KENYA INSTITUTE OF SUPPLIES MANAGEMENT (KISM)

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY

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FOREWORD

Continuous Professional Development (CPD) is a process of professional lifelong learning whereby a practitioner systematically engages in activities that enhance their abilities, skills, and knowledge. CPD refers to activities that develop and maintain capabilities to enable members from a particular profession to perform optimally within their professional environments. Kenya Institute of Supplies Management (KISM) is obligated to foster a commitment to lifelong learning and development amongst its members as a key component of professionalism in line with Section 16(10) of the Supplies Practitioners Management Act (SPMA) Act, No. 17 of 2007.

KISM is required to monitor and enforce standards that ensure the continuous development and maintenance of the professional competence of its members. The objective of the CPD Policy and program is to support members in developing and maintaining their professional competence and ensure high ethical and professional standards. This document is a revision of the current CPD Policy and strives to adopt best practices in efforts to improve professionalism in Supply Chain Management.

Through this Policy, the CPD requirement has been clarified to clearly define the difference between structured and unstructured CPD activities; CPD activities have been reclassified to expand the scope of activities that would redefine the sources of CPD all to enable ease of implementation and expansion of scope with the aim of equipping our members with the desired professional skills to effective discharge their duties and responsibilities.

Implementation of this Policy will effectively address emerging issues and further fulfil the statutory mandate of the Institute in ensuring effective training and capacity building of its members.

John Karani
Chairman

ABBREVIATIONS

KISM   Kenya Institute of Supplies Management

SCM   Supplies Chain Management

SPMA   Supplies Practitioners Management Act

CPD   Continuous Professional Development

DEFINITIONS

Terms in this policy will have the following meaning:

Act: The SPMA or its succeeding laws.

Attendance: Participating in person during an activity over the required period for that activity.

Continuing Professional Development (CPD): A determined process or activity that requires KISM members to keep enhancing their professional capacity in knowledge, skills and personal qualities through continuous learning as measured through obtaining of a prescribed number of points annually, by attending or participating in relevant activities of a professional nature.

CPD Activity: An individual or group event that has been accredited and/or approved by the Institute to create opportunities for members to gain knowledge, develop skills and shape their attitudes to sustain high professional standards.

CPD Hours: is the time spent for a delegate to be in "active learning". Active learning defines the actual time spent learning something relevant for their Continuing Professional Development objectives.

CPD Point Calculation: A member will obtain one point for every two-hour session spent on a defined CPD activity. By this, 1 CPD point would be equal to 2 hours.

CPD points: are a way of measuring the time and quality of learning and development activities. The CPD points shall be prescribed by the Council through this Policy and revised when need arises.

CPD year: The calendar year begins on 1st of January and ending on the 31st of December of that year.

Deregistered: This means a member is deregistered and struck off from the membership records and is therefore not permitted to practice.

E-learning: Online education through computer networks, providing educational services by taking advantage of information technology.

Member: It has a meaning allocated to it under section 3A(2)(b) of the SPMA, with the designation, MKISM.

Pro-Bono: A voluntary service(s), advisory or generally skilled activity undertaken by a professional member in the public interest and/or in service to the KISM at no charge or a significantly reduced fee.

Professional Standards Committee (PSC): A Committee of the Council tasked with the development of the CPD Programme and all related activities.

Reporting Cycle: A fixed period of a calendar year from the beginning of January to the end of December; or in any other 12-month period as determined by the Council from time to time.

Structured CPD: is the undertaking of any formal learning activity designed to meet a specific learning outcome (this is what an individual is expected to know, understand or do as a result of his or her learning), outlined in workshops and webinars among other modes of learning.

Trainer: Is the subject matter expert, responsible for transferring information through lectures, activities, and materials.

Training Institution: A body corporate, partnership, accredited by the Institute to offer training on its behalf to the membership. These Institutions must be licensed members of the Institute issued with a practising license for the year in which the training is conducted.

Unstructured CPD: is any activity an individual considers has met a learning outcome, but which may not have been specifically designed to meet their development needs.

