



# **CONTINUING PROFESSIONAL DEVELOPMENT REGULATIONS**

VERSION 1

# ASIAN INSTITUTE OF CHARTERED BANKERS

## CONTINUING PROFESSIONAL DEVELOPMENT REGULATIONS

### Contents

1. Commencement and Application.....	3
2. Interpretation.....	3
3. Introduction .....	3
4. Mandatory CPD for Individual Members.....	4
5. CPD Requirements .....	4
6. CPD Activity.....	5
7. CPD Declaration.....	5
8. CPD Records.....	6
9. CPD Monitoring.....	7
10. Exemption from CPD .....	7

## **1. Commencement and Application**

- 1.1 These regulations were made by the Council under Article 87 of the Institute's Articles of Association and shall come into effect on 1 June 2022.
- 1.2 These regulations set out the continuing professional development (CPD) requirements which all Individual Members (except Life Members) must comply with for annual membership renewal.

## **2. Interpretation**

- 2.1 In these regulations, unless the context otherwise requires, words and expressions used have the same meanings as defined in the Institute's Constitution and Bye-laws.

## **3. Introduction**

- 3.1 The Institute's approach to CPD is to foster a commitment to lifelong learning among Members. The Institute encourages all Individual Members to maintain and develop their knowledge and skills throughout their careers to ensure they remain professionally competent and are able to provide high quality services to customers, employers and other stakeholders.
- 3.2 It is the responsibility of each Member to undertake sufficient CPD in areas relevant to the Member's work and professional responsibilities. A planned programme of CPD activity will assist Members to keep up-to-date in terms of knowledge and practice, enhance their competencies necessary to perform their work effectively, as well as provide increased value to their organisations.
- 3.3 Many means of attaining CPD are available. Members may use the resources of the Institute, their own resources, or those of their employers or other organisations. Examples of learning activities that Members may undertake include attending conferences, seminars, courses and workshops or delivering a paper in such events, completing self-study programmes, on-the-job training, participation in technical committees, studying for a relevant further qualification, research and reading professional journals.
- 3.4 Members should maintain appropriate records of their participation in all CPD activities so that they will be able to comply with the reporting requirements set out in these regulations.

#### **4. Mandatory CPD for Individual Members**

4.1 All Individual Members (except Life Members and Affiliate Members) are required to undertake CPD as prescribed in these regulations. Compliance with the requirements set out in these regulations is a condition for renewal of membership of the Institute.

#### **5. CPD Requirements**

5.1 All Individual Members subject to mandatory CPD, except those exempted under regulation 10, must comply with the following minimum requirements for CPD:

- (a) Members who hold a professional designation awarded by the Institute as listed in Appendix 1 (hereinafter referred to as professional designation) are required to undertake:
- at least 35 hours of relevant CPD activity in each calendar year, of which 20 hours must be structured CPD; and
  - at least 10 hours of the structured CPD must be in areas directly related to banking and 5 hours of the structured CPD in ethics.

5.2 For the purposes of these regulations, the CPD requirements under regulations 5.1 shall be applicable as follows:

- (a) in the case of persons who became Members of the Institute pursuant to the transitional provisions under Article 112 of the Institute's Constitution and who hold a professional designation, the CPD requirements shall be complied with from 1 January of the year following the transition date;
- (b) in the case of newly admitted Members or current Members who attained a professional designation (subsequent to the transition date), the CPD requirements shall be complied with from 1 January of the year following the attainment of the professional designation.

5.3 Members who have undertaken more than the amount of CPD as set out in regulation 5.1 may not carry forward the surplus hours to the following. The CPD attainment set out in regulation 5.1 is the minimum that Members are required to achieve to maintain their professional competence. It is recommended that the time investment in CPD exceed these minimum levels.

