

IMC – Continuing Professional Development (CPD) Requirements By-Law

IMC Professional Members’ Professional Development Requirements By-Law

All Professional Institute of Management Consultants (IMC) members (AIMC, MIMC, FIMC) are required to undertake 60 units of Professional Development (‘CPD’) over each rolling three-year cycle for the duration of their membership (‘CPD requirement’).

What is CPD?

CPD means activities (including both formal and informal learning) undertaken to improve professional members’ skills, competencies and capabilities within the areas identified in the CMC Competence Framework attached as Appendix 1. A member may fulfil their CPD requirement by obtaining the requisite number of CPD units from:

- Activities offered by IMC
- Activities are undertaken on a voluntary basis for IMC
- Professional development activities undertaken through external providers of appropriate professional standing (provided the activities relate to the practice of management consulting as identified in the Framework)
- Internal professional development activities delivered within your employing organisation aimed at developing management consultancy capability including coaching, mentoring, and development assignments where the development of competence is captured and that are captured in the HR system
- or any combination of the above.

Set out in Appendix 1 are the various kinds of CPD activities IMC will recognise as contributing towards the fulfilment of a member’s CPD requirement, and the CPD units ascribed to each of those activities.

Time frames and maintenance of CPD

The CPD requirement will commence on 1 July 2021. All members subject to the CPD requirements will start their three-year period on their first annual membership renewal that occurs on or after 1 July 2021. Members are required to maintain at least 60 CPD units on a three-year rolling basis: calculated with reference to the current year ending on the date the member’s annual membership renewal falls due (30 June), plus the preceding two years.

Recording of CPD units

CPD units for courses and events offered by IMC are recorded on completion of each activity. Members can view their personal CPD unit tally in My Account > Participation at www.imc.org.au. Members are required to keep their record of all CPD units obtained through:

- Self-directed activities
- Activities sourced from external providers.

This CPD can be recorded My Account > Participation at www.imc.org.au. Members are required to keep sufficient details of the CPD they have undertaken to enable IMC to determine whether they have fulfilled the CPD requirement. These details may include receipts (as proof of purchase), papers and/or a logbook. Please note, members will need to demonstrate the professional development activities undertaken are aligned with an element of practice from the CMC Competence Framework. It is a member's responsibility to be aware of the CPD units they have attained, both through IMC and through external providers. For more information about how to record CPD units online go to (*online resource to be developed*).

Audit process

A sample of members are randomly selected to determine whether, at the time of auditing, the selected members have fulfilled the CPD requirement. If, as a result of an audit, IMC determines that a member has not fulfilled the CPD requirement then (subject to the Period of Grace, discussed on page 5) the member will be ineligible for renewal in any membership class other than Affiliate Member.

Membership renewal and CPD units

Members will be reminded of their CPD requirement throughout their CPD three-year period. When a member applies to renew their membership, the member will be required to confirm that they have fulfilled the CPD requirement. The member will also be reminded that they may be included in an audit that will require them to have evidence of their self-logged and external CPD activities. If at the time of their membership renewal, a member indicates that they have not fulfilled the CPD requirement, an authorised IMC representative will contact the member to provide assistance and address their concerns

Breaks in membership and CPD units records

Members carry their accumulated CPD units across any gaps in membership of six months or less. As soon as a person's membership is renewed, their CPD record will also be reactivated. Members whose membership has lapsed for six months or less will still be subject to the CPD Requirement. Past members returning after a gap of more than six months will be required to pay a new membership fee and must satisfy the membership criteria for the class of membership they wish to apply for. Such members will commence a new three-year period for CPD, at the end of which they will be subject to a compliance audit.

