



## CPD Guidance

### *Applicants, Candidates and Certificate Holders*

*Please support our commitment to sustainability and do not print this document unless it is necessary to do so.*

### Reminders

<b>Reminders</b>	
<b>Purpose and Scope</b>	IPMA-Australia is committed to promoting Continuous Personal Development (CPD). The purpose of the document is to give guidance on Continuing Professional Development for applicants, candidates and certificate holders.

### General

#### Information

<b>Questions</b>	Any questions about the use or content of this document should be addressed to IPMA-Australia at: <a href="mailto:enquiries@IPMA-Australia.com">enquiries@IPMA-Australia.com</a>
<b>IPMA-Australia and New Zealand</b>	IPMA-Australia is the Member Association (MA) and Certification Body (CB) for all matters relating to IPMA Certification, including the application, assessment, and award of certificates to candidates, as well as the maintenance of the IPMA 4 Level Certification System within the country. It is regulated by IPMA's CVMB through IPMA validation, in accordance with the IPMA ICR.
<b>Downloads</b>	All of the referenced files can be downloaded here: <a href="#">IPMA-Australia CB</a>
<b>Acknowledgment of Country</b>	In our continuing commitment to Reconciliation, we recognise & acknowledge Aboriginal and Torres  We also would like to acknowledge the First Peoples and Traditional Owners and custodians of the Country throughout the lands & waterways across the Australian continent.  We pay our respects to their Elders, past, present, and emerging.

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## Continuing Professional Development

### What is CPD?

*CPD stands for **Continuing Professional Development (CPD)** and is the term used to describe the learning activities professionals engage in to develop and enhance their competencies. It enables you to learn to become conscious and proactive, rather than passive and reactive. It does not mean you were not a professional before you started your CPD journey, but rather that you continuously sustain it. CPD combines different approaches to learning and self-development, such as training, workshops, conferences, and events, e-learning, reading about good practice, reviewing techniques and sharing ideas, While focused on the individual to improve themselves and have effective (Continuing) professional development.*

IPMA describe CPD as a personal commitment made by a project professional to:

- keep up to date with trends
- expand professional capabilities
- improve job performance by learning new information, skills, attitudes and behaviours using various sources and approaches and applying them in their professional career
- prepare for professional IPMA certification/re-certification

As a certificate holder individuals are expected to evidence a minimum of 35 hours of CPD per year to support re-certification. Further IPMA information available from IPMA website: [CPD - IPMA](#)

### Why is CPD important and why does it matter?

CPD is crucial for personal growth and is well known as an essential part of practice internationally. It allows individuals to improve and sustain knowledge of the project management profession.

It is good practice to have a CPD log at all times, for certificate holders it is part of the requirement for re-certification and must meet the following criteria:

- minimum of 35 hours annually
- project, Program or Portfolio related
- more than 1 activity
- supported by proof
- explained by statements on how the CPD was applied or learnt from

## What are the benefits?

- CPD ensures your project management competencies keep pace with the current standards in project management.
- CPD ensures that you maintain and enhance the project management competencies you need to deliver to your customers, clients and the community.
- CPD ensures that you stay relevant and up to date. You get aware of the changing trends and directions in the project profession.
- CPD allows you to continually 'up-skill' or 're-skill' yourself, regardless of your occupation, age or educational level.
- CPD helps you continue to make a meaningful contribution to your team. This assists you to move into new positions where you can lead, influence, coach and mentor others.
- CPD can deliver a deeper understanding of what it means to be a project professional with a greater appreciation of the implications to the project profession.
- CPD helps you to advance the body of knowledge and technology within your profession by providing good practices and knowledge sharing case studies.
- CPD increases public confidence in us as project professionals and to the project profession as a whole.
- CPD helps you to stay interested, but also interesting.

## IPMA-Australia CPD Scheme

IPMA have developed a scheme with a set of activities for determining these hours. They consist of formal and non-formal CPD activities and further discusses on this link:

[IPMA Continuing Professional Development \(CPD\): On Your Way to Becoming a Project Professional - IPMA International Project Management Association](#)

IPMA-Australia provides a template for all certificate holders if required. This can be requested by emailing [enquiries@IPMA-Australia.com](mailto:enquiries@IPMA-Australia.com)

## Non-formal CPD activities

Non-formal CPD activities should be logged in hours and might consist of the following:

- Self-learning (TV, Internet etc.), book reading, interaction with PM special interest groups
- Undertaking simulations or management/team building events
- Your work while in the field of Project Management
- Reading about topics maybe in IPMA/MA newsletters and magazines or online
- Active participation as a member within the profession
- Non-formal education and training opportunities
- Attending events and shows
- Delivering presentations or participating in discussions
- Volunteering in your association is also considered valuable in CPD terms such as leading work groups, organising events and facilitating opportunities for other members within the profession.

When logging non-formal CPD activities individuals should ensure:

- that some personal development has happened
- that there is separate elaboration and self-reflection for each activity
- where possible, there is a link to at least 1 IPMA competence, as detailed in the latest version of the IPMA Individual Competence Baseline (ICB).
- **that the amount of claimed CPD (in hours) is reasonable**

## Formal CPD activities

Formal CPD activities should be logged in hours and might consist of the following:

- Conference/events attendance
  - One-day workshops & seminars, forums etc
  - PM conferences including IPMA Events and Regional Conferences or Global Conference (IPMA World Congress and Research Conference, IPMA SIG Conferences, etc). These in turn might provide evidence of active attendance in the roles of:
    - Poster presentations
    - Formal Presentation
    - Plenary/Panel leads
    - Keynote speaker
    - Moderator/facilitator
- Publications are also considered formal CPD activities, such as contributing to a Journal paper, blog posts, case study, or even writing a book.
- Any relevant formal qualification could count towards your CPD

When logging formal CPD activities individuals should ensure:

- that some personal development has happened
- that there is separate elaboration and self-reflection for each activity
- where possible, there is a link to at least 1 IPMA competence, as detailed in the latest version of the IPMA Individual Competence Baseline (ICB).
- **that the amount of claimed CPD (in hours) is reasonable**



<b>Version Control</b>			
<b>Version</b>	<b>Date Approved</b>	<b>Approved by</b>	<b>Summary of changes</b>
1.0	21/11/2024	E.Wilson	IPMA-Australia Baseline document created by V.Canniford
1.1	28/04/2025	C.Hartnell	Minor amendments made