

# CPD Essentials

Tackling compliance one hour at a time

## How are you complying?

The FCA requires you to do 35 hours of CPD every year

A host of organisations and individuals are offering different CPD solutions to assist advisers in addressing their CPD needs.

**But how do you...**

- Sort the good from the bad?
- Establish what's relevant and of the required quality?
- Fit these different elements together to create a complete CPD programme?
- And then maintain a complete record suitable for submission?

Take the guesswork and hassle out of CPD selection:

CPD Essentials

# Keeping you at the top of your game 1

In today's world, knowledge gained through qualifications quickly dates. So, if you are to remain competent, you must continue to develop and enhance your knowledge.

Continuing professional development (CPD) ensures you have the knowledge and skills to succeed in a competitive market. It helps:

- build customer confidence in your ability;
- reinforce your professional credibility;
- you adapt to change by continuously updating skills; and
- enhance your productivity and efficiency by highlighting gaps in your knowledge and experience, and taking action to address these.

And don't forget: CPD is a regulatory and, in many instances, a professional body membership requirement.

## Satisfying your CPD requirements

In 2013 the Financial Conduct Authority (FCA) introduced new regulatory CPD requirements for retail investment advisers. These form the basis of the CII's compulsory CPD scheme for all qualified CII/PFS members.

Many advisers seek help in understanding these, in particular the rules around what CPD must cover, and assistance in completing the associated learning and development activity.

A host of organisations and individuals are offering different solutions to assist advisers in addressing these needs. But how do you sort the good from the bad? Establish what's relevant and of the required quality? Fit these different elements together to create a complete CPD programme? And then maintain a complete record suitable for submission?

To deliver practical assistance, the CII, the UK's leading provider of adviser training and development solutions, has created an easy to use, compliant, CPD programme for retail investment advisers: CPD Essentials. It offers a complete CPD programme and provides a record suitable for both the Financial Conduct Authority (FCA)\* and CII/PFS CPD compliance purposes.

Take the guesswork and hassle out of CPD selection. Find out how CPD Essentials can help you meet your CPD needs.

## Regulatory CPD requirements for retail investment advisers specify:

- 35 hours annually
- including a minimum of 21 hours of structured CPD
- that it be relevant to the adviser's current and anticipated future role
- that the adviser maintains knowledge by reference to the current qualification standards
- that they address any identified gaps in technical knowledge
- it includes written learning objectives based on learning needs and a documented learning outcome
- it be measurable and capable of being independently verified by an accredited body such as the CII.

\* If you are a member of an accredited body other than the CII, we recommend that, prior to purchase, you confirm that they will recognise for CPD compliance purposes learning undertaken via CPD Essentials.

# 2 What does ‘CPD Essentials’ provide

CPD Essentials is a complete, user-friendly adviser learning and development tool. It is simple to use, and all delivered online, on-demand.

## Learning

35 hours\* of relevant CPD content developed specifically to meet the needs of advisers.

## Assessment

A self-test facility to allow you to gauge your knowledge as you progress with your CPD.

## Planning and recording tool

Automatic recording of time spent using CPD Essentials in a format suitable for FCA and CII/PFS CPD compliance purposes.

## Learning content

CPD Essentials provides 35 hours of relevant CPD content. For ease of reference this is split across six key subject areas. Within these there are 28 individual e-briefing programmes.

### Financial services, regulation and ethics

- Structure of financial services
- Legal concepts
- Regulatory principles
- Regulatory practice
- Ethics

### Investment principles and risk

- Asset classes
- Theory and performance
- Investment products
- Investment advice and planning

### Personal taxation

- Taxes on income
- Taxes on capital
- Overseas aspects of tax
- Inheritance tax
- Tax planning – general

### Pensions and retirement planning

- Economic and legal context
- State pension scheme
- Defined benefit schemes
- Defined contribution schemes
- Retirement planning

### Financial protection

- The context of protection
- Life assurance
- Health insurance
- Long term care
- Protection planning

### Financial planning practice

- Fact-finding
- Analysis
- Formulating the plan
- Implementation and reviewing

Each programme provides concise, current, straightforward guidance on the subject area. Created and maintained by subject experts, they provide the latest key information needed by advisers, quickly and without fuss.

\* Note: the actual number of hours that it would take to complete all the available learning via CPD Essentials will vary in practice according to the experience and ability of the user.

Importantly, CPD is recorded as you progress through each programme allowing you to dip in and out as required, so you can fit your learning and development around your work/life schedule, rather than having to complete an entire programme in one session.