Verifiable CPD: It's proof of completion/participation in a relevant training or professional development event, for example, but not limited to, certificate of participation, attendance registers, or such other manner of proof as may be determined by the Council from time to time, that can be submitted to KISM upon auditing of a member's CPD points.

1. PRELIMINARY

1.1 INTRODUCTION

Kenya Institute of Supplies Management is the statutory professional body mandated to train, register, license, discipline and regulate supply chain practitioners in accordance with the SPMA. KISM is required to monitor and enforce standards that ensure continuous development and maintenance of professional competence of its members.

The Institute has entered into strategic partnerships including but not limited to membership with International, continental and regional federations/bodies in SCM in efforts to effectively promote the supply chain profession in Kenya. Further, as part of this responsibility, the Council is committed to delivering quality, relevant and up to date CPD annual programs to its membership. The Policy shall guide the processes and decisions involved in conception, development, implementation and evaluation of the Institute's CPD program. The Policy also guides the recognition and award of CPD points earned by members from other activities as part of the adoption of best practice in the review.

In recognition of the fast evolving, dynamic, volatile, uncertain, complex, chaotic and ambiguous (VUCCA) operating environment of SCM, it is necessary and critical for professionals to continually equip themselves with the necessary knowledge and expertise required to effectively perform their duties. As an Institute established to regulate the supply chain profession, it is of paramount importance that we provide a platform in which our members can effectively obtain this knowledge through training and competency-based workshops aimed at building their capabilities in this dynamic world.

This VUCCA environment calls for us, individually and collectively, to develop a future readiness leadership skill set, which is key in managing the BANI (Brittle, Anxious, Non-liner, and Incomprehensible) world we are living in. This further calls for the ability to foresee the future, accept chaos and uncertainty, and understand the impact of our actions and/or inactions. It calls for leaders who can continue learning, unlearning, relearning how to operate in ambiguity, which paradoxically moves the leader to act. Finally, it calls for professionals to be nimble, agile, and adept in navigating this unfamiliar and ever-evolving terrain as we put our best foot forward to deliver value for our stakeholders.

Through the CPD Policy, an in-depth programme is developed annually to assist members to attain the required professional competence to execute their duties seamlessly and address emerging issues within the supply chain arena. In principle, KISM is committed to a CPD system that is not only flexible, cost effective, user-friendly (affordable) but also accessible to all SCM practitioners.

1.2 SCOPE

1.2.1 This Policy applies to all persons engaged in the practice of SCM in Kenya as members of the Kenya Institute of Supplies Management. The Policy shall:

a. Guide all processes and decisions involved in the conception, development, implementation, and evaluation of the Institute's CPD events.

b. Guide recognition and categorization of CPD events and award of CPD points earned by members of the Institute.

c. Provide for accreditation of trainers and training institutions.

1.2.2 This Policy shall be used in conjunction with the Institute's strategic plan, and any other related policies that may be issued by the Council from time to time.

1.3 LEGAL MANDATE

1.3.1 The SPMA under Section 5(b) requires the Institute to make provision for the training, and instruction of persons seeking registration under this Act.

1.3.2 The SPMA further provides in Section 16(10) that a member of the Institute shall be required to undergo such continuous professional development programmes as may be prescribed by the Council.

1.3.3 The Council through this Policy has therefore exercised its legal mandate by prescribing the CPD programmes applicable to the Institute. This is also in keeping with best practice benchmarking with other professional bodies in Kenya.

1.4 GUIDING PRINCIPLE

The following principles shall be applied in the application of the CPD Policy:

1.4.1 *Inclusion and fairness*: All members shall be accorded an opportunity to benefit from a CPD Program that is fair and inclusive to enable them to equip their professional skills in consideration of the quality of programs and the costs attached to delivery of each program.

1.4.2 *Adaptability*: Noting the dynamic nature of supply chain, it is imperative that an annual review of the CPD program shall be undertaken to ensure that it is capable of addressing emerging issues in the sector to enable members to receive adequate training in every identified area.

1.4.3 *Sustainability:* The Institute shall adopt a CPD Programme that is sustainable, and easily available to all its members. It shall therefore meet the sustainable requirements under costing content and relevance to ensure continuity of the programme.

