



**THE INSURANCE INSTITUTE OF  
UGANDA**

**GUIDELINES ON CONTINUING PROFESSIONAL DEVELOPMENT**

**2017**

THE INSURANCE INSTITUTE OF UGANDA

**Drawn by the Membership Department**

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THE INSURANCE INSTITUTE OF UGANDA

## ABOUT IIU

The Insurance Institute of Uganda (IIU) is the training body of the Insurance Industry in Uganda.

IIU develops and conducts training activities for its membership. It is also the representative insurance professional body under the Law. It has a membership of over 100 corporate members and 2006 Individual members.

IIU is a private tertiary institution licensed by the National Council for Higher Education (NHCE). All its programs are accredited and recognized by NCHE

### Vision

To be the leading Insurance training institution in East Africa and beyond.

### Mission

To raise professional knowledge, skills, assist in career development among members engaged in insurance in the East African region and beyond.

### Core Values

- 1) Professionalism
- 2) Excellence
- 3) Integrity
- 4) Ethical Standards
- 5) Innovation
- 6) Empowerment

## 1. INTRODUCTION

The Insurance Industry is one of the growing sectors that is steadily impacting on the financial services sector in the Uganda. It currently employs over 3,000 persons in various specialities such as underwriters, Insurance Brokers, Surveyors, Loss assessors, medical personnel among others.

With the above numbers and the need to keep the membership abreast with the current market trends and best practices, the Institute introduced Continuous Professional Development Programme to its membership.

All Institute (IIU) members are required to develop and maintain competences relevant and appropriate to their work and professional responsibilities.

Through Continuous Professional Development (CPD) IIU will ensure that its members improve, maintain and broaden their professional knowledge, professional skills and professional values, ethics, and attitudes throughout their professional lives.

While developing these guidelines, IIU has benchmarked best practices with sister institutions both at a local, regional and international levels. These include Uganda Law Society, Institute of Certified

Public Accountants, Institute of Procurement Professionals of Uganda, IIK, IISA, and CII among others.

## 2. DEFINITION OF CPD

This refers to the process of continuously developing competence and expertise and maintaining professionalism, improving industry standards and safeguarding the consumer.

OR

Any kind of structured learning undertaken by a professional in order to enhance their skills and competences.

The CPD is an extension of the initial development process that leads a member to qualify as a professional. After qualification, a member is expected to continue with personal development and refine their professional knowledge, professional skills, values, ethics and attitudes so as to meet the demands of their professional activities and responsibilities

## 3. THE IMPORTANCE OF THE CPD PROGRAMME

<p><b>Institute</b></p> <ul style="list-style-type: none"> <li>• Increased professionalism</li> <li>• Source of additional revenue</li> <li>• Monitoring Tool for the membership</li> </ul>	<p><b>Employer</b></p> <ul style="list-style-type: none"> <li>• Improved service delivery from trained personnel</li> </ul>
<p><b>Client</b></p> <ul style="list-style-type: none"> <li>• Better service delivery from trained personnel</li> </ul>	<p><b>Regulator</b></p> <ul style="list-style-type: none"> <li>• Increased compliance with the industry guidelines</li> </ul>
<p><b>Member</b></p> <ul style="list-style-type: none"> <li>• More knowledge and up-to-date with emerging trends</li> <li>• More competitive</li> <li>• Networking platform</li> </ul>	

## 4. TYPES OF CPD:

### 4.1 Structured CPD:

These shall apply to all trainings/ CPD that are attained by attending classroom-based courses for instance seminars, workshops, conferences, lectures, etc. organized by IIU or any of its recognized partner Institutions and Colleges.

They can also be organized by other institutions such as practising firms, banks, insurances, universities and colleges etc.

The objective of these workshops should be to improve on the skills. The content of the workshop must be designed so as to improve the professional standards, ethics and competence of participants

The courses/workshops offered by other institutions other than the Institute must be vetted and the course content shall be available for review and shall be evidenced through Certificates of attendance.

**Structured CPDs include the following;**

**i. Conferences**

These are once off annual insurance events conducted by IIU or internationally acceptable bodies. This will be limited to networking conferences, international insurance conferences and professional development conferences.

**ii. Seminars and Workshops**

This refers to short term programmes which do not lead to a qualification. The objective of these workshops is to improve on the skills. The content of the workshop must be designed so as to improve the professional standards, ethics and competence of participants

**iii. Lecturing in Insurance or Presentations at different forums**

This relates to lectures or presentations delivered at meetings and different professional forums.

The topic/ content for these presentations must be available for review by the committee.

For programmes organized by institutions, other than IIU, there will be an evaluation procedure by the Institute to determine the number of hours qualifying for CPD recognition.

## **Structured CPD hours may be evidenced by:**

- Course outlines, teaching materials.
- Attendance records.
- Independent assessments that a learning activity has occurred.
- Confirmation by an instructor, mentor or tutor of participation.
- Confirmation of participation by an employer in an in-house program.