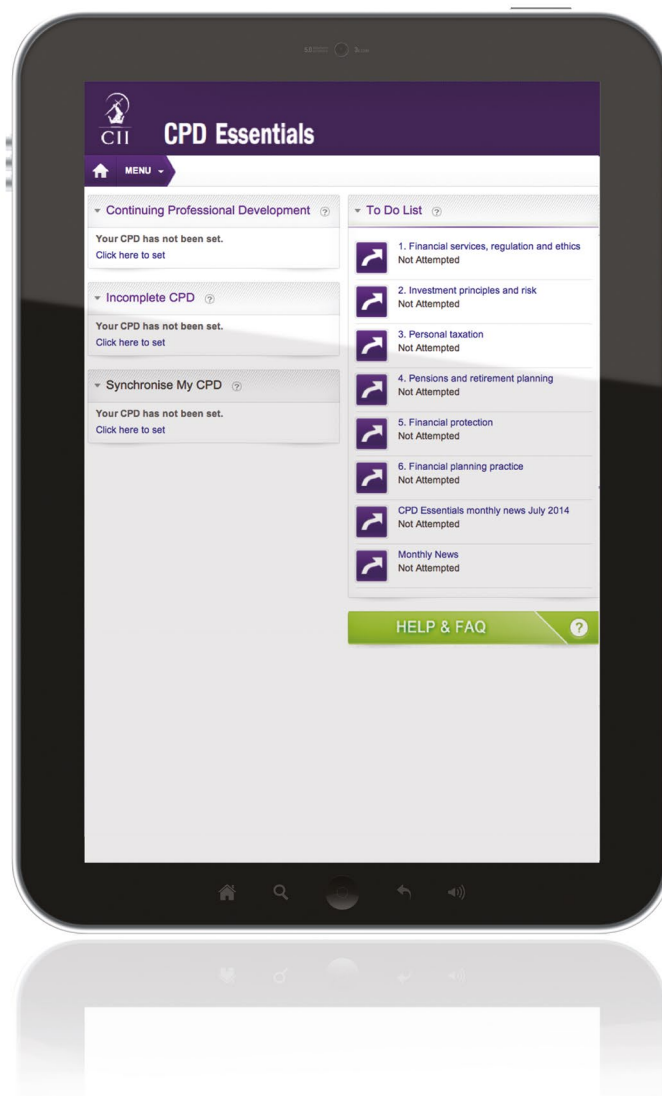
There is no set order of completion or compulsory subjects, so you pick and choose those most relevant to you at any given point.

These items are regularly reviewed and updated to ensure relevance. And if needed, you can print off content to read offline.

CPD Essentials provides structured learning, so you can be sure that you will satisfy the regulatory requirement for a minimum of 21 hours structured CPD.

## Monthly updates

Additionally, each month you will gain access to an update, providing a round-up of any recent developments across the six subject areas, to ensure you are kept fully abreast of market developments.