## **6. CPD Activity**

- 6.1 Subject to regulation 5.1, Members may undertake any learning activities relevant to their current or future work and professional responsibilities. The attainment of CPD shall be measured in terms of the time spent on learning activity. Generally, a full day course or seminar could be considered as 8 CPD hours.
- 6.2 Structured CPD is any form of formal learning activity that is designed to achieve specific learning outcomes and is capable of being objectively verified by a competent source. These include participation in conferences, seminars and professional courses, achieving a specialist or degree qualification, undertaking structured online learning and writing of technical articles, papers or books for publication. The examples of evidence that could be used for verification purposes include confirmation of participation by a provider, instructor or employer, assessment of learning outcomes achieved, examination results transcript and publication of a professional article.
- 6.3 Unstructured CPD is any informal learning activity such as on-the-job training, online research, self-study, casual reading of professional journals and participation in events where the focus is on knowledge sharing. Such learning activities may be measurable in terms of hours but may not be verifiable. These activities also contribute to the development and maintenance of professional competence, but would not be considered to form part of the prescribed quantum of structured CPD.
- 6.4 In assessing CPD hours, Members should record only the actual time spent in active participation in the learning activity and only where the activity is in excess of one hour. Time spent in social or ceremonial events or in luncheons, dinners or other informal functions associated with CPD activities but not forming part of the professional development programme, will not be recognised as CPD hour.
- 6.5 Learning activities that are acceptable as structured CPD and unstructured CPD and the number of CPD hours that may be earned are shown in Appendix 2. These are for guidance purposes and are not exhaustive.

## **7. CPD Declaration**

- 7.1 All Members subject to mandatory CPD, save as set out in regulation 7.2, are required to complete a CPD declaration as to compliance with the CPD requirements. The declaration is to be submitted as follows:
- Members who hold a professional designation are required to submit a CPD declaration annually by 31 January of the following year (e.g. the CPD declaration for the year 2017 should be submitted by 31 January 2018);

- 7.2 A Member will not be required to submit a declaration of his CPD status for the year in which he attained a professional designation even though he is subject to mandatory CPD. However, the CPD hours completed between the date on which the professional designation was attained and 31 December of that year can be reported as CPD hours earned in the year following attainment of the professional designation.
- 7.3 Members who have been granted exemption from the CPD requirements are still required to make a declaration of their CPD status annually so as to confirm that they continue to meet the exemption criteria.
- 7.4 The CPD declaration must be made online in the membership portal on the AICB website within the timeframes stipulated in regulation 7.1. The CPD declaration form is illustrated in Appendix 3.
- 7.5 Members who fail to make a CPD declaration within the stipulated timeframes or make a false declaration may result in their membership not being renewed. The matter will be referred to the Membership Committee for appropriate course of action to be taken.

## **8. CPD Records**

- 8.1 Members subject to mandatory CPD are required to record their CPD activities online in the membership portal on the AICB website. Members may record their CPD activities as and when they are undertaken. There is a tracking tool which allows Members to update and track their CPD information.
- 8.2 It is the responsibility of Members to maintain appropriate records of all CPD activities undertaken which may be requested for review for purposes of monitoring compliance with the CPD requirements. When recording CPD activity, Members should include information such as the date, description of the activity, method of learning and time expended. CPD hours earned can be recorded to the nearest half hour. To assist Members in maintaining appropriate records, an example CPD record form is provided in Appendix 4.
- 8.3 Members are also required to keep supporting documentation as evidence of attendance or completion of the CPD activities, e.g. enrolment records, certificate of attendance, certificate of completion, written confirmation of participation by an instructor, provider or employer.
- 8.4 Members must keep their CPD records and supporting documentation for a minimum of 3 years. Such records and supporting documentation shall be subject to review by the Institute and shall be provided to the Institute upon request.

## **9. CPD Monitoring**

- 9.1 A sample of Members subject to mandatory CPD will be randomly selected each year for CPD review to check that they have complied with the minimum CPD requirements as set out in regulation 5.1.
- 9.2 Members selected for review will need to demonstrate their compliance with the CPD requirements and will be asked to provide supporting documentation as evidence of attendance or completion of the CPD activities or verification of the competences they have developed through their chosen CPD activities.
- 9.3 Members who have not complied with the CPD requirements for the first time will be given a caution letter and additional time may be given to comply with the requirements. Members will also be reselected for audit the following year.
- 9.4 Where a Member fails to:
- provide supporting documentation as required under regulation 9.2 within a reasonable period of time; or
  - complete the CPD requirements within the extended time allowed under regulation 9.3,

the matter will be referred to the Membership Committee which shall determine the course of action to be taken. The Committee may refer cases where willful and persistent non-compliance is suspected to the Chief Executive Officer which may lead to disciplinary action.