## **4.2 Unstructured CPD:**

The member may submit to IIU attendance of presentations or participation in other areas which expose such a member to different areas of knowledge and skills necessary for their work. The member must prove justification and relevance to his/her work/service. These include;

### **i. Industry Committee Participation**

This includes members who are part of formally recognized Industry Committees for a period of not less than one year. Eligible committee members should provide to the committee the clear terms of reference and attendance for the respective committee meetings.

### **ii. Materials Development**

This relates to authorship or co- authorship of instructional or training manuals which contribute to a wealth of knowledge in the insurance sector.

Candidates must provide evidence of their contribution, the date of publication and the list of references used.

### **iii. Mentorship**

This relates to providing instruction, guidance and support to trainees or examination students

### **iv. Writing articles for Publications**

This relates to articles that are published in newspapers and magazines

## **Un Structured CPD hours may be evidenced by**

A member may submit CPD attendance provided it is verifiable and relevant. The duration can be agreed on with the Institute.

CPD also includes informal learning activities such as coaching and mentoring, networking, observation, feedback and reflection, and the self-directed and unstructured gaining of knowledge.

## 5. NUMBER OF CPD HOURS

The minimum CPD hours shall be totalling to **30** (thirty) hours accumulated annually.

Below is a table showing comparative CPD hours between IIU and other sister Institutes

No.	Institute	Min. Annual CPD hours
1	Institute of Certified Public Accountants	40
2	Uganda Institute of Banking & Financial Services	3 workshops
3	Uganda Law Society	20
4	Institute of Procurement Professionals of Uganda	20
5	Insurance Institute of South Africa	15
6	Chartered Insurance Institute	35

## 6. TABLE SHOWING CPD ACTIVITIES AND THEIR RATING

No	CPD Activity	Rating	
1.	Accredited Seminars & Workshops	Assessed	10
		Non- assessed	05
2.	International Insurance Conferences		15
3.	Lecturing		15
4.	Career advancement through personal training	PGD, Maters or Doctorate	5
		Insurance Professional courses	15
5.	Materials Development & Research		15
6.	Mentorship		5
7.	Writing articles for Publications		10
8.	Accredited IIU Social & Professional Networking events	Professional events e.g. CEO forum, Master class, Strategic Plan retreats	10

		Social event e.g. sports Gala, AGM Dinner	5
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Other CPD events will be evaluated on a case-by-case basis.

## 7. COMPOSITION OF HOURS PER YEAR

Out of the 30 hours of structured CPD, at least 10 hours shall be accumulated from the IIU CPD programmes.

Out of the 30 hours per year, not more than 10 hours, should be unstructured CPD.

## 8. PROFESSIONAL REQUIREMENT OF CPD

Continuing Professional Development is a Lifelong Learning and Continuing Development of Professional Competence which requires all members to promote the importance of continuous maintenance and development of competence and a commitment among the members.

These shall be a mandatory requirement for all members of IIU who will be required to develop and maintain competence relevant and appropriate to their work and professional responsibilities.

## 9. QUALITY OF CPD

The CPD activity and outcome must be relevant, verifiable and measurable.

CPD should help the members to develop and maintain capabilities that can enable them to perform competently in their professional services.

The CPD should ensure that the members, clients or employers receive value of competent professional services, based on current developments in practice, legislation and techniques.

## 10. RELEVANCE OF CPD

Members may attend different programmes. It is necessary to identify the topics and hours spent on programmes, which have relevance to their work. Only the relevant part of a training programme will be accepted as CPD coverage.

## 11. RECORDING OF CPD HOURS

By 28<sup>th</sup> February of the following year, for the period ending 31 December of every year, each member is required to submit:



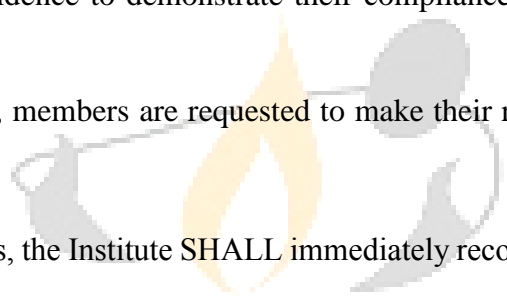
- a. A declaration as to whether they meet their professional obligation to maintain the necessary knowledge and skills to perform competently.
- b. A declaration confirming their compliance with the CPD Guidelines.

Members are responsible for:

- a. Retaining appropriate records and documents related to their CPD, and
- b. Providing sufficient evidence to demonstrate their compliance with the CPD Guidelines when requested to do so.

For ease of record keeping, members are requested to make their returns to the Institute as early as possible.

Note: For in-house trainings, the Institute SHALL immediately record and update the members' CPD hours.



## **12. MONITORING OF CPD COMPLIANCE**

- a. IIU shall work with the IRA to ensure that all members comply with the CPD guidelines
- b. Every year, all members will be checked for compliance with CPD requirements.

## **13. DISCIPLINARY ACTION FOR CPD NON-COMPLIANCE**

- i. Any agent who fails to attain the required CPD points shall not be cleared by IIU
- ii. For Professional members, persons who fail to attain the CPD points shall be de- registered from the IIU Membership
- iii. Members who do not comply shall not be published in the IIU magazine

## **14. EFFECTIVE DATE                    2017**

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