**RMC CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)**

**Requirements on CPD**

Under the scheme of the RMC CPD programme, RMCs are required to maintain at least 90 CPD hours per triennium, of which at least 65 hours must be structured learning. In accordance to the SS680 Management Consultants’ guidelines, RMCs are required to fulfill their CPD hours in order to retain their RMC Certification.

**Appropriate Subject Areas**

CPD should contribute to the professional competence of the individual RMC and therefore, as a general rule, acceptable CPD courses or activities should be relevant to the work of the RMC concerned.

**Maintaining RMC CPD Records**

To facilitate quick processing of your submission, keep proper record of your CPD activities and hours claimed in a format similar to the attached form. RMCs are expected to submit their CPD records synchronised with the period of certification/re-certification (3 years). Evidence of your participation in CPD activities must be

## produced when requested. Use the codes (A) to (N) as the category of activity when completing your forms.

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| **Structured Learning Activities** |
| Categories of Activities |
| A | Courses conducted by or under the auspices of recognised professional bodies within their CPD programme. |
| B | Studies undertaken for the purpose of preparing for a post-qualification course for earning professional licenses or designation related to management consultancy. |
| C | Studies undertaken after qualification with a view to preparing the candidate for a post graduate degree. |
| D | Suitable courses conducted by a university or an academic institution. |
| E | Relevant courses conducted by a university or a firm in public practice or by a business organisation. |
| F | Relevant courses conducted by a private educational establishment of a standard comparable to those described in (A) above. |
| G | Correspondence courses, e-courses, audio or video packages and other individual study programmes which require participation by the RMC. |
| H | Writing of technical articles, papers or books. |
| I | Working as a coach, lecturer, instructor or discussion leader on structured courses (repeat presentations of the course should not be considered for this purpose). |
| J | Participation in conferences, briefing sessions or discussion groups where technical material is prepared by the RMC. |
| K | Service as a member of a technical committee of a professional body (to the extent that technical material is prepared or reviewed by the RMC). |
| L | Service as a member of the examining board of a recognised professional body (to the extent that technical material is prepared or reviewed by the RMC). |
| M | Conducting of updates, reviews and research for technical manuals / handbooks. |
| N | Others, please specify:       |
| **Unstructured Learning Activities** |
| Categories of Activities  |
| A | Reading of technical, professional, financial or business literature. |
| B | Use of audio tapes, video tapes, correspondence courses, etc (where no participation is required). |
| C | Participation at meetings, briefing sessions or discussion groups where no technical material is prepared by the RMC. |
| D | Service as a member of a technical committee of a professional accounting body or individual firm (where no technical material is prepared for review by the RMC). |

**RMC CPD RECORDING**

**Structured Learning Activities (Min. 65 Structured Hours per Triennium – 3 years)**

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| Year | Date(s) | Description or Title of Course or Activity | Organiser | CategoryOf Activity (A) to (N) | No. of hours claimed |
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| **Total Structured CPD Hours** |       |

**Unstructured Learning Activities**

| Year | Date(s) | Description or Title of Course or Activity | Organiser | Category of Activity (A) to (D) | No. of hours claimed |
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| **Total Unstructured CPD Hours**  |       |

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| **CPD RECORD** | **CPD Hours****Claimed by Applicant** | **FOR OFFICIAL USE****Qualifying CPD Hours:** |
| Structured Hours: |       |       |
| Unstructured Hours: |       |       |
| Total CPD Hours: |       |       |
| Name:       | Vetted by:       |
| RMC No.:       | Date:       |
| Date:       | Signature:      |
| Signature:      |