1.4.4 *Relevance*: The Institute shall ensure that the course content for all CPD programmes are relevant to the supply chain professional in efforts to ensure that they appeal to their operational needs while not neglecting soft skills which are pertinent to the development of a well-rounded professional as well as strategic leadership levels.

1.4.5 *Accessibility*: The Institute shall adopt the use of technology to ensure accessibility to all its programmes in effort to reach all its members regardless of their areas and place of operation. Programmes shall further be developed that are accommodative of persons with disability including but not limited to provision of sign language interpreters in webinars and workshops.

1.5 POLICY OBJECTIVES

1.5.1 The underlying value of CPD is to maintain professional standards that promote excellence in practice. This value supports the purpose of implementing a compulsory system that will enable members maintain a good standing status.

1.5.2 The main objective of the CPD Policy is to ensure that members retain and continuously develop their capacities, skills and competencies, in order to maintain professional standards and ethics that promote excellence in practice by enabling them to:

a. Build knowledge, skills and competencies;
b. Improve service delivery to clients, individuals and organizations;
c. Facilitate reflective practice;
d. Keep abreast of current trends, research and developments in the profession;
e. Keep motivated to continue practicing and developing the profession;
f. Be supported by and network with other professionals;
g. Reduce occupational stress risk;
h. Provide professional identity and market/brand recognition;
i. Gain a competitive edge and enhance performance and marketability;
j. Identify and address any gaps or weaknesses in skills and competence to improve professionalism;
k. Demonstrate commitment and professionalism to employers, clients, and peers, which can increase credibility and reputation; and

l. Seek new opportunities for career advancement, such as promotions, pay raises, or new roles, which can increase your satisfaction and motivation.

1.5.3 All members owe it to themselves, and their fellow professionals, to ensure that they are professionally relevant and that the reputation and value of their qualification is safeguarded. CPD programs enhance capacities and competencies of Supply Chain practitioners to discharge their professional duties. The aim of the Institute's CPD program is to equip supply chain practitioners with relevant and appropriate skills to improve their output in current positions as well as develop them to provide innovative strategic leadership including value-based decision-making.

1.6 RESPONSIBILITY FOR COMPETENCE

The primary responsibility for competence and compliance lies with the individual member and not with the CPD accredited firms. All members have an obligation to develop and maintain their professional competence, relevant to the nature of their work and professional responsibilities. CPD is compulsory and is applicable to all members.

1.7 COMPLIANCE WITH CPD REQUIREMENT

1.7.1 Qualifying CPD Units are broadly in two categories, that is, structured and unstructured. A personal program of CPD should be made up of attendance of both structured and unstructured CPD events.

1.7.2 A member shall be deemed to be in good standing if they have a total cumulative of 24 CPD points in a year. Members are required to complete a minimum number of 24 CPD points of relevant CPD activities in a year which will consist of a combination of either or both verifiable (structured) and unverifiable (unstructured) CPD activities.

1.7.3 Each and every member of KISM shall have on average of at least 24 CPD Units per year computed as an average of CPD hours earned per year or proportionate period in the case of new members. Of the 24 units in each annual cycle, 18 units (75%) shall be structured and 6 (25%) unstructured CPD.

7.4 Structured learning activities are measurable and verifiable activities that are designed to impart specific knowledge to the membership. To be acceptable as structured, a course must demonstrate all of the following attributes:

a) The trainer must have qualifications, in-depth knowledge and experience appropriate to the subject to be presented; this should be fully documented in any course plan. Such trainers shall be licensed members of KISM (where applicable) who have been accredited by the Institute and hold qualifications

and competencies that qualify them. This shall not however prejudice inclusion of other professions as trainers in line with the presentations required for the training programme. They shall however be required to be approved by the PSC as trainers for inclusion into the training programme in line with the developed standards operating procedures.

b) There must be pre-prepared course notes and a course outline which participants can retain for future reference.

c) The presentation shall be interactive, allowing participants to ask questions and to discuss points of interest or concern.

