



FERMA CONTINUOUS PROFESSIONAL DEVELOPMENT

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CONTINUOUS PROFESSIONAL DEVELOPMENT AS PART OF EUROPEAN CERTIFICATION

The FERMA European Certification for Risk Professional provides a framework for a formal and consistent recognition of professional attainment and experience in risk management. The framework requires the Certified Risk Professional to achieve the Four Pillars of Certification which comprise: evidence of attainment of a defined level of knowledge, evidence of the ability to apply the knowledge attained, achievement of a program of continuous professional development and compliance with a Code of Ethics.

The CPD team is composed from 5 people from FERMA, AMRAE, DVS and SI.RISK under the supervision of Julia Graham.

- **Julia Graham**, FERMA
- **Bénédicte de Luze**, AMRAE
- **Philippe Vienot**, AMRAE
- **Maja Sustersic**, SI.RISK
- **Rüdiger Auras**, DVS

OBJECTIVES OF CONTINUOUS PROFESSIONAL DEVELOPMENT

Continuous Professional Development is a common requirement for qualified professionals and comprises activities through which European Certified Risk Professional continue to learn and develop throughout their careers. It reflects the fact that knowledge and experience certified at a point in time quickly dates and if a risk manager is to remain competent, they must continue to develop their knowledge and the skills they require to apply this.

Eligibility for use of a FERMA Certified designation is a commitment to keeping knowledge and skills up to date and to being bound by the FERMA European Certification Code of Ethics.

Continuous Professional Development helps ensure that:

- employers and other stakeholders can have confidence in the European Certified Risk Professional;
- knowledge and skills are developed and updated to reflect the constantly changing internal and external context in which risk is managed;
- career development is supported by relevant training and personal development; and
- a period of reflection is allowed for consideration to be given to the identification of gaps that might exist in the knowledge and skills of Risk Professional and to encourage planning to fill gaps identified.

CORE PRINCIPLES

Whilst many programmes of continuous professional development exist, the programme for the FERMA European Certified Risk Professional recognises good practice in the area of continuous professional development but has been developed by FERMA with representatives of FERMA member associations to reflect the specific needs of this programme.

CPD points are indicated and the total required per annum is 60 points of which no more than 25% may be unstructured and up to 90% may be semi-structured. At least 10% must be structured CPD points.

Continuous Professional Development must comprise a mix of the following categories of activity:

- **Category One:** structured development (activity that the risk manager has produced including delivery of presentations, moderation of events, leadership of panels and round tables and publication of articles or papers); 6 points for each hour, and 3 points for half an hour and between half an hour and less than one hour. No point for less than half an hour.
- **Category Two:** semi-structured development (formal activity produced by others undertaken to meet a specific learning outcome including attendance at accredited events, completion of accredited courses, including those delivered by e-learning, participation in association meetings and professional examination study); 4 points for each hour, and 2 points for half an hour and between half an hour and less than one hour. No point for less than half an hour.
- **Category Three:** unstructured development (informal activity based on personal judgment that the development will contribute to extending or updating knowledge and skills including reading articles, undertaking research and networking activity). 1 points for each hour. No points for less than one hour.



CATEGORIES	EXAMPLE ACTIVITIES	DESCRIPTION	CRITERIA	EVIDENCE	FERMA POINTS
Structured (10% Minimum)	Making a presentation	A presentation to an audience with content which has at least one link with the Body of Knowledge	Presented to an audience At least one link with the Body of Knowledge (to be indicated in the CPD Development Record)	The CPD Development Record that details the purpose of the presentation, the learning outcomes and a written confirmation that it is compliant with the criteria set up by FERMA Title of the event, name of the organiser, date and location and/or PDF of the event brochure or certificate if available	6 FERMA points
	Leading a workshop, a round table meeting	The workshop or round table meeting is an organised meeting where all participants are given a right to participate to discussions and debate which have a link with the Body of Knowledge Leading such a meeting means being recognised by the participants and the event organiser as the chairperson of the meeting, involving the preparation of the agenda and the facilitation of the discussions	Leading position Active participation of the audience At least one link with the Body of Knowledge (to be indicated in the CPD Development Record)	The CPD form (see «Development Record» tab) that details the purpose of the presentation, the learning outcomes and a written confirmation that it is compliant with the criteria set up by FERMA Title of the event, name of the organiser, date and location and/or PDF of the event brochure if available	6 FERMA points
	Writing an article or paper	A technical topic with one relevant link with the BOK At least 400 words It must be published, meaning available for the public on any physical or online support»	At least one link with the Body of Knowledge (to be indicated in the CPD Development Record) At least 400 words It must be published as a physical document or available online	The CPD Development Record Title of the article, name of the publication, date of first publication Optional: Original printed article, scan of the printed article, link to the website that publishes the article	6 FERMA points
	Delivering Courses	Courses might be delivered face to face or electronically A course comprises a number of component parts including lectures, presentations and workshops Courses delivered by a FERMA accredited education programme	Delivered by a FERMA accredited education programme	Any written confirmation (see «Statement of Licensed Activity» tab) by the organiser of the course that certify the presence of the candidate Short presentation of the course with at least the following elements: table of content, learning outcomes, format (distance or onsite learning), persons responsible for the course and the formal recognition granted upon completion of the course (certificate, designation...Etc)	6 FERMA points