## 4 What does 'CPD Essentials' provide continued

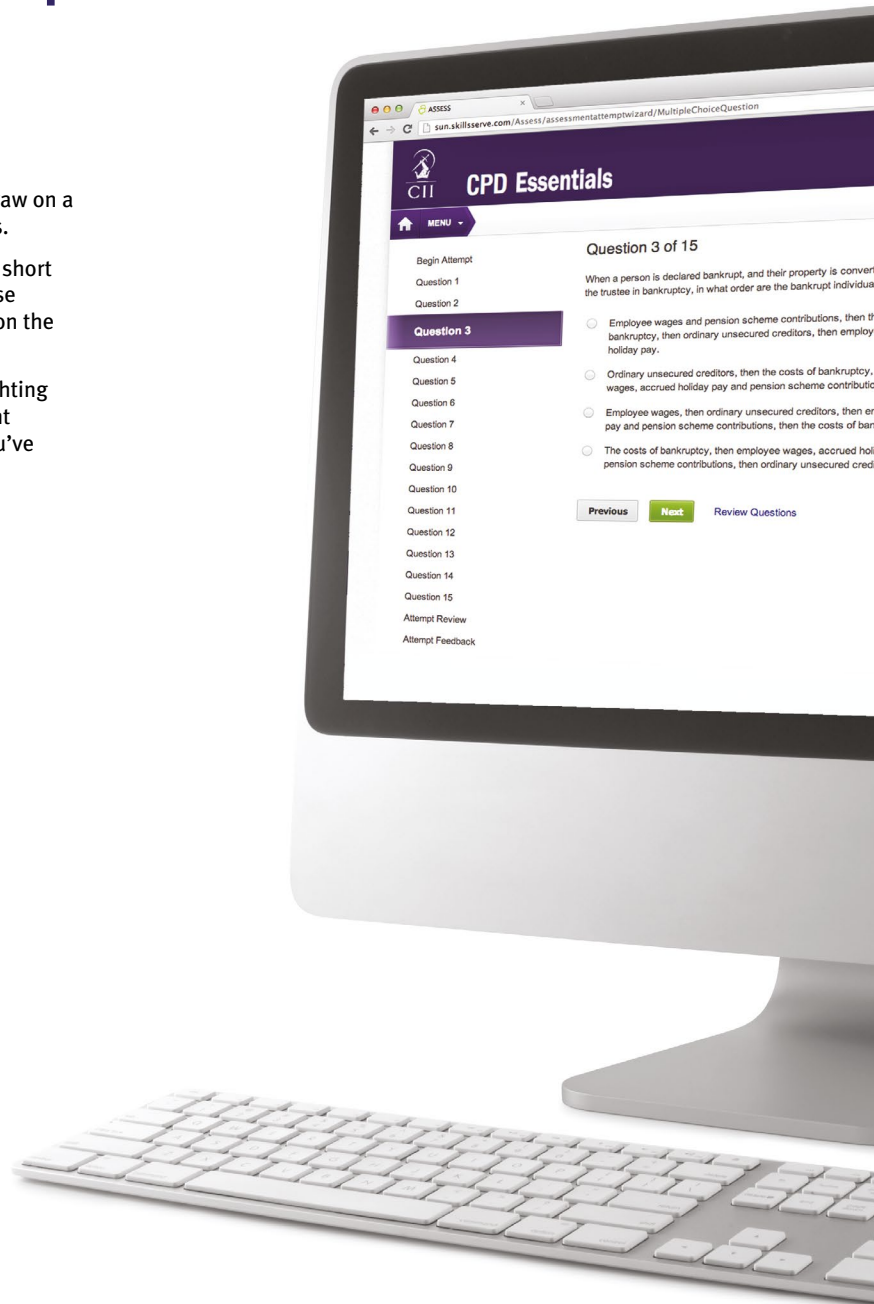
### Knowledge check

To help ensure learning has been effectively completed, CPD Essentials includes a self-testing facility. The pre-set tests draw on a bank of more than 2,000 questions covering all subject areas.

Following completion of each e-briefing you can undertake a short test covering the key learning points. These typically comprise between 10 and 20 multiple-choice questions depending upon the e-briefing in question.

This will indicate any gaps in your knowledge, in turn highlighting areas that you need to brush up on using the learning content provided. In doing so, it provides an objective record that you've completed your CPD.

The testing extends to the monthly updates covering the latest developments.





## Planning and recording tool

CPD Essentials includes a planning and recording tool, enabling you to create a plan for your learning. Crucially, it automatically records time spent undertaking CPD via CPD Essentials.

This data is pre-populated onto a CPD recording tool, which once completed can be submitted, where requested, for CPD compliance purposes.

As you complete your CPD, you include a 'reflective statement' – confirmation that the activity has met your development needs or, if appropriate, details of additional activity to be undertaken.

The record includes clear guidance on the amount of CPD undertaken, including a split between structured and unstructured so you know what you still have to do to achieve compliance.

## Additional CPD activity

And should you undertake any additional CPD activity outside of CPD Essentials, this tool can be used to record that as well, giving you a single collated record of all CPD undertaken.

**CPD Log**

CPD Activity	Date Completed	CPD Status	Hours
Test	6/10/2014	Completed	11h 00m
On-the-job training		Structured	
Article in Finance Magazine		Incomplete	3h 00m
Reading and watching		Structured	
		Incomplete	3h 00m
		Eligible CPD	11h 00m
		Total	14h 00m

**CPD Status**

CPD Year starting 18 May 2014

Current Status: Incomplete

11h 00m

You have not yet met the CPD requirement for the year

There are 8 months left in your CPD year.

CPD Category	CPD Hours
Structured	11h 00m
Unstructured	0h 00m

**CPD Activity Type**

CPD Hours



## 6 By professionals, for professionals

CPD Essentials will help ensure you remain competent and up-to-date and to separate you, as a member of a profession, from the mass of advisers. The FCA also requires that you complete 35 hours of CPD annually in order to obtain and then retain your annual Statement of Professional Standing.