- 9.5 Members who failed to comply with the CPD requirements for two-consecutive years, their membership will be downgraded and the use of professional designation will be suspended.

## **10. Exemption from CPD**

- 10.1 Members subject to mandatory CPD who have attained the age of sixty years and who have retired from gainful employment and all business activities may seek exemption from the CPD requirements by making a written application to the Institute.
- 10.2 A Member subject to mandatory CPD who is unable to meet the CPD requirements due to special circumstances may apply for exemption from CPD. Circumstances recognised for exemption include:

- prolonged illness or disability
- onerous caring duties for a close family member (including spouse, child, parent, sibling, grandparent)
- parental leave
- unemployment
- career break

- 10.3 Members exempted under 10.1 and 10.2 are not eligible to use the professional designation.
- 10.4 Applications for exemption from CPD must be made online in the membership portal on the AICB website by 31 December of the current calendar year and no application shall be considered in respect of previous years. In the case of application for exemption under regulation 10.2, it must be supported by documentary evidence such as a medical certificate or letter from the employer confirming a leave of absence from work. The period of absence from work must be at least three months to be eligible for exemption from the CPD requirements and generally, full exemption will be granted for the current calendar year.
- 10.5 The exemption from CPD granted under regulation 10.1 will remain in force unless there is a change in the circumstances. It is the responsibility of a Member granted such exemption to notify the Institute when he takes up new employment or commences business activity and the Member shall thereupon become subject to the CPD requirements under regulation
- 10.6 Applications for exemption from CPD under regulation 10.2 are considered on an annual basis. A Member who wishes to claim the exemption in the following calendar year is required to re-submit an application notwithstanding that the circumstances on which the exemption was first granted continue to exist.
- 10.7 A Member who has been granted exemption from the CPD requirements under regulation 10.1 or 10.2 will still be required to submit a CPD declaration in accordance with regulation 7.



## APPENDIX 1

### AICB Membership and Professional Designations

Membership	Professional Designation
Associate	Associate Chartered Banker
Chartered Banker	Chartered Banker
Fellow	Fellow, Chartered Banker

## APPENDIX 2

### Learning Activities Acceptable for CPD

1. Examples of Structured Learning Activity		
CPD Category	Activity	CPD Hours
Conferences/Seminars /Courses/Workshops	(a) Participation in conferences, seminars, courses, workshops and other professional education activities organised by AICB, FMAM, ABS*, BNM* or other professional bodies or organisations	1 CPD hour for each hour of active participation
	(b) Presentation of a paper or address in conferences, seminars or workshops	1 hour of presentation earns 3 CPD hours (e.g. 2 hours of presentation earns 6 CPD hours)  No CPD hour is earned for repeat presentations which are substantially similar in content
Work-based Training	(c) Attending in-house courses presented by employer or organisations engaged by employer	1 CPD hour for each hour of active participation (excluding breaks)
Qualifications and Assessment	(d) Undertaking online or face-to-face courses conducted by tertiary education institutions leading to a degree or post graduate qualification	1 CPD hour for each hour of study time, up to a maximum of 20 CPD hours per year
	(e) Participation and completion of a Chartered Banker module or other specialist programme module	1 CPD hour for each hour of participation, up to a maximum of 20 CPD hours per year
	(f) Undertaking self-study courses through AICB or other third party providers where there is assessment of learning outcomes achieved by means of examination or otherwise	1 CPD hour for each hour of study time, up to a maximum of 20 CPD hours per course
	(g) Preparation and delivery of courses under the auspices of AICB, other professional bodies or education institutions related to a programme of study in banking or finance	1 hour of presentation earns 3 CPD hours for the first delivery (e.g. 2 hours of presentation earns 6 CPD hours)  No CPD hour is earned for subsequent delivery of the course

<b>1. Examples of Structured Learning Activity</b>		
	(h) Development or review of AICB examination questions	CPD hours are earned for each examination question accepted or reviewed on the basis of 1 CPD hour for each question worth 10 marks, up to a maximum of 10 CPD hours per year
Research/Authorship	(i) Writing of articles, papers or books on banking and related subjects for publication	1 CPD hour for each hour of writing up to a maximum of 5 CPD hours per year
	(j) Undertaking research or study projects on banking and related topics that result in presentations, reports or similar documentation	1 CPD hour for each hour of research up to a maximum of 5 CPD hours per year