7.5 Unstructured learning activities recognize the efforts made by professionals in enhancing their knowledge and skills in their areas of operations that further enhance their ability to effectively practice.

2. CONTINOUS PROFESSIONAL DEVELOPMENT PROGRAMME

2.1 STRUCTURED CPD ACTIVITIES

Structured CPD activities shall be awarded CPD units as per their categories as follows:

2.1.1 Category A

The trainings under this category are organized by the Institute. Events in category A shall qualify for up to maximum total of 18 points.

2.1.2 Category B

Trainings/Workshops under this category are courses mounted by training institutions accredited by the Institute. Events in category B shall qualify for up to a maximum total of 12 points.

A member shall have a minimum of 18 structured CPD hours earned from either Category A and B to be compliant with the structured CPD hours requirement.

2.2 UNSTRUCTURED CPD ACTIVITIES

All other forms of self-improvement in terms of skills and competencies that do not fall in the structured categories will form the Unstructured CPD Units. The following are examples of unstructured CPD Units:

  a. Presenting papers at SCM conferences in which case active presentation hours for such events will be calculated and awarded accordingly.
  b. Research and writing technical articles or books on SCM for publication. In such a case, CPD hours shall be calculated based on the active hours of writing.
  c. Serving as an Examiner of KISEB or any other examining body approved by the Cabinet Secretary in charge of Education in relation to SCM.
  d. Professional exams, Diploma, Bachelor, Masters and PhD studies or research and lecturing in SCM-related courses
  e. Professional networking sessions on SCM;
  f. Coaching/Mentoring SCM coachees and mentees;
  g. Pro bono services in relation to SCM;
  h. Participating in activities assigned by KISM; and
  i. Published content in SCM such as news articles, journals, and research papers.

Events above shall qualify for up to a maximum of 6 (25%) CPD Units in any calendar year. For each unstructured CPD activity, a member (and not the trainer or organization) will file his/her CPD returns online on the Institute web portal providing evidentiary support indicating the activity undertaken by the Member as outlined above.

TABLE: 1 CPD POINTS ACTIVITIES

CATEGORY	Activity	DESCRIPTION	Days	CPD POINTS	VERIFICATION	MAXIMUM CPD POINTS
STRUCTURED CPD						
Category A	Conferences National Dialogue Regional Conference	Local, regional or international conference conducted by KISM	5	As per CPD hours	Documentary evidence e.g. Certificate of Participation/Letter	15
	Workshops/ Seminars	Skills & competency building workshop or seminar	5	As per CPD hours	Documentary evidence e.g. Certificate of Participation/Letter	15
	Inhouse training	Training undertaken through individual company training needs covering relevant topics related to SCM,	5	As per CPD hours	Documentary evidence e.g. Certificate of Participation/Letter	15
	KISM Professional Forums	Breakfast Meetings, KISM Professional Forums, Roundtable Discussions, Small interest group discussions including webinars	1	As per CPD hours	Record of register with participants' information	3
	Facilitation of KISM workshops/ seminars/con ferences	Making presentations on invitation at KISM conference, workshop or seminar		As per CPD hours	Presentation	2 points per session
Category B	In House Training	Training is undertaken through training institutions.	4	As per CPD hours	Signed attendance register; or Certificate of participation	12

	Workshops/ Seminars	Skills & competency building workshop or seminar	4	As per CPD hours	Signed attendance register; or Certificate of participation	12
UNSTRUCTURED CPD						
Professional exams, Diploma, Bachelors, Masters and PhD studies or research and lecturing in SCM related courses.		any licensing exam that is a requirement for regulatory/professional certification.	As per programme	2 points per certification	Certificate	2 per certification
Facilitation of KISM workshops/ seminars/conferences		Making presentations on invitation at KISM conference, workshop or seminar	Per session	As per CPD hours	Presentation	2 per session
Authorship		Books/Journals/articles for publication. Points may be allowed for authorship of published articles and books provided they contribute to increasing the professional competency of the author.	No. of publication/ Refereed Journals	2 points per publication, book, refereed journal etc	Evidence of printed/electronic publication of article/material Written confirmation of authenticity by commissioning authority/ URL link to the published journal	1 per publication/journal
Coaching and Mentoring		Coaching and mentoring upcoming SCM professionals	No of coachees/me ntorship sessions under KISM mentorship programmes	1 point per mentorship/coach ing session	Completion of the coaching record is to be done as and when coaching is provided by the Institute's coaching and mentorship framework	2 points per mentorship/coaching session