So take the stress out of CPD compliance by getting access to a complete adviser CPD programme today.

CPD Essentials is available for a single annual fee of £75 + VAT. This provides 12 months unlimited access to the full CPD programme, with no hidden additional fees.\*

It currently works on standard PCs, laptops, and tablet devices (note it is not optimised to work on smartphones) giving you flexibility as to where and when you complete your CPD.

For full details and to purchase please visit [www.cii.co.uk/cpdessentials](http://www.cii.co.uk/cpdessentials) or call CII Customer Service on + 44 (0)20 8989 8464.

\*Note: CPD Essentials is not suitable for users of Financial ASSESS as the same technical learning content is present within both.







# Discover the benefits of CPD Essentials 7

CPD Essentials is available to anyone in the advice sector seeking to keep their knowledge current and to satisfy regulatory and/or professional body CPD requirements.\*

## To sign up simply:

- Submit your order online at [www.cii.co.uk/cpdessentials](http://www.cii.co.uk/cpdessentials)
- Phone through your order to CII Customer Service on **+44 (0)20 8989 8464**.
- Complete and return the attached application by post or fax.

Your access information will be sent to you within five working days opening up a wealth of relevant learning content.

## Further information

You can find more information on CPD Essentials including an end-to-end 'Walkthrough' at [www.cii.co.uk/cpdessentials](http://www.cii.co.uk/cpdessentials)

## CPD Essentials provides:

- 35 hours of relevant CPD content
- covers level 4 learning outcomes for retail investment products in full
- satisfies CII SPS CPD requirement
- additional monthly updates
- online, on-demand access
- automatic recording of time spent on CPD provided within CPD Essentials
- the option to record additional CPD activity undertaken outside of CPD Essentials.

All for a single annual fee of £75 plus VAT.

# Supporting your success

Membership of the leading professional body for financial services gives you the tools and ongoing support to help you achieve your professional goals.

Join the Personal Finance Society today and enjoy the following exclusive benefits and career support:

- **Free Statement of Professional Standing** (where applicable)
- **Use of professional designations** (upon completion of relevant qualifications)
- **A respected code of professional ethics**
- **Discounts on qualifications and learning materials** and access to revision and exam resources
- **A regional support network** offering a programme of business relevant CPD events, best practice guidance and peer networking (UK, Channel Islands and Isle of Man only)
- **Specialist technical events and online resources**
- **CPD planning and recording tool** with auto-syncing mobile app
- **Market news and features** through our bi-monthly member magazine, Financial Solutions
- **Regular e-newsletters** signposting important developments and the latest resources
- **Pathway to Chartered Financial Planner status**
- **An affinity benefits scheme** providing discounts and exclusive member benefits.

“

Membership clearly demonstrates your commitment to maintaining the highest professional standards and an understanding of the responsibilities that comes with being a financial services professional. ”

*Andrew Flowers*

Andrew Flowers APFS  
Chartered Financial Planner  
Wealth Management Partner  
Vizion Wealth LLP



**Membership from  
£6.12 a month\***

\*UK taxpayers can claim income tax relief on membership fees.

For more information and to join, visit:  
**[www.thepfs.org/join](http://www.thepfs.org/join)**  
Or call +44 (0)20 8530 0852

**Reference:**  
(CII use only)

Online: [www.cii.co.uk/cpdessentials](http://www.cii.co.uk/cpdessentials)

Fax: +44 (0)20 8530 3052

Post: Return your completed application form to 'The Chartered Insurance Institute, 42-48 High Road, South Woodford, London E18 2JP'



# CPD Essentials

## Section A – Personal details

(Please complete all fields. Your name should be entered as you wish it to appear on all CII official documents).

**Please give your CII/PFS permanent identity number (PIN) if known**

PIN

Mr/Mrs/Miss/  
Ms/Other

Surname/  
Family name

Forename/  
Given name(s)

Gender

7

Male

7

Female

(Please tick)

Date of birth

Tel

Ext

Mobile

Work address

Postcode

Country

Home address

Postcode

Country

email

**Please take care when providing your email address as most correspondence will be sent electronically.**

We require your email address in order to provide you with access to CPD Essentials

**Tick address to be used for postal correspondence**

7

[Home](#)

7

## Work

(Please tick)

**Please tick one box per category**

☐ Directly authorised advice firm      ☐ Appointed representative – Network      ☐ Appointed representative – Other      ☐ Product provider / Fund manager / Service provider      ☐ Bank / Building Society