<b>2. Examples of Unstructured Learning Activity</b>		
<b>CPD Category</b>	<b>Activity</b>	<b>CPD Hours</b>
Conferences/Seminars/ Courses/Workshops	(a) Facilitating a discussion session in conferences or seminars	1 CPD hour for each hour of facilitation
Work-based Training	(b) On-the-job training provided by employer that relate to the development or advancement of professional competencies	1 CPD hour for each hour of training up to a maximum of 10 CPD hours per year
	(c) Participation in discussions with internal experts on technical subject	1 CPD hour for each hour of participation
	(d) Receiving coaching and mentoring to improve personal or technical skills	1 CPD hour for each hour of coaching or mentoring up to a maximum of 10 CPD hours per year
	(e) Providing professional development support as a mentor or coach	1 CPD hour for each hour of coaching or mentoring provided up to a maximum of 10 CPD hours per year
Self-directed Learning	(f) Reading books, journals, magazines and other publications on banking and related subjects	1 CPD hour for each hour of reading up to a maximum of 5 CPD hours per year
	(g) Self-study by electronic media such as watching videos, webcasts or podcasts that do not involve formal assessment or certification of completion	1 CPD hour for each hour of self-study up to a maximum of 5 CPD hours per year
Committee Work	(h) Service on the committees or sub-committees of AICB or of other professional bodies or organisations that contribute to the advancement of banking knowledge and practice	1 CPD hour for each hour of participation up to a maximum of 10 CPD hours per year

**Note**

*ABS - Asian Banking School*

*BNM – Bank Negara Malaysia*

*FMAM – Persatuan Pasaran Kewangan Malaysia (ACI - Financial Markets Association of Malaysia)*

*SIDC – Securities Industry Development Corporation*

**CPD Declaration for Year 20\_\_**

**Name:**  **Member No.:**

**Please select ONE option only.**

- I have complied with the CPD requirements as set out in the CPD Regulations for the year 20XX. I have completed an annual minimum of 35 hours of CPD, including 20 hours of structured CPD of which at least 10 hours are in areas directly related to banking and 5 hours in ethics.
- I have complied with the CPD requirements as set out in the CPD Regulations in respect of Members who are Dual Membership Holders for the year 20XX. I have completed an annual minimum of 38 hours of CPD in areas directly related to banking or finance, including at least 20 hours of structured CPD in the form of courses conducted or recognised by AICB, FMAM, SIDC, ABS, BNM or other professional bodies or organisation and 5 hours of structured CPD in ethics.
- I claim exemption from the CPD requirements for the year 20XX due to (please select one of the following):
  - Retired from employment and business activity and is above 60 years of age
  - Prolonged illness or disability
  - Onerous caring duties for a close family member
  - Maternity leave
  - Unemployment
  - Career break
  - Other, please state the circumstances \_\_\_\_\_

My application for exemption from the CPD requirements has been approved: Yes  No

- I have not been able to meet the CPD requirements for 20XX. I understand that CPD is a requirement for my continuing membership of the Institute and outlined below are the reasons I have not met the CPD requirements. I also understand that I will be contacted by the Institute to enable rectification of the matter.

\_\_\_\_\_  
\_\_\_\_\_

**Declaration**

I  Membership No.

hereby declare that the information contained in this form is true and correct.

**APPENDIX 4**

**Example CPD Record Form**

Name:

Member No.:

Description of Activity	Provider	Date	CPD Hours	
			Structured	Unstructured
Participating in discussion group on credit risk management	ABC Bank Berhad	5 Feb 20XX		3.50
Attending seminar on wealth management	AICB	18 Apr 20XX	6.50	
Research on intellectual property financing and published an article in <i>Banking Insight</i>	--	12 May 20XX	5.00	
Development of examination questions for Professional Banker programme (totaling 35 marks)	AICB	15 Aug 20XX	3.50	
Providing coaching to new recruits on trade finance	ABC Bank Berhad	25 Sep 20XX		6.50
Attending workshop on professionalism and ethics	AICB	20 Oct 20XX	5.00	
Undertaking online course on international banking and finance	XYZ Business School	1-30 Nov 20XX	15.00	
Total CPD Hours			35.00	10.00