completion of the CPD activity.

Group activities

A group activity is any organized event, either face to face or via any electronic means where at least 3 people are grouped or assembled for purposes of sharing information, building knowledge, developing skills and/or influencing of attitudes on the subject of professional interest.

Group activities include conferences, workshops, professional forums, small (interest) group discussions and information sessions.

Group activities require approval from the CPD Committee as CPD activities prior to the commencement of the CPD activity. Submission of evidence of undertaking of a CPD activity for registration purposes are done by a member in a prescribed form and attach to it supporting documents as part of his/her portfolio of evidence.

CPD point allocation for group activities are based on the following criteria:

Level of participation

- a) Level of knowledge
- b) Level of skills development
- c) Duration of activity

These criteria are applied within a range of levels as indicated in Table 1.

Table 1: Range of criteria for group activities

Criteria	Range
Level of participation	Passive listener to active respondent
Level of knowledge	<ul style="list-style-type: none"> • Basic information • Understanding • Application • Analyze • Synthesize • Evaluation
Level of skills development	<ul style="list-style-type: none"> • Perception • Preparing for action • Guided response with others assistance • Responding habitually • Performing difficult tasks automatically • Altering responses to fit new situations
Duration	<ul style="list-style-type: none"> • ½ day, full day or number of days. Maximum 3 days • 2 hours

The following group activities will be recognized for CPD points:

Conference/Congress/Symposium and Convention: This is a large gathering of people who meet in a local (Branch), County, national (Kenya) regional (Africa), or international context to discuss a particular issue of concern reflected in a specific conference theme and sub themes.

Workshops: This refers to intensive study/work/ participatory and sharing discussions on a particular topic with the purpose of analyzing existing knowledge and creating new ideas and knowledge, skills and competencies to address policy, practice and professional operational challenges.

Small (interest)group discussions: This includes a minimum of 3 persons with a minimum duration of 1 hour and a maximum of 2 hours focusing on a relevant topic, which may include policies, legislation, book reviews, journal articles, case studies, sharing of best practice models and group supervision.

Group supervision will only be considered for CPD points if it is planned, focused and structured with objectives on professional enhancement and Specific topics aimed at skills development with clear evidence of participation. Small (Interest) group discussions can include in-service training if it has an educational and development focus in HR practice submitted in a programme format.

Small group discussions may occur face to face or via an Internet discussion group.

Information sessions (Professional Forums): This assembles people to share information on a particular topic and/or consult stakeholders on new policy, procedures or guidelines to improve professional standards and practice with a minimum duration of 1 hour and a maximum of 2 hours.

The CPD points in Table 2 reflect the range of points that the CPD Committee may allocate based on the above criteria.

Table 2: CPD points for group activities

CATEGORY	ACTIVITY	DESCRIPTION	POINTS	Maximum Points	VERIFICATION
A	HR Conference HR Congress HR Convention HR Regional Summit HR Symposiums	Local, regional or international conference conducted by IHRM, professional body or accredited organization	2 points per Activity day Maximum of 3 days.	6	Proof of attendance e.g. Certificate of Participation/Letter
B	WORKSHOPS /SEMINARS	Competency building workshop or seminar conducted by IHRM, professional body or	2 points per workshop or seminar day Maximum of 2 days.	4	Proof of attendance e.g. Certificate of Participation/Letter

		accredited organization			
C	PRESENTATIONS	Making presentations on invitation at conference, workshop or seminar; giving lectures at college or university	1 point per 60 minutes of presentation or lecture	4	Letter of Appreciation
D	PUBLICATIONS	Publication of original HR article, research or case study in reputable journal or magazine	2 points per HR article	4	Published article in reputable journal or magazine
E	IHRM MEMBERSHIP EVENTS	Breakfast Meeting, HR Professional Forum, Roundtable Discussions, Small interest group discussions	1 Point per event	4	Record of event participants

Individual activities

Individual activities refer to activities where a member is involved on an individual basis in an activity and the onus lies entirely on the individual member to convince the CPD Committee of the relevance of the activity for CPD points. No external CPD accredited provider (Sponsoring Agency) is involved.

