CPD Framework Phase 1 - Introductory

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Making CPD a mandatory requirement for qualified members of professional bodies is standard practice, however in order to inculcate the habit of learning and developing professional competency to its members and for greater industry acceptance, **MII plans to introduce the CPD requirement in a phased approach.**

Phase 1 Introductory of CPD Requirement will be implemented as follows :
- Phase 1 commences from 2021 until 2023.
- Minimum requirement per year is **15 CPD points**
- From the minimum 15 CPD points, at least a minimum of 10 CPD points must be obtained from **Formal activities.**
- **Not mandatory,** noncompliance will not be subjected to disciplinary actions.
- No CPD monitoring
- Participant will receive official acknowledgement in MII portal/website and special benefits.

Scope & Requirement

1. Applicable to all **Fellow, Senior Associate & Associate Members** of MII.

2. The framework is developed in accordance with Article 32 of MII Constitution and the MII Code of Ethics & Conduct (COEC).

3. The objective of this framework is to assist members in broadening the competency relevants to their professional practice in a structured approach; by considering the knowledge, skills and practical experience gather from formal and informal activities.

4. Members are expected to develop and maintain competence in the areas of:
   - Technical knowledge,
   - Personal development,
   - Management,
   - Ethics, especially in areas related to the work or the industry of the member,
   - Risk management, especially in areas related to the work or the industry of the member,
   - Compliance of law and regulation related to the work or the industry of the member.

5. Members to record their CPD activities undertaken for the period of **1 January until 31 December of the admission year.**

6. Members who have undertaken more than the minimum required CPD points may not carry forward the surplus points to the following year of membership.

7. For formal activity to be recognized for CPD purposes, the activity must be conducted for at least **one hour.**

8. Formal activities must be conducted by **MII or MII Affiliates.** The list will be reviewed annually or as and when needed.

9. List of MII Affiliates as of July 2021 :
    i.   Asian Institute of Chartered Bankers (AICB)
    ii.   ASEAN Insurance Training & Research Institute (AITRI)
    iii.   Association of Malaysian Loss Adjusters (AMLA)
    iv.   Australian and New Zealand Institute of Insurance & Finance (ANZIIF)
    v.   Bank Negara Malaysia (BNM)
    vi.   Chartered Insurance Institute (CII)
    vii.   Finance Accreditation Agency (FAA)
    viii.   Iclif Leadership and Governance Centre (Iclif)
    ix.   Institute of Corporate Directors Malaysia (ICDM)
    x.   Insurance Services Malaysia (ISM)
    xi.   Islamic Banking & Finance Institute Malaysia (IBFIM)
    xii.   Life Insurance Association of Malaysia (LIAM)
    xiii.   Malaysian Financial Planning Council (MFPC)
    xiv.   Malaysian Insurance & Takaful Brokers Association (MITBA)
    xv.   Malaysian Takaful Association (MTA)
    xvi.   National Association of Malaysian Life Insurance and Family Takaful Advisers (NAMLIFA)
    xvii.   Persatuan Insurans Am Malaysia (PIAM)
    xviii. Securities Industry Development Corporation (SIDC)
    xix.   MII Institutional Members

Tracking CPD Activities

10.   MII CPD Framework recognize a wide range of activities that members may conduct to address their personal development needs. The activities can be divided into 4 approaches, Formal learning, Informal, Participatory or Presentation/Contribution. To ensure balance of these approaches, a maximum point is introduced for each type of activities to cap reliance on certain type of activities.

11.   Activities should only be recorded if they have assisted your professional development.

12.   Members are bound by the Code of Ethics and Conduct to be honest in CPD declarations.

13.   Members are required to keep the evidence of CPD activities and be able to produce it if requested to do so to support of the CPD record.

14.   CPD activities can be recorded and submitted for evaluation **here**.

Acknowledgement

15.   Members who have fulfil their CPD requirement will :
- • Receive acknowledgement letter
- • List in the MII's portal/website
- • Receive special benefit or award from MII

Points Allocation for CPD Activities

Category of activity	Approved CPD activities	Evidence	CPD Points	Max points
1. Formal - learning activities designed to achieve specific learning outcomes and are capable of being objectively verified by a competent source such as: • Courses from accredited institutions, such as professional bodies, universities, institutes or colleges. • Employer training and structured on-the-job training programs. • Short courses, training sessions, conferences, seminars and workshops provided by universities / colleges /institutes, professional bodies, the industry or other related institutions.	Professional training / inhouse training / seminar / workshop attended physically or virtually	• Certificate of enrolment / participation / proof of attendance	1 point for each hour (not inclusive of break time)	20
	Conference attended physically or virtually	• Brochure / learning outcome / Speaker's biodata / Slides presentation	• 6 points for a full day event • 3 points for a half day event	15
	Recognised academic / professional qualification including examination and test attended physically or virtually	• Certificate or letter of completion • Brochure / learning outcome / Speaker's biodata / Slides presentation	10 points for the year in which the qualification is obtained	10

Category of activity	Approved CPD activities	Evidence	CPD Points	Max points
2. Informal - learning activities that are self-directed, experience-based, and not within a typical classroom environment. These activities also contribute to the development and maintenance of professional competence. These could be: - • Self-directed study. For example, private reading, including technical, managerial and business journals, and preparation for examinations. • Participation in an event or informal group discussion where the focus is on knowledge sharing.	Self-directed study. E.g.: Private reading including current technical, managerial and business journals, preparation for examinations.	Article / book summary	1 point for each article / book in the related area	5
	Participation in the event or informal group discussion where the focus is on knowledge sharing, attended physically or virtually	Certificate of enrolment / participation / proof of attendance / minutes of discussion	1 point for each group discussion / event in the related area	3

Category of activity	Approved CPD activities	Evidence	CPD Points	Max points
3. Participatory - Examples of these could be: • Coaching / mentoring / tutoring others. • Attending meetings of technical, professional, or managerial associations or societies. • Professional activities in the community, for example, serving in community boards or committees in a professional capacity. • Setting, moderating and marking examinations offered by an examining body which is insurance/business related. • Participating in CPD Monitoring Process	Coaching / mentoring / tutoring others attended physically or virtually.	• Appointment letter or any written confirmation from training organisers • Brochure showing you as the trainer • Copies of course outline / learning outcome	1 point for each session	5
	Meetings of technical, professionals, or managerial associations or societies attended physically or virtually.	Minutes of meeting / proof of attendance	5 points for each committee	5
	Professionals activities, pro bono or voluntary work for the community attended physically or virtually. E.g.: Serving as community boards or committees in a professional capacity.	Appointment letter / any other proof of appointment	5 points for each position	5
	Setting, moderating and marking any examination offered by an examining body which is insurance/business related.	Appointment letter / any other proof of appointment	1 point for each examination	3
	Participating in CPD Monitoring Process	CPD Monitoring acknowledgement letter	3 points for each session	3

Category of activity	Approved CPD activities	Evidence	CPD Points	Max points
4. Presentation and contributions - Examples of these could be: • Development of published materials. • Conducting research and developing new ideas. • Providing/ facilitating training/seminars.	Development of published materials.	• Details of each publication • Materials in its published form	5 points for each material published	10
	Conducting and presenting research.	• Details of each research • Confirmation of registration as speakers, presenters	5 points for each presentation	5
	Providing training / facilitating training or seminars physically or virtually.	• Appointment letter or any written confirmation from training organisers • Brochure showing you as the trainer • Copies of course outline / learning outcome	1 point for each training / facilitation	10