		or other programmes as reviewed by Council			
Pro-bono participation	Participation in *pro bono* activities that are supply chain-related	Rendering service in community projects, SCM trainings to underprivileged members of the society	1 point per pro bono activity	Suitable documentation illustrating the member's participation in *pro bono* activities	2 points per pro bono activity
Serving as an Examiner of KISEB or any other examining body approved by the Cabinet Secretary in charge of Education in relation to SCM.	Serving as an Examiner of KISEB or any other examining body approved by the Cabinet Secretary in charge of Education in relation to SCM.	No. of sessions as an Examiner	1 point per Examining session	Confirmation of engagement and execution as an Examiner in SCM	2 points per Examining session
Participating in KISM Activities	Participating in a KISM event.	No. of KISM events attended	I point per KISM event	Confirmation of attendance by KISM	4 points

3. CPD PROGRAMME IMPLEMENTATION
3.1 DEVELOPMENT OF THE ANNUAL CPD CALENDAR

The annual CPD calendar of the Institute shall be developed in the month of October every calendar and published in the month of November to the Membership by the Council through the PSC. The development of the CPD Calendar shall include input from stakeholders including members to ensure that the approved calendar both from the Institute and training institutions addresses issues relevant to the professional development of the membership.

During this period the Council shall review the Training calendar for the Institute as well as accredit the annual training programs proposed by training Institutions. The Institute shall adopt standard operating procedures that will guide on the accreditation process. The Council shall consider the following in preparation of the KISM training Calendar and accreditation of the training calendar of training Institutions:

a. Training content to ensure it meets the quality threshold of programs to be offered in the year;
b. Trainers proposed for the programs;
c. Take into consideration training dates to ensure that there will be no overlapping of training;
d. Set dates for the annual conferences to be held by the Institute and where applicable in collaboration with training institutions among others that will be prescribed in the requisite procedures developed.

3.2 TRAINING FEES

Training Institutions shall pay an annual training fee of KShs. 500,000 to access training opportunities. The fee shall be reviewed by the Council to address emerging issues and when need arises. Notification of the review of fees shall be reasonable to pave way for compliance. Upon payment of the requisite annual training fee the Training Institutions shall:

a. Submit an application for registration in the format prescribed by the Council.
b. Be notified when the application has been reviewed, approved or declined with detailed reasons given in case of rejection.
c. On completion of the activity, provide a certificate to the member, reflecting the approved CPD points for the Training.

d. Designate a contact person who will be responsible for liaising with the Institute with regard to administering of the training programmes.

e. Demonstrate possession of the resources, facilities and administrative support to effectively deliver SCM-related training courses.

f. Offer high-quality programs, developed and presented by subject matter experts.

g. Submit a list of trainers that have proven expertise a licensed member of the Institute in the field and the ability to facilitate expertise.

h. Put in place a participant evaluation process in place and utilize feedback to ensure continuous improvement that will be available for review and monitoring by the Institute.

3.3 NON-COMPLIANCE AND SANCTIONS

3.3.1 Non-compliance with the CPD policy will result in the following measures:

a) Non-renewal of practising license for those in practice.

b) Communication from the Institute with the employer informing them of the staff's non-compliance.

c) Disqualification from contesting for any elective post at the Institute.

d) Disqualification from serving in any committee, workgroup or committee of the Institute and withdrawal of such membership where it had previously been awarded.

e) Disqualification for commendation or consideration of the award of Fellowship of the Institute and withdrawal of such commendation or bestowment where noncompliance occurs after award.

f) Revocation and/or refusal to nominate such a member to a board or a committee for which KISM members are required by law to sit or are invited to do so.

g) Referral to the disciplinary committee for further action in tandem with sanctions and penalties provided under the SPMA.