☐ Mortgage broker      ☐ Accountant      ☐ Other

☐ Advising clients     ☐ Paraplanning     ☐ Actuarial     ☐ Administration/Processing     ☐ HR/Training  
☐ Compliance/Regulation     ☐ Finance     ☐ Business Development     ☐ Technical     ☐ Marketing  
☐ Other

☐ Trainee      ☐ Technician/Co-ordinator      ☐ Supervisory/Controller      ☐ Middle management  
(Branch, Office, Dept)      ☐ Senior management  
(General, Head of)

☐ Board member  
(CEO, Director)      ☐ Business owner      ☐ Other

- ☐ Tax planning
- ☐ Retirement planning
- ☐ Mortgages
- ☐ General insurance
- ☐ Personal protection
- ☐ Equity release
- ☐ Life planning
- ☐ Other
- ☐ Pensions
- ☐ Long term care
- ☐ Employee benefits
- ☐ Savings and investments
- ☐ Stockbroking
- ☐ Offshore investments
- ☐ Estate planning
- ☐ Discretionary investment management
- ☐ Ethical investments

**12 months access to CPD Essentials – £90 inclusive of VAT**

**Tick method of payment and, if applicable, complete the card details below and overleaf.**

- ☐ **Cash/cheque payable to The Chartered Insurance Institute** (please write your PIN on the back of the cheque)

- ☐ **Credit/debit card:** Please debit my/our account with the total cost of the services ordered on this form

**Type of card** (please tick)

- ☐ VISA ☐ MASTERCARD ☐ DELTA ☐ MAESTRO ☐ SOLO ☐ AMEX

Valid from\*

\_\_\_\_\_

Expiry date\*

\_\_\_\_\_

Issue number\*

1

(Maestro/Solo only)

Card number\*

[illegible]

\*Please complete according to the information on your credit/debit card.

## Section B – CPD Essentials fees and methods of payment continued

**Cardholder's name and address if different from address in Section A**

[illegible]

Cardholder's signature

\_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_

## Section C – Declarations

## Data protection and privacy

The CII will ensure that your personal data is processed in line with Data Protection legislation and the CII Data Protection and Privacy Statement (available on the CII's website). To process this application, I am deemed to have consented to the CII processing my data.

## Privacy and electronic communications regulations

The CII may from time to time wish to draw your attention to other CII products and services electronically which are likely to be of interest to you. The CII will assume you consent to us using your data in this way, unless you tick the following box. ☐

## Sharing your data with local institutes

The CII will share your data with your Local Institute (UK, Channel Islands and Isle of Man based members only) so they may communicate to you, electronically, any local events, products and services that complement those offered by the CII. The CII will assume that you consent to us using your data in this way, unless you tick the following box. ☐

To opt out of postal marketing communications from the CII and your local institute please send a request to Customer Service at **[customer.serv@cii.co.uk](mailto:customer.serv@cii.co.uk)**

### Your right to cancel

In accordance with The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 you have a right of cancellation in respect of Products and Services provided by the CII, which right shall (subject to the Regulations) expire fourteen calendar days from the day on which either the Products are received by you, or a person nominated to receive the Products on your behalf, or your order for Services is accepted by the CII. Note: No right of cancellation or refund is available in respect of CPD Essentials once you commence the download of any material available online. You acknowledge that, by commencing the download of the Products or Services, your right to cancel under 29(1) of the Regulations will be lost. Should you wish to cancel, notice should be sent to Customer Service (customer.serv@cii.co.uk). Where Products have been supplied to you prior to such cancellation they must be returned to us, in the condition in which they were supplied to you, at your expense. Reimbursement for any monies paid by you which relate to the cancellation will be sent to you within fourteen days of receiving the notice of cancellation or if Products are to be returned to us, within fourteen days of their receipt or proof of sending.

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Please fax the completed form if paying by credit/debit card on +44 (0)20 8530 3052 or send with your cheque to CII, Customer Service, 42-48 High Road, South Woodford, London, E18 2JP. In the interests of data security we do not recommend you send credit or debit card details by email.



The Chartered Insurance Institute  
42–48 High Road, South Woodford,  
London E18 2JP

tel: +44 (0)20 8989 8464

fax: +44 (0)20 8530 3052

[customer.serv@cii.co.uk](mailto:customer.serv@cii.co.uk)

[www.cii.co.uk](http://www.cii.co.uk)

 Chartered Insurance Institute

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