



## **THE SUPPLIES PRACTITIONERS MANAGEMENT ACT**

*(No. 17 of 2007)*

### **THE SUPPLIES PRACTITIONERS MANAGEMENT (CONTINUOUS PROFESSIONAL DEVELOPMENT PROGRAMMES) GUIDELINES, 2024**

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**THE SUPPLIES PRACTITIONERS MANAGEMENT ACT**  
(No. 17 of 2007)

**IN EXERCISE** of the powers conferred by section 16 (10) of the Supplies Practitioners Management Act, 2007, the Council makes the following Regulations—

**THE SUPPLIES PRACTITIONERS MANAGEMENT (CONTINUOUS PROFESSIONAL DEVELOPMENT PROGRAMMES) GUIDELINES, 2024**

**PART I — PRELIMINARY PROVISIONS**

- |                       |  |
|-----------------------|--|
| Citation              | <b>1.</b> These Guidelines may be cited as the Supplies Practitioners Management (Continuous Professional Development Programmes) Guidelines, 2024.        |
| Interpretation        | <b>2.</b> In these Guidelines—   |
| <i>No. 17 of 2007</i> | “Act” means the Supplies Practitioners Management Act;   |
|                       | “accreditation” means the recognition of a person as having qualified to offer Continuous Professional Development programmes to members of the Institute; |
|                       | “active learning” means engagement with informational material on supply chain management;   |
|                       | “provider” means a person accredited to offer CPD Programmes;  |
|                       | “Committee” means the Professional Standards Committee established under paragraph 4;  |
|                       | “Chief Executive Officer” has the meaning assigned to it under the Act;  |
|                       | “Institute” has the meaning assigned to it under section 2 of the Act;   |
|                       | “member” has the meaning assigned to it under section 3 of the Act;  |
|                       | “CPD hour” means the time spent by a member in active learning;  |
|                       | “CPD Year” means a calendar year beginning on the first of January and ending on the 31 <sup>st</sup> of December;   |
|                       | “structured CPD programme” means formal training in supply chain management; and   |
|                       | “unstructured CPD programme” means acquisition of knowledge or skills in supply chain management in a manner other than formal training.                   |
| Purpose               | <b>3.</b> The purpose of these Guidelines is to —  |

- (a) enhance the capacity and competence of a member to discharge the member's professional duties;
- (b) facilitate accreditation of providers;
- (c) keep members informed of the developments in the practice of supply chain management;
- (d) facilitate compliance with professional standards in supply chain management;
- (e) identify and address any gaps or weaknesses in skills and competence to improve professionalism in supply chain management.

**PART II— PROVISION OF CONTINUOUS PROFESSIONAL DEVELOPMENT PROGRAMMES**

Establishment of the Professional Standards Committee

- 4.** (1) There is established the Professional Standards Committee which shall comprise of three members of the Council, appointed by the Council.
- (2) The Committee shall—
- (a) offer strategic direction to the Institute on continuous professional development programmes;
  - (b) oversee the implementation of continuous professional development programmes at the Institute;
  - (c) accredit providers of CPD programmes providers;
  - (d) award CPD hours to members;
  - (e) monitor compliance with these Guidelines; and
  - (f) advise the Registration Committee on professional standards of supply chain management practitioners.

Provision of CPD Programmes

- 5.** A CPD Programme may be offered by the Institute or a provider accredited in accordance with these guidelines.

Types of CPD programmes

- 6.** (1) A CPD programme may be structured or unstructured.
- (2) A structured CPD programme shall comprise formal training in supply chain management conducted through workshops, conferences or webinars.
- (3) An unstructured CPD programme includes—
- (a) provision of free supply chain management services to safeguard public interest;
  - (b) publication of books, journals or articles on supply chain management; or
  - (c) participation in activities on behalf of the Institute.

CPD hour

- 7.** A member shall acquire thirty-four CPD hours from structured CPD programmes and six CPD hours from an unstructured CPD programme.

Obligation to acquire CPD

- 8.** A member of the Institute shall—

- (a) participate in continuous development programmes approved by the Council, in accordance with these Guidelines;
- (b) accrue forty CPD hours in a CPD year;
- (c) pay the requisite fees as set out in the second schedule; and
- (d) keep a record of CPD programmes attended by the member and present them to the Committee when required to do so.

Continuous  
Professional  
Development  
Calendar

**9.** (1) The Council shall approve a calendar of the continuous professional development programmes to be offered to the members of the Institute, at least sixty days before the end of the year.

- (2) The Calendar shall include the—
- (a) name of provider;
  - (b) cost of each training;
  - (c) date;
  - (d) topic; and
  - (e) location.

### **PART III—ACCREDITATION OF A CPD PROGRAMME PROVIDER**

Requirements for  
accreditation of a  
provider

**10.** (1) A person is eligible for accreditation as a CPD provider where the person—

- (a) is a member of the Institute;
- (b) holds a valid practicing licence, whether practicing as a sole practitioner, in partnership or as a body corporate;
- (c) has the relevant academic qualifications;
- (d) meets the requirements of integrity stipulated in chapter six of the Constitution.

(2) A CPD programme qualifies for accreditation where the—

- (a) programme is educational;
- (b) objective of the programme is improvement of the competence of members in supply chain management;
- (c) programme is related to the practice of supply chain management; and
- (d) proposed mode of delivery of content meets the objectives of the programme.

