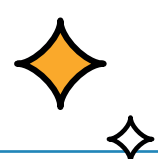


CPD Activities

| Activity | Definition and Examples | Points Allocation | Max per CPD Cycle |
|------------------------------------|---|--|-------------------|
| Qualifications | <p>Qualifications awarded by the IoIC or other internal-communication related qualifications awarded by Government recognised educational institutions.</p> <p>Qualifications must include stated learning outcomes, some form of assessment, and reflective learning.</p> | <p>IoIC Foundation Diploma – 40 Points</p> <p>IoIC Advanced Diploma – 40 Points</p> <p>Masters in Internal Communication Management – 60 Points</p> <p>Level 4, 5 and 6 Qualifications – 40 points</p> | N/A |
| Training | Formal training - including in-house training - provided by the IoIC, or by an external approved third party, which sets clear objectives and learning outcomes. | <p>½ half day – 4 points</p> <p>1 day – 8 points</p> <p>1+ day – 10 points</p> | 30 points |
| Conferences and speaker-led events | <p>IoIC or other related industry or business conferences, seminars, and events which include informative presentations on topics delivered by subject experts, and set clear objectives and learning outcomes.</p> <p><i>Please note: events which are purely networking do not count as CPD.</i></p> | <p>1 day – 4 points</p> <p>2+ day – 8 points</p> | 16 points |
| Webinars and podcasts | <p>A webinar or podcast provided by IoIC, or by an external approved third party, which sets clear objectives and learning outcomes.</p> <p><i>Please note: webinars can be viewed live or on-demand so long as they are watched in their entirety and you are able to reflect on the practical benefits of the content</i></p> | <p>2 points</p>  | 8 points |
| Peer-reviewed content | Industry-specific research and reading into relevant subject areas – including peer-reviewed books, factsheets, reports, guides, journals and publications by leading experts. | <p>Books – 5 points</p> <p>Other – 2 points</p> | 12 points |

CPD Activities

| Activity | Definition and Examples | Points Allocation | Max per CPD Cycle |
|--|---|--|-------------------|
| Relevant and topical non peer-reviewed content | Sector related publications (in print and digital), including articles, blogs, guides and case studies. | Per piece of content – 1 point | 8 points |
| Mentoring and Coaching | Where a formal mentoring or coaching relationship has been established. Receiving formal instruction, guidance and support from a designated mentor or coach. Providing formal instruction, guidance and support as a designated mentor or coach. | Per session – 2 points | 12 points |
| Author, contributor, speaker | Writing articles, reports, books, guidance and supporting documentation, which are published for use of others. Speaking at events, conferences, panels, podcasts and news/media outlets. | Author (peer reviewed): Book – 20 points Paper/journal – 10 points Article/short-form guidance – 5 points Speaking: 3 points | 20 points |
| Volunteering | Volunteering on IoIC Board and Advisory Boards, Committees, Steering Groups, Ambassador Programmes, and other IoIC groups. Relevant volunteering which contributes to skills development and/or contributes to the profession. | Per session – 3 points | 8 points |

Get in touch

If you have any questions,
please email prodev@ioic.org.uk.