Period of Grace

Any member who has either indicated at the time of their renewal or been identified on an audit as having not fulfilled the CPD requirement will be entitled to a 'Period of Grace'. A member is entitled to only one Period of Grace during their association with IMC (notwithstanding any lapse of membership at any time or for any period). During the Period of Grace, a member will be renewed into their existing membership class until a compliance audit is conducted approximately two months before the end of the relevant membership year. This compliance audit will determine whether the member has 'made good' the deficiency in their CPD units and fulfilled their current CPD requirement. The audit will take into account completed CPD units plus any CPD activities that have been formally scheduled and are to take place in the final weeks before renewal. **For example:**

A member has acquired 45 CPD units in three years, of which 20 units were in the first year, so there is a 15 CPD unit shortfall. In year four the member retains their member level (Period of Grace), makes up the shortfall of 15 CPD units, and in addition undertakes another 20 CPD units such that at the end of the Period of Grace they have accumulated 60 units over the previous three years.

During the Period of Grace, a member will receive advice and support from IMC to ensure they are properly recording their professional development activity, to assist them to fulfil the CPD requirement. The advice and support of a Members and Clients Executive/their Chapter President will also be available to the member to assist in this process. If, following a compliance audit, a member is found to have addressed the deficiency in their CPD units and fulfilled their current CPD requirement, then the member will be accepted into their existing membership class. Alternatively, if a member is found either not to have addressed the deficiency in their CPD units then the member will be recorded as an Affiliate Member.

Exceptions to the CPD Requirement

Any member may request IMC to renewal into their existing membership class even though they have not fulfilled the CPD requirement. IMC may agree to such a request in exceptional circumstances. Such exceptional circumstances may include the following:

- An extended period of illness or caring for a another person with serious illness, impairment or disability
- An period of challenging work commitments/adjustment (not including being located internationally)
- A personal trauma
- Full-time study
- Extended travel (for leisure and not work-related)
- Parental leave.

Privacy and access to information

Our privacy policy applies to all aspects of the CPD process. Only members and IMC membership support staff will have access to CPD records.

APPENDIX 1 - CPD Unit Values Table

The CPD units ascribed to particular activities take into account the depth of participant engagement expected, as well as activity time frames. CPD activities undertaken externally must relate to the practice of management consulting as identified in the CMC Competence Framework. Members must identify the element of the Framework with which their externally sourced CPD activity aligns. CPD activities undertaken through appropriate external providers attract the same number of CPD units as similar activities offered by IMC.

