



Continuing Professional Development Scheme

I. Objective of Continuing Professional Development (CPD)

The management consulting profession is a knowledge-intensive one and for that reason qualified practitioners must maintain and enhance their technical knowledge and professional skills. Continuing Professional Development (CPD) provides a means for assuring the professional quality of our members - that they have the required knowledge and skills to conduct the services they undertake. To proactively encourage and ensure that members undertake CPD, IMCHK has implemented a scheme linked to membership renewal.

The responsibility for setting the CPD requirements rests with the Professional Development (PD) Committee. The Committee oversees the continuing professional education process and requirements to ensure their applicability.

II. CPD Requirements

To qualify for membership renewal, a member (MIMC) is required to obtain annually a minimum of **20 CPD units**.

For CMC and FIMC, a minimum of **30 CPD units** is required annually with the Certification Renewal fee.

Please refer to Section V for guidelines on CPD units that can be earned for different activities.

To provide flexibility for members, the period for calculating CPD units accumulated for membership/certification renewal purposes is based on a **2-year period**. While the annual minimum CPD requirement must be fulfilled, members have the flexibility of making up for any short-fall in the year that follows, as long as the total accumulated CPD units reach or exceed the requirement over a period of two years.

A membership year runs from 1 January to 31 December. **The CPD Scheme will commence on 1st January of the next year after the member joined the IMCHK.**

III. CPD Submission

Members are required to have a continuous commitment to professional development and to record their CPD activities using the CPD Record Template (see attached) which must be submitted to the PD Committee via IMCHK's Administrator.

CPD Records Submissions are accepted anytime between April 1 and December 31 for CPD activities in the current year. The CPD Records will be assessed and, if approved, accepted on a half-year basis and IMCHK will email members their record of total registered CPD units by 3rd and 4th quarter of the year. To avoid any delay on record processing, members should submit their CPD Records of completed or proposed activities at least a month before year end.

Reminder notes will be sent to members every quarter before renewal drawing their attention towards any CPD shortfall so they may take necessary remedial action (or obtain evidence of participation in other relevant CPD activities that IMCHK might not be aware of).

Members' attendance at IMCHK organised activities will automatically be recorded by IMCHK's Administrator into the individuals' CPD register. For IMCHK accredited activities not organized by IMCHK, members should provide records of evidence on the CPD Record Template. Examples of evidence include certification of award/attendance, duration and details of the programs/activities. To ensure input accuracy, information such as the type of development options (listed in Section V below), dates and number of CPD units applied for must be specified.

The CPD requirement does not apply to new members renewing their first annual membership. The CPD units that they have accumulated however will remain valid and will not expire when they first renew their membership.

IV. Appeal

An appeal mechanism is provided for members who feel that their membership renewal has been unfairly rejected. Each appeal case is subject to the discretion of the appeal panel on a case-by-case basis. Normally only under very special circumstances (e.g. due to ill health) will delinquent cases be excused.

V. Guideline for CPD units' options

All IMCHK accredited training activities are assigned pre-determined CPD units. Other CPD activities of the Profession will be recognized. The following are benchmarks for reference:

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| - Attend IMCHK Conference/Training Programmes | 4 CPD units / half-day session |
| - Attend IMCHK Mentor Roundtable | 4 CPD units / session |
| - Attend IMCHK Seminars/Sharing (within 2 hours) | 2 CPD units / session |
| - Serving on IMCHK activities / Attend the AGM | 4 CPD units / session |
| - Speaking at IMCHK functions | 4 x CPD units for the program |
| - Conduct Ethics Programme/Seminar | 2 x CPD units for the program |
| - Attend Ethics Programme/Seminar | 1 CPD unit / hour |
| - Teaching/Lecturing/Presenting to the Profession | 1 CPD unit / hour |
| - Attend Consulting-related Programs/Conferences | 1 CPD unit / 2 hours |
| - Attend Professional organizations' CPD | 1 CPD unit / attendance |
| - Author of articles to the Profession | 15 CPD units / article |
| - Serve as an Officer, Committee or Board member in a professional non-profit organization | 20 CPD units / position |



- Obtain specialty certification of professional organization recognized by IMCHK 25 CPD units / certification
- Recruit and successfully mentor a new member (MIMC) 4 CPD units / MIMC
- Recruit and successfully mentor a new certified member (CMC) 8 CPD units / CMC
- Organizing social activities for IMCHK members with an appropriate theme endorsed by IMCHK 4 CPD units / event
- Attend Social activities organised by IMCHK 2 CPD units / event
- Recruit and mentor a new member (MIMC) / (CMC) with a structured Mentor proposal endorsed by IMCHK 1 CPD units / hour
- Provide volunteering community services / projects using management consulting skills on behalf of IMCHK. Suggested project MUST be submitted to IMCHK for prior approval 1 CPD unit / hour

Note: - A maximum total number of 25 CPD units per year can be applied for recruiting new MIMCs and CMCs.
- The number of CPD units for each IMCHK function will be specified in the programme announcement to members.
- To confirm CPD units for training & development activities not organized by IMCHK please direct your enquiries to the PD Committee of IMCHK via svp-training@imchk.com.hk. If you have an interest in contributing to the IMCHK's professional development programmes, please also email us at svp-training@imchk.com.hk.

