

The IFT Guide to Continuing Professional Development (CPD)

“Learning is not a product of schooling but the lifelong attempt to acquire it” Albert Einstein

Aims of the IFT CPD Programme

- **Member professional development** – the IFT aims to assist members in their professional development, helping them to continue to advance their knowledge and relevant skills, enabling them to perform most successfully in their activities and for their clients
- **IFT membership standards** – IFT members should represent the leading professionals in the sector. CPD plays an important part in developing the skills of our members, and upholding confidence in the IFT and the turnaround profession as a whole

We are developing an exciting range of Courses, Practitioner Notes and Workshops that will assist Members in their continued learning and development. The turnaround sector is very broad, encompassing a wide range of skills and expertise. We are creating a CPD programme that caters to all members, enabling generalists to gain an introductory insight into new areas, whilst providing highly technical training in certain specialist areas.

Turnaround skills and expertise can be learned in many different ways. Some technical knowledge can be read or taught, some skills can be enhanced through discussion, debate and networking, whilst many turnaround skills can only truly be learnt through on-the-job experience. As such, CPD can take many different forms, and we are trying to reflect that in the range of courses, readings, and workshops being offered in-house here at IFT for our members. We also try to highlight third-party events available, which may be useful to members.

In the coming few months we have some excellent workshops arranged, including the “Working Capital Management” by PWC, and “Employment Legislation in a Turnaround” by Barbara Macanas. Membership Meetings that include Guest Speakers and networking opportunities qualify as CPD.

Member CPD requirements

Membership type	CPD requirements
IFT Member	Minimum of 25 hours per year
IFT Member with Practising Certificate	Minimum of 25 hours per year, of which 20 should be structured CPD
Academy Members	TBC

IFT Health Warning: As of [31 December 2011] Members will be required to submit an annual CPD as part of the annual membership renewal.

How to log CPD hours:

- All Members are required to **LOGIN** to update and view their CPD records; **LOGIN** button is at the top left hand side of the homepage
- The **MY ACCOUNT** button at the top left hand side of the home page will take you to your profile
- Select “**Submit, view or edit CPD Events/Activities**”
- Select your IFT CPD entry from the drop down list or enter details of any external CPD you have undertaken
- Click submit

What qualifies as CPD?

Learning and professional development can be acquired through various channels, particularly in the turnaround field where much of the learning is experiential and anecdotal.

CPD can therefore take many forms. The most common form is IFT-run Workshops, but other IFT events, such as IFT Networking Events would also qualify, as would reading Swift. Indeed, CPD does not need to be through IFT, third-party courses, events or reading also qualifying.

CPD is relevant to turnaround if it relates to the established IFT defined skills and competencies of turnaround.

What is structured CPD?

“Structured CPD is a formal course or presentation in an interactive environment”

- IFT CPD Workshops
- Preparing IFT workshops content
- IFT Member Meetings
- Speaking at IFT Member meetings
- Using IFT Professional Information Notes in a demonstrable way
- Supporting with development of IFT Information Notes
- Attending IFT Conferences
- Preparing case studies for IFT use
- Researching professional and technical articles for IFT and Swift
- Accreditation Interviews
- Developing new material for IFT committee

External

- Attending Turnaround related short courses and seminars
- Attending Lectures and Conferences related to Turnaround education
- Industry briefings

What is unstructured CPD?

- Reading articles in IFT Swift
- Reading IFT Professional Information Notes
- Reading Turnaround related documents, news and articles
- Relevant Committee work

External

- Contact the IFT Executive team to check what will qualify

Evidencing your CPD

Evidence of CPD would include a certificate of attendance or a combination of booking invoice, course materials and notes taken.

Below are some common categories of CPD undertaken by IFT members along with an example CPD log:

CPD-type	Example
IFT Workshops	Restructuring Documentation workshop with Devreaux Gravell (Eversheds) – 12 th October 2011 – 2.0 CPD Hours
IFT Networking Events	London Members Meeting – 8 th November 2011 – 1.0 CPD Hours
Third-party Turnaround Events/Courses	A-Z of Tax in the Decline Curve – 3.5 CPD Hours
IFT Practitioner Notes	IFT UK Bribery Legislation paper – 1.0 CPD Hours
Swift	July Issue – 1.0 CPD Hours

Example CPD log:

CPD event	Time
IFT National Conference	5.5 Hours
July Swift	1 hour
North Regional Meeting	1 hour
Finance for Turnaround (Workshop)	2 hours
Business Networking Training (one day) – external	6 hours
Management Skills Training (2 day) – external	14 hours
Total	29.5 hours

Example CPD material and courses available through IFT and other providers

Below is a snapshot of courses available through IFT, as well as information about third-party courses available. For a full list, please visit our website.

The IFT Practitioner Notes serve as a very useful reference tool for Members, and we would encourage members to check the IFT website for new updates, or when searching for specialist information.

Area of Professional Development	Example IFT Practitioner Notes	IFT Courses	Third-party Courses
1. Business turnaround	“The Turnaround Process”	Property Procurement by Nick Cook,	“Business options” R3
2. Financial restructuring and transactions		Rescheduling Debt Finance	“Debt Restructuring” R3
3. Reporting control and governance	“Stakeholder Management & Reporting”	Mitigating Personal Risk	“Management Reporting, Analysis of variances and control” Clearly
4. Leadership and stakeholder management	“Employees”	Employment Legislation in a turnaround by Barbara Macanas, 21 st May 2012	“Influencing Strategy and Stakeholder Management” CIPD
5. Cash, treasury and working capital management	“Managing Cash”	Working Capital Management workshop by PWC, 11 th January 2012	“Applied Risk Management” ACT
6. Business Development	“Reputational Matters”	“Routes to Market”	“Business & Options reviews” R3

The full list of our workshops and dates are available on the back page of each Swift, further updates on workshops and to book a place can be done via the IFT website:

Note: If you are a member, don't forget to login to get your members discounted rate.

<http://www.instituteforturnaround.com/events?region=All&type=30>

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