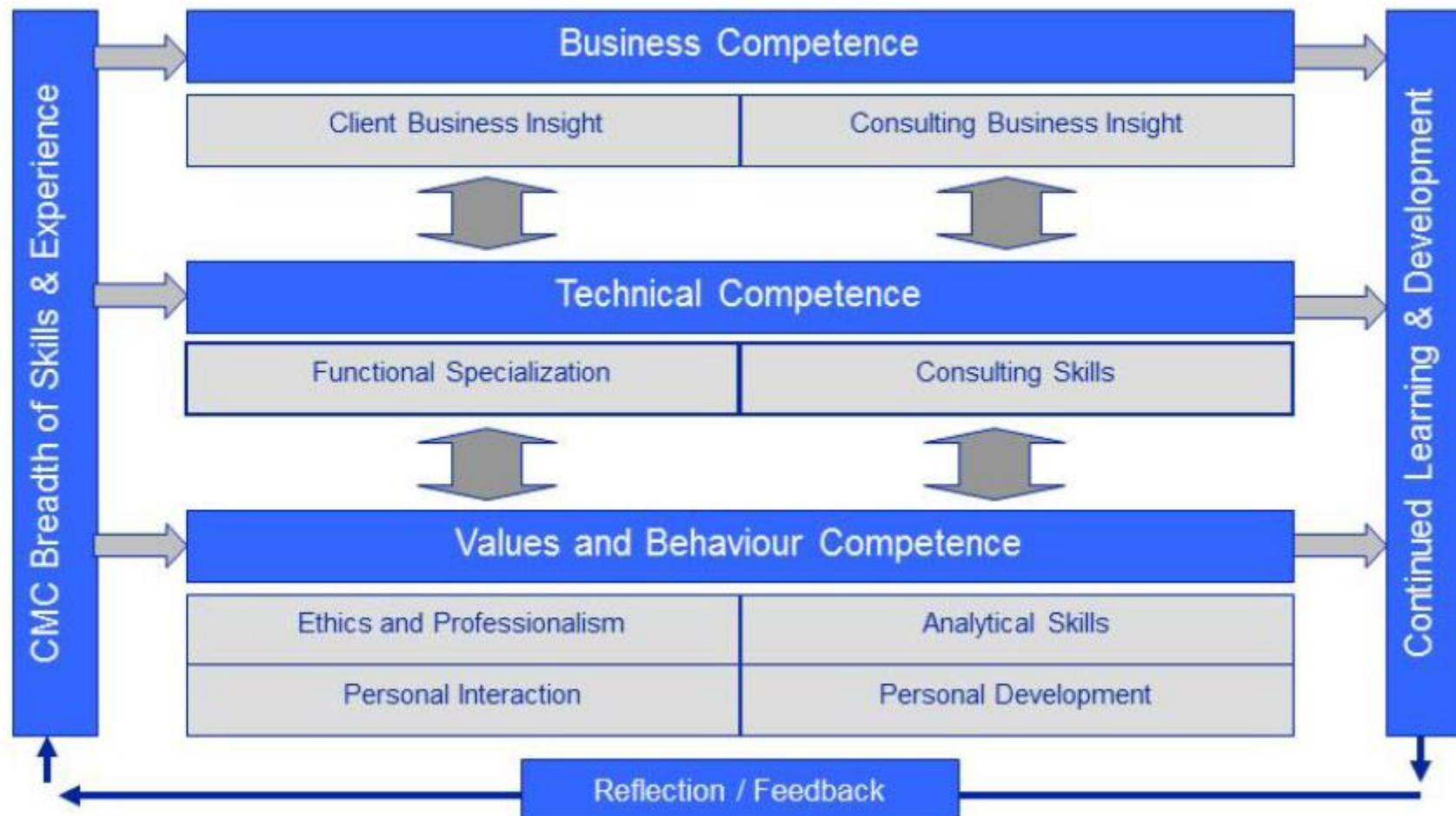
IMC Professional Development Activities - participation	CPD unit value	Logging CPD units**
Webinar – 1 hour, facilitator and expert-led online discussions	3	Automatic
Short course – 1.5 hours (eg Start Up Program sessions)*	5	Automatic
Half day course (eg ISO 20700 Self-Declaration for CMCs)	5	Automatic
Full day course (eg ISO 20700 Self-Declaration for non-CMCs)	10	Automatic
Mentor Program – mentee (1-hour sessions)	3	Self-log
Other professional development activity (eg Roundtable, eLearning course, breakfast/lunch/dinner event, specialist sector conference/symposium)	<=1 hour = 3 units; > 1-4 hours = 5 units	Self-log
CMC certification (average across a 2-year period)	30	Automatic
Annual IMC Conference/Symposium	10	Automatic
ICMCI/CMC-Global Annual Conference	10 per day	Self-log
Voluntary contribution to IMC		
Writing an article	10	Self-log
Writing and delivering a presentation	15	Self-log
Facilitating a professional development learning activity	15	Self-log
Mentor in the IMC mentoring program	20	Self-log (at end of year)
Other Development Activities		
Luncheon/Breakfast/Dinner event – expert speakers including Q&A sessions	<=1 hour = 3 units; > 1-4 hours = 5 units	Automatic/Self log

Specialist sector conference/symposium – 1 day of presentations, Q&As, discussion and sharing learning and perspectives	10	Self-log
Course of study points values are based on course units and are averaged across a 2-year period where they exceed 20 points.	Certificate = 4 Diploma = 8 Bach Degree = 24 Post-Grad Cert = 4 Post Grad Dip = 8 MBA = 12 PhD = 30	Self-log
Internal professional development activities aimed at developing management consulting competency	<=1 hour = 3 units; > 1-4 hours = 5 units	Self-log

* Non-members would be eligible to record CPD points for attending the Start Up series if they join during or immediately on completion of the program.

**NB Mechanisms for recording of CPD points in the system and system capability are still in review.

ICMCI CMC Competence Framework - Overview



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Full competency framework: <https://imc.org.au/Web/Certification/CMC/Web/CMC-Certification.aspx?hkey=95b78de0-0ab0-4ff7-9839-5a7a4a6dd2db>