Individual activities include self-study, formal learning programmes, external examination, short learning programmes, paper presentations, research, authorships, peer reviews, policy analysis, membership and mentorship programs. CPD activities of other professions may be recognized for points. The onus is on the registered person to prove the relatedness of the activity for CPD points. The CPD Committee reserves the right not to allocate points.

Individual activities are defined as follows:

- a) **Self study of scientific articles and books** which require reflection on scientific articles/books either according to a questionnaire in the HR journal.
- b) **Formal learning programme** includes a whole qualification on any relevant topic related to HRM with proof of registration, progress and successful completion of a whole qualification.

External examination refers to practitioners assessing postgraduate studies.

Short learning Programmes describe all short programmes, whether credits are awarded or not, and are inclusive of skills programmes, credit-bearing short courses and non-credit-bearing short courses.

Two short learning programmes are distinguished:

- A **short course** is a type of short learning programme through which a learner does not receive credits towards a formal learning.
- A **skills programme** is occupationally based and when completed will constitute credits towards a qualification.

Paper presentations include a written paper presented in a plenary or breakaway session, guest lecturer at a Higher Education Institution, introductory presentation in a panel session, poster presentation, WEB-based presentation or video production. Paper presentations include the preparation, presentation and facilitation of a discussion.

Research refers to an investigation by one or more persons into a particular field or area of HR competence to obtain facts that will inform practice and improve service delivery and which culminate in best practice models and/or publications (individual activity).

Authorship entails publications in books, in scientific or HR journals, authored as a sole author, a co-author, editor or contributor. It also includes training manuals and protocols.

Peer reviews involve commenting on the professional activities and work of colleagues upon formal request, including monographs, manuscripts and book reviews, amongst others.

Position paper/legislative and policy analyses entail responding in writing to policies and legislative issues reflecting a critical analysis in order to influence or shape policies and legislation.

Mentorship Programs: is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. The mentor may be older or younger than the person being mentored, but she or he must have a certain area of expertise in HR.

The requirements and points for individual CPD activities are indicated in the following Table 3.

Table 3: Individual CPD Activities

INDIVIDUAL CPD ACTIVITIES

CPD activity	Requirements	Points
Self study - Scientific articles - IHRM Journal/ Newsletter - Published Books	Submission of completed questionnaire	1 1 5
Formal Learning Programme	Proof of registration and progress Proof of relevant whole qualification	1per annum 3 on completion
External examination (Applies to practitioners)	Proof	Dissertation: 2 Doctoral thesis: 2
Paper presentations - Conference presenter - Plenary - Breakaway group - Guest lecturer at higher tertiary institution - Panel session - Poster - WEB – based - Video production	<ul style="list-style-type: none"> • Written submission • Written submission • With introductory presentation • Without introductory presentation • Visual presentation • Visual presentation • Visual presentation 	2 2 2 2 2 2 1 1 2
	Written submission	3

Research - Best practice model Publication		
Short learning programme (Based on level, duration & relevance) - Short course - Skills programme	Proof of successful completion	2 3
Authorship - Book [<i>On publication</i>] - Scientific Article [<i>on publication</i>] - Professional/practice article [<i>on publication</i>] - Training manuals/ protocols	Proof of publication Proof of publication Proof of publication Independent peer review or employer's report	Sole author: 5 Co-author: 3 Editor: 2 Contributor: 1
Peer reviews - Manuscripts - Research proposals - Monographs - Book reviews	Invitation and acknowledgment of task completed	2 2 3 2
Position paper/legislative and policy analyses	Proof of written submissions	3
Mentorship programs	Proof of provider, programme and duration	1

Exceptional activities

There may be instances of a specific individual activity not included in the list of activities of the IHRM CPD policy, but where the activity warrants consideration for the allocation of CPD points. In such cases, a member should compile a substantial motivation and keep in a portfolio of evidence.

