



Continuing Professional Development (CPD) Policy

INTRODUCTION

The Institute of Directors-Ghana (IoD-Gh), also referred to herein as “the Institute” is an independent, professional organisation committed to the practice of professional corporate directorship in the country. IoD-Gh’s purpose is to champion Director professionalism and development through good corporate governance for the benefit of organizations, corporate institutions, establishments, both private and public and other stakeholders towards the socio-economic development and the prosperity of Ghana as envisaged and prescribed in Chapter 6, the Directive Principles of State Policy, and other relevant provisions of the 1992 Constitution of the Republic of Ghana. The Institute is committed to recognising and unlocking member potential through the provision of world-class learning opportunities, knowledge sharing, networking, mentorship and promotion of world-class standards in corporate governance.

The **Mission** of the Institute, since its inception, has been to promote good corporate governance for the benefit of all stakeholders through the development of a national institutional capacity, the enforcement of code of ethics, and the provision of education and professional development for self-improvement, networking and expert advice.

The objectives of the Institute are to:

- a. Create wealth for shareholders and other stakeholders;
- b. Encourage members to improve upon their professional development;
- c. Engender investor confidence in the management of corporate bodies;
- d. Promote and safeguard the interests of Directors of Companies who carry out their duties competently, fearlessly and in good faith;
- e. Promote the practice of good corporate governance;
- f. Provide guidelines for appropriate conduct of Directors to enable them strive for the highest standards in ethical behaviour; and

- g. Do all or any such acts and things as may be necessary or desirable or proper or reasonable to carry into effect the objects of the Institute under this Constitution.

The Institute currently has a membership of individuals and corporate organisations from both the Public and Private Sectors of the country. It has a Constitution which outlines its governance regulations and activities to include its Governing Body and Secretariat, Membership, Functions, Finances, Discipline and Code of Ethics, among others and aims at becoming the premier organization in the country for development, training and networking of corporate Directors. It also aims to be a leading business professionals' club with the highest ethical standards that delivers exceptional values for its members, employees and stakeholders.

AIM

The aim of this Memorandum is to, in line with stipulations in Article 106 (2) (a) of the 1992 Constitution of the Republic of Ghana, make a case for a legislation by Parliament to grant a charter status to the Institute of Directors-Ghana.

BRIEF HISTORY

The initiative to establish the Institute started in June 1998 by the Commonwealth Secretariat, the Commonwealth Association for Corporate Governance and the then State Enterprises Commission of Ghana (now the State Interest and Governance Authority). The three (3) institutions organised a three-day workshop in Accra at the end of which participants unanimously agreed on the need for the formation of a body to be known and called the "Institute of Directors-Ghana". Hence, a task force was set up to prepare the grounds for its establishment, leading to the registration of the Institute on 21st May 1999 as a company limited by guarantee with an eleven-member Council. On 31 August 2020, the Institute was registered under the Professional Bodies Registration Act, 1973 (NRCD 143).

ABBREVIATIONS

CPD – Continuing Professional Development

CDE – Continuing Director Education

GLOSSARY OF TERMS/ DEFINITIONS

The following definitions describe the way the term is used in this document. The Glossary is not intended to provide or imply a globally adopted definition of the term.

Director Practitioner - Refers to an IoD-Gh Member in Practice.

Provider - A training institution, agency, firm or an individual accredited by the IoD-Gh Council to implement training programmes for IoD-Gh Members.

Accreditation - Is the act of granting credit or recognition to a training institution or a person to prove that they meet a general standard of quality in training practitioners

Minimum Credit - Refers to a CPD score of not less than 10 points required by a practitioner annually to be eligible to practice.

CONTINUING PROFESSIONAL DEVELOPMENT

Continuing Professional Development (CPD) is the education of an IoD-Gh Member following completion of formal training and acceptance into membership of the Institute. CPD consists of any educational activity which helps to maintain, develop or increase knowledge, problem solving, technical skills or professional performance standards all with the goal of enabling practitioners deliver better service as Director. CPD includes 'formal' activities e.g. courses, conferences and workshops, as well as self-directed activities such as reading, research, peer review etc. Also

encapsulated in the CPD activities is the Continuing Director Education (CDE). This refers to a specific form of continuing education (CE) that helps Directors to maintain competence and learn about new developments in their area of practice, CDE is subsumed in CPD

Benefits to Director Practitioners

1. Director practitioners are able to remain updated in their knowledge, keep up with development in their area of practice and enhance their 'fitness to practice.
2. It enhances professional satisfaction.

CPD PHILOSOPHY

CPD should be designed to include all activities and programmes which help to maintain, develop or increase knowledge, problem solving and technical skills to improve professional competencies and outcomes after completion of formal professional training.

PURPOSE OF CPD

To enhance professional skill and competence of IoD-Gh Members.

POLICY GOAL

To provide the framework for the adoption of a structured approach of reflection, planning, action and evaluation of the Directors Practice. This will ensure that IoD-Gh Members practice within agreed standards to safeguard the Corporate Organisations.

STRATEGIC DIRECTION

The strategic direction is therefore to improve the knowledge and skills of IoD-Gh Members practicing as Director Practitioners by addressing the training needs and filling competency gaps to ensure a high sense of professionalism.

OPERATIONAL FRAMEWORK

There shall be an Education Capacity Development and Research Committee of the Council charged with the following responsibility;

1. Review & recommend standards for CPD of IoD-Gh Members
2. Accredite relevant institutions, agencies, firms, and Individuals
3. Approve CPD programmes.
4. Award of CPD credits to programmes as part of setting standards for CPD.

