



## CONTINUING PROFESSIONAL DEVELOPMENT

### Introduction

SAICSA is committed to ensuring the continued competence of and high standards of work by its members through ongoing education post-qualification. Since the devolution of administration from the UK to SAICSA in 1989, SAICSA has organised training and educational programs to emphasize the need for an integrated approach to professional development, involving not only corporate secretarial practices, but also the areas of business, management, practice management and personal development.

Throughout the years, SAICSA has developed and organised programs to equip members with *up-to-date and relevant knowledge, skills and abilities* beyond what was taught in the ICSA examinations. Programs organised, must always remain *aligned* with the fast changing landscape of practice and needs of the profession. For example, in view of increasing competition and convergence of industries, SAICSA's programs have increasingly incorporated inter-disciplinary training and networking opportunities for its members.

### Our strategy

To ensure consistent, relevant and value-for-money Continuing Professional Development (CPD) programmes, we focused upon:

- a. Excellence – to facilitate the maintenance of the chartered secretary profession's competence in the knowledge, skills and attitudes required to meet the current demands of the corporate world; and
- b. Growth – to:
  - i. facilitate the acquisition of new knowledge, skills and attitudes that equip the profession to meet global challenges, and
  - ii. provide opportunities for developing the standing of the chartered secretary profession within the broader Singapore community.

## CPD Framework

In view of the diverse needs of members of the profession, SAICSA believes that it is vital to have in place a balanced and integrated CPD framework that is able to adapt to and address the diversity. The following framework for CPD planning and implementation was adopted:

Program Category	Training Objectives
Professional Practice	<ol style="list-style-type: none"><li>1. Equip members in the basics of corporate compliance and governance core practice areas and professional skills so they continue to uphold the highest standards of professionalism.</li><li>2. Update members on developments in core practice areas.</li><li>3. Identify and provide training in growing or emerging areas of law to equip members to restructure their professional practices and adequately meet growing or emerging client needs.</li></ol>
Practice Management	<ol style="list-style-type: none"><li>1. Communicate the relevant legislations and rules to equip practising chartered secretaries for continued compliance.</li><li>2. Equip practising chartered secretaries with specific knowledge, skills and attitudes required in effective professional practice management, including in areas such as professional standards, ethics, risk management, technology and accounting.</li></ol>
Business Management	<ol style="list-style-type: none"><li>1. Provide members with cross-disciplinary business, management and technical skills to better manage their professional practices and to understand the industry or commercial environment in which they practice.</li><li>2. Update members on developments, trends and best practices in business and management that may be distilled and applied to the business environment.</li><li>3. Provide inter-professional networking opportunities.</li></ol>
Personal Development	Address the broader intellectual, emotional and psychological needs of the chartered secretary profession so as to improve their general quality of life.

## **CPD Best Practice Guidelines and Requirements**

There are no mandatory standards or reporting requirements to be met by members on CPD. SAICSA recommends that, regardless of area of practice and seniority, members adhere to the following CPD Best Practice Guidelines:

- a. Each member should take personal responsibility for planning his/her own CPD.
- b. Each member should maintain a minimum of 35 CPE hours per calendar year. A CPE year is from 1 January to 31 December of the same calendar year.
- c. Each member should maintain his/her own comprehensive training record for a period of three years.