PART V - APPLICATION AND REGISTRATION REQUIREMENTS

Each member must maintain a portfolio of evidence of CPD activities to the value of 10 points for each year to be presented to the CPD Committee for approval and update of individual members' CPD register maintained at IHRM secretariat. Individual members are at liberty to periodically inquire the number of CPD they have accumulated in a given period of time.

First time registrations

Anyone who registers for the first time in a particular year, with specific reference to the year after graduation, will be obliged to commence with his/her CPD programme in the year of registration. However, the person will only be required to submit CPD points for registration purposes in the following year.

Members practicing outside Kenya

Members who are practicing abroad are required to comply with CPD requirements.

Restorations

Any person whose name has been removed from the register as provided under section 24 of the HRMP Act will be obliged to commence with accumulation of CPD points in the year of restoration.

PART VI - NON-COMPLIANCE

The CPD Committee will investigate the reasons for non-compliance after which the names of non-compliant practitioners will be sent to the Council for follow up.

The CPD Committee may take the following actions:

- A letter will be sent to the member requesting a reason for the non compliance. The member will be required to furnish the committee with a letter of explanation within two weeks of receipt of the letter of enquiry.
- Should the explanation be acceptable, the member will be given six months to comply with the CPD requirements. Evidence of such compliance must be received by the Committee within two weeks of the end of the six months period.
- Should the member not comply with the requirement his/her name will be forwarded without delay to the disciplinary Committee to deal with the matter according to the Rules relating to the acts or omissions of a member which shall constitute unprofessional or improper conduct.

- The disciplinary committee may decide on the basis of evidence, to grant a final additional 6 month period to comply with the CPD requirements.

Procedure of awarding CPD points

- The authority of awarding CPD points to IHRM members emanates from the CPD committee on the activity, criteria, content, presenters and other requirements articulated in the policy.
- All approved CPD group activities will be allocated an approval number.
- Approval may be declined if an application fails to meet the criteria spelled out by the CPD committee in this policy.
- When any disagreements arise between providers (Sponsoring Agency) and the secretariat, the application for the approval of the CPD activity will be referred to the CPD committee for consideration.

Procedures of registering a Sponsoring Agency

- Prospective sponsoring agency must submit an online application for registration as a HR firm/sponsoring agency in the format prescribed by the registration Committee and pay the relevant application fees.
- The Sponsoring Agency will be notified via email when the application has been reviewed, approved or declined.
- A provider whose application has been declined will be given reason(s).
- Foreign Sponsoring agencies who do not intend to acquire permanent local status may apply for temporary registration.
- A registered Sponsoring Agency **MUST** apply thirty (30) days in advance for approval of any intended CPD activity by filling the required form.
- All approved CPD group activities **MUST** be allocated an approval number.
- An activity is accredited for a period of 1 year.
- Sponsoring agencies will be required to pay a determined fee for the processing of each CPD activity. The CPD committee through a circular shall revise the fees from time to time and the fees may sometimes vary from one provider (Sponsoring agency) to another based on factors such as but not limited to; status and capacity.
- On completion of the activity, the sponsoring agency must provide a certificate to the member, reflecting the **approval number** of the CPD activity. This certificate must be kept in the member's portfolio of evidence and to be submitted to IHRM for CPD allocation
- A member may at any time apply for the CPD acknowledgement slip by submitting certificate of participation from IHRM.

Qualifications

- Provider must designate contact person who will be responsible for entering relevant programs.
- Provider must have the resources, facilities and administrative support to effectively deliver HR relates.
- Provider must offer high- quality program, developed and presented by subject matter experts.
- Each presenter/instructor/speaker must be proven expertise in the field and the ability to facilitate expertise.
- Provider must have participant evaluation process in place and utilize feedback to ensure continuous improvement

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