THE SCOPE OF CPD

The contents shall be activities that will help to develop or increase the knowledge, skills and professional performance needed for the delivery of quality services to Corporate Organisations.

CPD RELATED ACTIVITIES

The policy categorises the following as CPD activities. This is by no means exhaustive and subject to periodic review by the Education Capacity Development and Research Committee of the Institute.

1. Service on IoD-Gh Committee.

2. Attendance of Directors' week, conferences and workshops related to Director Development.
3. Publication in peer-review journals.
4. Review of journal.
5. Facilitators at approved CPD events
6. Technical reports on publications.
7. Service as a facilitator or resource person for approved CPD programmes;
8. Post-graduate studies in Corporate Governance, Leadership and General Management.

CPD ACTIVITY DATABASE

There shall be established a dedicated CPD site linked to the IoD-Gh website where all approved CPD programmes and their corresponding details shall be published.

KEY STAKEHOLDERS INVOLVED

1. DIRECTORS (IoD-Gh MEMBERS)

This policy is mandatory for:

1. All IoD-Gh Members [herein after referred to as Director Practitioners] who are on the registers of IoD-Gh Members.

Guidelines for Director Practitioners

1. The CEO shall cause to be published notice of dates, location and number of credits available for approved CPD programmes within a given period.
2. Director Practitioners should check with the CEO about the credit status of any CPD they wish to attend.
3. Credits are not necessarily transferable.
4. Director Practitioners cannot accumulate more than 4 credits in any set of activities in one day.

5. Credit for past CPDs shall not be accepted.

2. CPD PROVIDERS

All institutions, agencies and firms and individuals desiring to run CPD programmes must be registered as providers and the programme they intend to deliver must also be accredited by the IoD-Gh Council. Credit points awarded to any programme must be indicated on all notices for that particular programme. Providers **MUST NOT** advertise programmes before accreditation is obtained by the IoD-Gh Council.

GUIDELINES FOR CREDIT AWARDS/DETERMINATION

CPD activities must satisfy the following criteria:

1. Concise educational aims and objectives;
2. Clearly spelt out anticipated outcomes;
3. Clearly written evaluation procedures; and
4. Providers must provide Director and other practitioners with verifiable documentary evidence of attendance.

CPD CREDIT AWARD GUIDE

CPD (Category 1 – Compulsory)

Corporate Governance, Ethics and Regulations up to 3 credits/ event

CPD (Category 2)

Subject based events with hands-on learning up to 3 credits/event.

1. Published research (peer reviewed) 2 credits/paper (Maximum of 4 credits per year).
2. Post-graduate studies in Corporate Governance, Leadership and General Management (Maximum of 2 credits per year).
3. Service on IoD-Gh Committee (Maximum of 2 credits per year).

4. Published Article (non-peer reviewed) 1credit/paper (Submitted to Council for assessment).
Maximum of 2 credits per year).
5. Professional Association/Groupings Up to 2 Credit/Event/year.
6. Attendance of Corporate Governance Conferences or Directors week (Maximum of 2 credits per year).

CPD (Category 3) Up to 2 credits or event

1. Audit Committee Practices
2. Compensation Committee Practices
3. The role of Board Members
4. The role of Strategic Committee
5. The role of Entity Tender Committee
6. Board -CEO Relationship
7. Management and Administration
8. Management Research & Publications
9. The role of the Company Secretary
10. Board Composition and Productivity
11. The role of Board Member in a Digital Age
12. And any additional credits or events that may be recommended by Council

CPD CREDIT REQUIREMENTS

Directors are required to attain a minimum of **10 CPD credits** over one year.

Types of Credits to be earned every year

1. Minimum of 7 Credits from CPD Categories 1 & 2 (Related to Directors core functions)
2. Minimum of 3 Credits from CPD Category 3 (Areas outside of Directors core functions)

Directors will be cautioned in writing if they fail to meet the minimum requirement in the year. A Director may be deemed not in good standing if he/she fails to meet the minimum 10 credits at the end of the year.

CPD PROGRAMME DOCUMENTATION

Proper documentation of CPD credits is important for the successful operation of this policy.

1. There shall be the provision of a Credit Log Book (CLB) for each Director in which should be recorded CPD programmes taken;
2. Documentation could also be in the form of certificates awarded to participants upon completion of workshops, courses or seminars;
3. Each Director shall be responsible for acquiring the minimum CPD credits and ensure that accurate written records of acquired CPD credits is made available to the IOD Council; and
4. The names of Directors obtaining more than the minimum required number of credits Consistently over two renewal periods may be published for special commendations.

ROLES OF IoD-Gh COUNCIL IN CPD IMPLEMENTATION

IoD-Gh Council shall be responsible for the following roles in the implementation of the CPD:

1. Ensure that the relevant staff of CPD providers are trained on CPD documentation and certification to enable providers to report back within three (3) weeks of completion of the activity.
2. May send inspectors to monitor the course or training and submit an independent report to the Council; and
3. May require from providers video evidence of the activity.

The IoD Council shall also ensure that CPD programmes:

1. Are accessible to all Directors;
2. Do not unduly disrupt work;
3. Do not impose too much cost in terms of time and resources;



4. Are relevant to Directors area of practice and is
5. Self-directed

POLICY ENQUIRY

Comments and suggestions should be directed to:

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