(3) An applicant shall procure a professional indemnity cover the value of which shall not be less than one million shillings.

(4) Where the applicant is practicing as a partnership, such professional indemnity cover shall be procured jointly by the partners, provided that the value shall be one million shillings.

Application for  
accreditation.

**11.** (1) A person may apply to the Committee for accreditation as a CPD programme provider in Form CPD 1 set out in the First Schedule.

- (2) An application under sub-paragraph (1) shall be accompanied by—
  - (a) a calendar of the proposed CPD programmes to be offered;
  - (b) professional and academic qualifications of the provider;
  - (c) the contents of the CPD programme; and
  - (d) a statement of financial ability and fees to be charged.

Application period

**12.** An application for accreditation shall be made to the Council, by the thirtieth day of August in every CPD year.

Consideration of application for accreditation.

**13.** (1) The Committee shall consider an application for accreditation, within twenty-one days from the close of the application period.

(2) Where the Committee is satisfied the applicant meets the requirements for accreditation, the Committee shall –

- (a) notify the applicant of its decision; and
- (b) issue a certificate of accreditation to the applicant, on payment of the accreditation fees specified in the second schedule.

(3) Where the Committee rejects an application, the Committee shall notify the applicant of its decision, in writing, giving the reasons for its decision.

Validity of an accreditation certificate.

**14.** An accreditation certificate issued under this paragraph shall be valid for one year.

Obligations of a provider

**15.** A provider accredited to provide a structured CPD programme, shall—

- (a) offer CPD programmes approved by the Committee;
- (b) issue certificate of attendance to a member indicating the number of CPD hours to be acquired by the member;
- (c) submit a list of members who attended the CPD Programme to the Committee for award of CPD hours; and
- (d) pay the CPD access fee specified in the second schedule.

Revocation of a certificate of accreditation

**16.** The Committee may revoke a certificate of accreditation where the provider fails to meet the requirements of accreditation.

## **PART V— MISCELLANEOUS PROVISIONS**

Failure to acquire CPD hour

**17.** (1) A member who fails to acquire forty CPD hour in a CPD year, is not eligible to renew their practicing licence for the subsequent year of practice.

(2) Where a member fails to accrue the forty CPD hour, the member may make up the difference in the period between 1<sup>st</sup> January and 31<sup>st</sup> January of the next CPD year.

(3) On expiry of the period under sub-paragraph (2), the Committee shall, submit the names of the members who have attained forty CPD hours to the Registration Committee, for consideration and issuance of a practicing license.

CPD hours per event

**18.** (1) A structured CPD event shall accrue a maximum of thirty CPD hours.

(2) Despite sub-paragraph (1), the Institute may convene an annual conference which shall accrue thirty- four CPD hours.

Transferability of CPD hour

**19.** CPD hour shall not be transferrable from one member to another.

Excess CPD hour

**20.** Where a member accrues more than forty CPD hours, the excess number of hours shall not be carried over to the next CPD year.

Appeals

**21.** A member aggrieved by a decision of the Committee under these Guidelines may appeal to the Council.

### Application for Accreditation

#### 1. Applicant Details

Name of Applicant	
Organization/Company (Where applicable)	
Date of Registration/Incorporation (Where Applicable)	
Certificate No. (where applicable)	
Pin No.	
Vat No.	
County	
Building/Road	
Postal Address & Code	
City	
Office Line	
Mobile	
Email	
Website	
KISM License No.	
Other Professional Body Licenses – Detail Professional Body and License No.	
Nita Registration No.	

#### 2. Details of Courses proposed

Course 1	
Programme Title/Them	
Dates	
Venue	
Target Audience	
Charge for the Course	
Mode of Delivery (physical, hybrid, virtual)	
Lead Facilitator	
Qualifications	

Years of Experience	
Professional Body	
License/Practicing No.	
Facilitator 2	
Qualifications	
Years of Experience	
Professional Body	
License/Practicing No.	
Facilitator 3	
Qualifications	
Years of Experience	
Professional Body	
License/Practicing No.	
Qualifications	
(Insert rows for other Facilitator Details)	
Course 2 (Insert Similar rows for other courses)	

### 3. Attachments

Please attach copies of the following supporting documents:

- (a) Copy of Registration/Incorporation certificate;
- (b) PIN/VAT;
- (c) Company profile;
- (d) CR12;
- (e) Trade/business licenses;
- (f) Tax compliance and shareholding;
- (g) Previous training experiences;
- (h) Memorandum and Articles of Association where applicable;
- (i) NITA Certificate; and
- (j) Curriculum Vitae of all Facilitators.

### 4. Declaration by Applicant

I declare that the statements made herein are correct to the best of my knowledge and belief and I agree to be bound by the Kenya Institute of Supplies Management Act, No. 17 2007, Code of



Professional Conduct and Ethics, and the guidelines and regulations of the Kenya Institute of Supplies Management, as they currently exist and as they may hereafter be altered.

Name	
Designation of Applicant	
Date	
Signature	

**Second Schedule: Fees**

13(2)

<b>Description</b>	<b>Fees (Kshs.)</b>
Annual accreditation fees	300,000
CPD access fee	250 per CPD hour for each member.