

## FORMAL CPD ACCREDITATION REQUEST FORM

This form must be completed for every formal CPD approval request and returned to the Institute. We will give the activity due consideration and revert to you within 10 working days of receipt of the application. CPD requests will be dealt with in the order that they are received. Applicants may be requested to supply a copy of the course material (e.g. slides, course outline, syllabus). Please note events must be approved for formal hours in each calendar year. Events should be re-submitted if running again in a new CPD year.

### Please complete all 17 sections

(indicating 'n/a' if a section does not apply):

1. Broad description of activity:

- Seminar/training event
- E-learning courses/modules\*
- Webcast or Tele/Video-Conferencing\*
- Other, please specify \_\_\_\_\_

**\*Please also complete the Appendix for all electronically delivered activities.**

2. Company or Body running the activity:

3. Title of event/training programme:

4. Specific topics to be covered during event/training:  
Where topics covered fall under more than one MCR product category please advise of duration of each topic.

- 1)
- 2)
- 3)
- 4)
- 5)

5. Presenter(s)/Tutor(s):

6. Venue(s):

7. Day(s) / Date(s):

8. Duration of event/training (presentations and Q & A only) excluding breaks:

9. Any other relevant information or comments:

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10. Disclaimer (please read and sign where indicated):

I understand and accept that any CPD credit awarded for the above event/training programme will be based on the information I have submitted in relation to the duration of the presentation(s) and its/their content. Should either of these criteria change at any stage (e.g. presentations are shortened, content is altered, refreshment breaks incorporated), I will advise the Administrator and re-apply for CPD credit. I also understand and accept that the Administrator will not stand over CPD hours awarded, where such changes have occurred **after** the award was given, and that they reserve the right to refuse CPD claims made by individuals attending an event that has been subject to such changes.

Signed: \_\_\_\_\_

11. Your name (please print):

12. Membership number:

13. Mailing address (please print):

14. E-Mail (please print):

15. Daytime Ph. No:

16. Date of enquiry:

17. Tick relevant designation

- QFA
- CPD Member (including Registered Stockbroker)
- LCOI
- Chartered Banker/CeB

The minimum unit of time recognised and accredited for CPD purposes is a half hour. The maximum number of formal hours that will be accredited for any single day is 8 hours, while the maximum number of formal hours that will be accredited for any single topic within a day is 4 hours. The maximum number of formal hours that will be accredited for any single tested online course/module is 2 hours. The maximum number of formal hours that will be accredited for any single examination module (must be a minimum of 3 ECTS credits on a programme leading to a qualification at level 6 or above on the National Framework of Qualifications and CPD credit is awarded in the year the exam is passed) is 8 hours.

**APPENDIX**

**Please complete all appropriate sections:**

**Section A: E-Learning courses/modules**

1. Please provide the Web address or attach the CD ROM to allow the Institute to review the course and related assessment.

\_\_\_\_\_

2. Authors or designers of course/module:

\_\_\_\_\_

3. Estimated time for learner to undertake the course/module:

excluding assessment \_\_\_\_\_

including assessment \_\_\_\_\_

4. How many questions in the total test question bank?

\_\_\_\_\_

5. How many questions in each test?

\_\_\_\_\_

6. What is the test pass mark?

\_\_\_\_\_

7. How is confirmation of successful completion provided to learner?

\_\_\_\_\_

**Section B: Events delivered using Web Casting and Tele/Video-Conferencing and similar technologies:**

1. Course delivered by:

Webcast

Tele-conference

Video-conference

Other, please specify:

\_\_\_\_\_

2. Is the course transmitted live Yes  No

3. Describe briefly the arrangements to ensure all candidates can:

a) see and/or hear the presenters:

\_\_\_\_\_

b) see the presenters' materials:

\_\_\_\_\_

4. How can all participants put questions to and otherwise interact with the presenters/other participants?

\_\_\_\_\_

5. Describe briefly how the organisers verify participants attendance at each venue.

\_\_\_\_\_

\_\_\_\_\_

6. Is confirmation of attendance available to each participant upon request?

Yes  No

**Section C:**

Please provide any additional information which you feel will be useful in examining this event/course for formal CPD hours.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **AWARD OF FORMAL CPD HOURS TO ELECTRONICALLY DELIVERED EVENTS AND ACTIVITIES**

In considering whether or not to grant formal CPD hours to e-learning courses and other electronically delivered events and activities, the relevance of their content is evaluated in the same way as other activities and events. (See Appendix 1). In order to assess the level of active involvement required of its participants, the Institute of Bankers also examines carefully the learning approach and structure of electronically delivered events and activities.