Training and Development Activities Provided by IMCHK

IMCHK Training & Development Activities fall into two main categories: 'Training & Development Programmes' and 'Mentor's Roundtable Sessions'; each is organized at least one per every year. The former covers short (1-2 hours long) presentations/sharing sessions, and Master Classes each lasting for 3 hours/half a day to a full-day each. For the exact timetable, please refer to the individual training programme:

1. Industrial Sharing / Seminar (1 to 2 hours)

- Forum where practitioners from consulting or other related industries are invited to present their trade;
- A development session for members and non-members (for inducing them to become members) for eye-opening, recognizing the latest issues, learning emerging concepts, getting updated on the current best practices, etc. in the business, management and management consulting fields.

2. Master Class (half-day to 1-day)

- Presented/led by prominent speakers in the management consultancy and related fields on a technical subject of management consulting;
- Format: presentation, workshop/hands-on exercises, case study, discussions, feedback from speaker;
- Run on Saturdays in the morning or weekday evenings; participants and speaker may continue on for lunch / dinner together for exploring the topic in greater depth and build connections;
- Speakers: Advisory Board Members, Fellows and Hon. Fellows of IMCHK; chiefs of major practices; business/opinion leaders; overseas experts/gurus passing through Hong Kong.

3. Mentor's Roundtable (Within 4 hours, dinner/luncheon session)

- An experience sharing session primarily organized **for members only to solve consulting problems**;
- Each mentoring group would be about 8 to 16 members. First come, first served;
- Format: informal presentation – a stakeholder states a case, provides the context;
- The discussion goes around the table and everyone provides a first feel of similar problems that had happened to him/her...feeling only, not problem solving;
- Next, the presenter presents his/her problem, brings up an issue, describes the approach and actions taken, and shows diagnosis results;
- Another round of table discussion and he/she seeks second opinions, solicits help, identifies collaborators/partners, and gets connected. Everybody tells how he/she would handle the problem;
- At the end, the facilitator summarizes for everyone's benefit.

4. Foundation Program for Management Consultants (1 to 2 weeks part-time)

- The Foundation Program for Management Consultants (FPMC) that IMCHK offers once to twice a year is a preparatory training program primarily targeting those wanting to join the MC industry (and most likely are not yet members of the IMC).
- Designed for skilled managers with at least 10 years of experience, looking to offer management consultancy services as a career/profession;
- Covers the fundamentals of operating as a management consultant, which includes industry awareness, code of conduct, skills, consulting tools, and an understanding of change models and systems thinking;
- Includes one-on-one mentoring session, structured lectures, tutorial, action learning projects, e-learning, and role-plays.

5. Management Consultancy Competency Development Module (1 to 2 days part-time)

- Based on the key competencies identified via a government-funded research project in 2003, IMCHK has developed (also with funding from the HKSAR Government) ten competency development modules, each lasting from 1 to 2 days, for managers, internal consultants, MC trainees, and practitioners who are at the early stage of their career.
- Modules are offered from time to time, with schedules fitting members' and public demand. Anyone interested in taking these modules are encouraged to write to the PD Committee via svp-training@imchk.com.hk.
- These ten modules are:
 - Consulting Approaches and Methodologies
 - Dealing with Chaos and Complexity
 - Interpersonal Skills
 - Managing the Client and Implementation
 - Managing Information
 - Managing Professional Staff
 - Organisational and Cultural Sensitivity
 - Project Management
 - Proposal and Presentation
 - Problem Situation Analysis
- Details on objectives and key content coverage can be accessed through IMCHK website www.imchk.com.hk.

Further details of each event will be conveyed to members as it comes closer and related information becomes available.

Charge rates for the above IMCHK CPD events will be as follows, subject to review as the Scheme progresses:

	<u>Member</u>	<u>Non-member</u>
Short presentation/sharing	\$200	\$300
Half-day seminar	\$400	\$600
Full-day program	\$800	\$1200