3.4 DOCUMENTATION AND RECORDS RETENTION

a. To facilitate record keeping and administration of the CPD Programme, KISM will use an online CPD application on its website. This register must be used by members to record any CPD activities undertaken and will constitute an official submission to KISM during membership renewal.

b. For unstructured programs, Members shall be required to upload their requests for allocation of CPD points through the KISM platform and upload the necessary evidence to support the authorization after every CPD activity.

c. Training Institutions are required to submit the list of participants for allocation of CPD points no later than fourteen (14) days after the lapse of the training to facilitate the authorization and allocation of CPD points by the Institute.

d. It is the member's responsibility to verify that the points recorded are accurate and to ensure that they retain relevant documentation for the specific event.

e. In every CPD year, a CPD online return form shall be sent to members by 15th November and returned to the secretariat by 15th December of, the same year in preparation for membership & practice license renewal of the following year.

f. Members of the Institute bear the primary responsibility of documenting that they have complied with the CPD requirements. Each member shall be expected to retain evidence of compliance with CPD policy requirements for a period of five years.

g. CPD hours not filed with the Institute by 15th December of the CPD year will not be recognized.

3.5 CPD REPORTING PERIOD

KISM members must complete a minimum number of 24 CPD points every year. For all new members, the CPD reporting cycle commences upon joining the Institute. Should this fall during the year, a pro-rata number of CPD points will be required to be obtained within the year. This will be handled on a case-by-case basis.

3.6 TRANSFERABILITY OF CPD POINTS

Excess CPD points are **NOT** transferrable or carried forward to the next calendar year.

3.7 EXEMPTION OR DEFERRAL OF CPD REQUIREMENTS

a. A member may request an exemption or deferral of CPD requirements, due to circumstances such as a medical diagnosis, temporary or permanent disability or maternity leave.

b. Written requests must be made to the PSC and supporting documentation must be submitted with the request. If the request for deferral is granted, the member will be required to meet a reduced balance of the CPD requirement.

c. Members of Council and various Council Committees of the Institute dedicate their time to the Institute's affairs on a voluntary basis and the activities of council and committees and thus constitute an acquisition and/or expansion of knowledge relating to the supply chain management profession, and is awarded the maximum number of CPD hours per annum.

3.8 APPLICATION AND REGISTRATION REQUIREMENTS

Each member must maintain a portfolio of evidence of CPD activities to the value of 24 points for each year detailed in the CPD register maintained at the KISM secretariat. Individual members are at liberty to periodically inquire about the number of CPDs they have accumulated in a given period of time by checking the allocation on their KISM Portal.

3.9 MEMBERS PRACTISING OUTSIDE KENYA

Members who are practising abroad are required to comply with CPD requirements.

3.10 RESTORATIONS

Any person whose name has been removed from the register as provided under Section 16 (4) will be obliged to commence with an accumulation of CPD points in the year of restoration.

3.11 RESPONSIBILITIES

The following responsibilities shall be allocated in line with the Policy.

3.11.1 The Council

a. The Council shall provide the necessary recommendations and approvals for the effective implementation of the Policy.
b. Approve the annual CPD Calendar.
c. Review the policy from time to time or when need arises.

3.11.2 The PSC

a. The Committee shall oversee the implementation of the Policy on behalf of the Council.
b. Oversee and recommend for approval the annual CPD calendar.
c. Approve training Institutions applications.
d. Oversee the annual training programme.

3.11.3 The Chief Executive Officer

The Chief Executive Officer shall be responsible for the overall implementation of the Policy.

3.11.4 The Capacity Development & Accreditation Directorate

The Capacity Development and Accreditation Directorate shall undertake the day-to-day operations outlined in the policy.

3.11.5 Members

Members of the Institute shall ensure effective participation in the CPD programme in efforts to obtain the requisite number of points for capacity development and remain in good standing.

3.12 POLICY REVIEW

This policy shall be reviewed every 3 years or when need arises to address emerging issues.

This Policy was approved by the Council on _____day of _____2023

Chairman