In this regard, to be awarded formal CPD hours:

### **Each E-learning course or module must:**

- Be generally well-designed (e.g., divided into individual lessons or units of reasonable length, require little or no scrolling within pages, be easy to read and navigate)
- Be highly interactive, requiring regular interaction between the course and the learner (through frequent exercises, questions, links to websites or feedback etc.)
- Incorporate a reasonable diversity of delivery approaches and/or media (e.g., appropriate combinations of text/slides, animation, pop-up pages, audio or video)
- Include computer-based testing to provide evidence that a learner has assimilated the knowledge and skills contained in the course
- Be capable of providing appropriate confirmation that the learner has successfully completed the test
- Include a minimum of 1/2 an hour and a maximum of two hours of relevant learning (including tests).

### **Events delivered using Web Casting and Web/Tele-Conferencing and similar technologies must:**

- Be transmitted 'live'
- Be generally well-designed and create a productive learning experience (e.g. participants at remote locations must be able to hear and/or see the presenters, while simultaneously viewing the presenters' materials (e.g. slides or simulations))
- Provide opportunities for all participants to put questions to and engage in discussions with presenters (events where interaction is limited to submission of written questions are normally awarded informal CPD hours)
- Provide a means for course organisers to verify those participating at each venue
- Include provision of electronic or hard-copy confirmation of attendance to participants
- Include a minimum of 1/2 an hour of relevant learning.

It is the responsibility of the individual or organisation applying to the Institute of Bankers, for the award of formal CPD hours to an electronically-delivered educational or training event, to show that it requires 'active' participation and is 'directly relevant' to providing advice to consumers on retail financial products. Applications should be made on the form provided attached.

**February 2008**

## APPENDIX 1

### **CPD for Qualifications recognised as meeting the Minimum Competency Requirements for Retail Financial Products**

The key requirement in relation to CPD, in the context of the Minimum Competency Requirements for Retail Financial Products, is that “the content of the CPD hours must be directly relevant to the activities undertaken by the accredited individual”.

The key activities in the context of Institute of Bankers in Ireland qualifications recognized as meeting the Minimum Competency Requirements for Retail Financial Products are “providing advice to consumers on retail financial products” and “arranging or offering to arrange retail financial products for consumers”.

Pulling these requirements together in a single statement gives the following definition of CPD for the purposes of Institute of Bankers in Ireland qualifications recognised as meeting the Minimum Competency Requirements for Retail Financial Products:

#### **The content of the CPD hours must be directly relevant to providing advice to consumers on Retail Financial Products.**

This definition of CPD is essentially the same as that adopted by the QFA Board since its foundation, namely that “CPD material or content must be directly relevant to the giving of financial advice to consumers”. Consequently, no change in the definition of CPD for the QFA designation is required to meet the Minimum Competency Requirements.

The word “directly” is important in the context of the definition of CPD. The view of the Institute of Bankers in Ireland and of the QFA Board is that the requirement relates to the specific technical knowledge needed to provide advice to consumers on Retail Financial Products, and that it does not include wider skills (such as sales influencing skills and time management skills, for example). This view is reinforced by the overriding objective of the CPD requirement, which is to keep qualifications up to date and ensure that those who qualified in the past are as knowledgeable as those qualifying today. It thus follows that, the CPD material for a qualification/designation must be related to the knowledge requirements set out in the Minimum Competency Requirements for the categories of Retail Financial Product in respect of which the qualification/designation is recognised.

CPD needs to be widely spread, to ensure that the holders of recognised qualifications maintain and enhance their knowledge across a range of topics. Consequently, the maximum number of hours that will be awarded for any single day is 8 hours, while the maximum number of hours that will be awarded for any single topic within a day is 4 hours.

The QFA Board and the Institute of Bankers in Ireland accredit events for CPD credit in respect of their qualifications and designations recognised as meeting the Minimum Competency Requirements for Retail Financial Products. The Institute of Bankers in Ireland also accredits events for CPD credit in respect of the scheme it has established for accredited individuals who hold qualifications without a CPD requirement and for ‘grandfathered’ individuals. In addition, as set out in the Financial Regulator’s Public Response on the Minimum Competency Requirements, in-house training must be accredited by one of the professional educational bodies that provides a qualification that meets the relevant competency requirement, if it is to qualify for CPD, whether under the CPD schemes of the relevant professional educational body or for those arranging their own CPD. In both cases, the QFA Board and the Institute of Bankers in Ireland will accredit CPD only in accordance with the principles and criteria set out above.