

Continuing Professional Development Rules

Introduction

1. In these Rules

‘Continuing Professional Development’ means the continued maintenance, development and broadening of knowledge and professional skills that are necessary for the competent and ethical execution of professional duties ‘.

2. For the purposes of these Rules, where any member is required to show any record or evidence, or provide an undertaking or declaration or similar (‘information’), the Member will be required to comply with such request and deliver such ‘information’ to the IoP in a written format by the date stated. The stated date will not be less than 14 working days.

CPD Requirements

3. 3.1 All Members except those designated as Retired Members or Student Members of an Associate Grade must comply with these Rules and shall complete and record in each calendar year:

3.2 10 hours of CPD activities

3.3 a further 2 hours of activities must be completed by Fellows and by

those holding a Paralegal Practising Certificate issued by the PPR

3.4 Any Member who is required to undertake CPD but is aware of circumstances likely to arise which may preclude complete compliance with these Rules may write to the Head of Membership requesting a temporary dispensation. Such requests will be considered by a CPD compliance officer.

4. Members are responsible for keeping accurate records to include supporting documentation of their own CPD to include:-

4.1 Subject or Title;

4.2 Description or category of activity; and

4.3 total time allocated to the activity

Procedure for Non-Compliance

5. Members who fail to comply with these Rules will be in breach of the Institute’s Code of Conduct unless it can be shown that there are exceptional circumstances for failure and satisfy the Institute’s CPD compliance officer that they intend to comply in the future.

6. Without prejudice to Rule 5, any Member who appears not to have complied with these Rules will be required to provide an explanation in writing.

7. A Member who provides a written explanation for non-compliance may provide details of any special circumstances, which have, in their opinion, prevented them from complying with these Rules. The Member may also give any undertaking in respect of how they intend to rectify the loss of CPD hours and/or their future compliance with these Rules for which they are prepared to be accountable for.

8. Having considered all the ‘information’ in regards to non-compliance, a CPD compliance officer will determine what action (if any) in respect of the Member’s failure to comply with these Rules, including:-

8.1 accept the explanation and or any undertaking given by the

Member; or

8.2 require the member to make such undertakings in respect of the loss of

CPD hours and/or their future compliance;

8.3 inform the Secretariat that the Member has breached the Institute’s

code of conduct and has failed to rectify the situation to the

satisfaction of the CPD compliance officer; or

8.4 take any action, which it deems appropriate in the circumstances.

9. If the Secretariat is informed of a breach by a Member of the Institute’s Code of Conduct and is supported by evidence, the Chief Executive will determine if disciplinary action should be taken against the Member, which may include suspension or revocation of Membership of the Institute