CATEGORIES	EXAMPLE ACTIVITIES	DESCRIPTION	CRITERIA	EVIDENCE	FERMA POINTS
Structured (10% Minimum)	Writing education and research content	Education and research content that target specific research and learning outcomes, as defined in the Body of Knowledge. The content must bring a benefit to the Risk Management profession (e.g. taking part in FERMA question writing sessions)	The content must have at least one link with the Body of Knowledge (to be indicated in the CPD Development Record)	The CPD Development Record Title of the content, name of the publication, date of first publication Optional: Original printed content, scan of the printed content, link to the website that publishes the content as applicable	6 FERMA points per meeting
	Delivering mentoring and coaching	A process that enables learning and development process to occur and performance to improve. To be a successful Mentor or Coach requires knowledge and skills that link to the Body of Knowledge and Experience required of a Certified Risk Professional	Each mentoring or coaching session in a programme must be a minimum of one hour	Documentation about objectives, actions and achievements	6 FERMA points per meeting
	Writing an assignment	Assignments are the tasks or piece of work allocated to someone as part of a job or course of study	The assignment must have at least one link with the Body of Knowledge (to be indicated in the CPD Development Record)	The CPD Development Record Title of the assignment, name of the course or study, date of assignment	6 FERMA points
Semi-Structured (up to 90% maximum)	Attending a risk management association meeting	Association meetings are the meetings called by an association with an agenda and minutes in which the members are required to make a contribution	Called by an association Agenda and minutes	Name of the association, topic of the meeting and date	4 FERMA points
	Attending a presentation or lecture	The presentation or lecture must have at least one relevant link with the Body of Knowledge The presentation or lecture must be a minimum of one hour The content must bring a benefit to the Risk Management profession NB: The presentation or lecture may form part of a larger event such as a forum, seminar, conference or symposium. Each presentation or lecture is counted separately	At least one link with the Body of Knowledge (to be indicated in the CPD Development Record) Clearly identified learning outcome	The CPD Development Record Title of the event, name of the organiser, date and location and/or PDF of the event brochure or certificate if available	4 FERMA points



CATEGORIES	EXAMPLE ACTIVITIES	DESCRIPTION	CRITERIA	EVIDENCE	FERMA POINTS
Semi-Structured (up to 90% maximum)	Attending a workshop or a round table meeting	<p>The workshop or round table meeting is an organised meeting where all participants are given a right to participate to discussions and debate which have a link with the Body of Knowledge</p> <p>The workshop or round table meeting must be a minimum of one hour</p> <p>NB: The workshop or round table meeting may form part of a larger event such as a forum, seminar, conference or symposium. Each workshop is counted separately</p>	<p>Active participation of the audience</p> <p>At least one link with the Body of Knowledge (to be indicated in the CPD Development Record)</p>	<p>The CPD Development Record</p> <p>Title of the event, name of the organiser, date and location and/or PDF of the event brochure or certificate if available</p>	4 FERMA points
	Attending an association board, executive or committee meeting	<p>An association board, executive or committee is set up by an association in order to provide governance or direction on a specific topic</p> <p>The meeting must be a minimum of one hour</p>	<p>set up by an association in order to provide governance or direction on a specific topic</p>	<p>Title, name of the meeting, location</p>	4 FERMA points
	Editing Risk Management content	<p>The process in which an editor improves a draft by correcting errors and by making words and sentences clearer, more effective</p> <p>The draft must otherwise links with the Body of Knowledge</p>	<p>At least one link with the Body of Knowledge (to be indicated in the CPD Development Record)</p>	<p>Title, name of the content, copy of content as applicable</p>	4 FERMA points
	Attending company training	<p>Any session put in place by the employer of at least one hour designed to support and assist people to perform risk management activities</p> <p>The training session must connect with the BOK</p>	<p>One hour session organised internally by the organisation itself</p> <p>At least one link with the Body of Knowledge (to be indicated in the CPD Development Record)</p>	<p>The CPD Development Record</p> <p>Title of the training, name of the company, date and location and/or PDF of the training brochure if available</p>	4 FERMA points
	Taking part in an interview (e.g.:media)		<p>Link with the Body of Knowledge</p> <p>Each activity must be one hour duration</p>	<p>The CPD Development Record</p> <p>Title of the activity, source and date of the activity</p>	4 FERMA points
Unstructured (25% maximum)	Reading		<p>Link with the Body of Knowledge</p> <p>Each activity must be one hour duration</p>	<p>The CPD Development Record</p> <p>Title of the activity, source and date of the activity</p>	1 FERMA point
	Undertaking research				1 FERMA point
	Watching videos				1 FERMA point
	Taking part in social media				1 FERMA point



NAME: **MEMBERSHIP NUMBER:**

ASSOCIATION:

COVERING THE PERIOD FROM: **TO:**

The FERMA Continuous Professional Development programme is self-certifying. Activities should only be recorded if they have assisted your professional development. As a European Certified Risk Professional you are bound by the FERMA Code of Ethics in your declarations. Suitable activities are constantly updated to reflect the changes in development activity. For the current listing of suitable activities go to www.rimap-certified.org

DATE (1)	POINTS OF DEVELOPMENT (1)	BODY OF KNOWLEDGE - CHAPTER REFERENCE (1)	DESCRIPTION OF THE ACTIVITY	WHAT DID YOU LEARN FROM THIS?	HOW WILL YOU USE THIS KNOWLEDGE?

(1) Compulsory