



INSTITUTION OF SURVEYORS OF KENYA

CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) GUIDELINES

2019

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Definition of Terms

Calendar Year:	This is the specified period by which CPD activities are implemented. The period in this case runs from 1 st January to 31 st December of every calendar year.
CPD Provider:	Refers to an individual, institution, entity or organization that facilitates delivery of CPD activities and is accredited by ISK.
Facilitator:	This is a person who brings about an outcome by providing assistance, guidance or supervision in a conference or symposium.
Practitioner:	Refers to a person who is professionally engaged in Land and Property practice and is registered by the Institution.
Presenter:	A person who makes a presentation, lecture or talk at a CPD forum lasting at least 30 minutes.
Stakeholder:	A person, group or organization involved in and/or affected by the regulatory activities of the Institution.
The Institution:	Refers to 'the Institution of Surveyors of Kenya'.



MANDATE OF ISK

1.1. Introduction

The Institution of Surveyors of Kenya (ISK) is the professional organization in Kenya that brings together the “landed” professionals. ISK was inaugurated on 17th April 1969 and subsequently registered on 12th August 1969 as a body corporate under the Societies Act. It brings together the disciplines of the surveying profession namely the Valuers; Land Surveyors; Engineering Surveyors; Geospatial Information Management Surveyors; Registered Estate Agents; Property Managers; Building Surveyors; Land Administration Managers; and Facilities Managers.

As an Institution, the key objectives aim to promote professional ethical performance of services rendered by the members and also to ensure that members actively contribute towards the development of national and international policies, strategies and plans for land management in a sustainable manner.

1.2. Vision

To be an internationally recognized professional organization committed to providing effective leadership and excellence in land resource management for sustainable development.

1.3. Mission

To develop, provide and maintain excellent professional leadership in surveying disciplines, offer valuable services, advance members welfare and positively influence the society in land management and development.

1.4. Core Values

- a) **Creativity and Innovation:** ISK believes that the way forward in developing the profession of surveying and attaining her vision is through generation of creative and innovative ideas.
- b) **Professionalism:** ISK has a pool of qualified members who carry out their responsibilities in a professional manner and endeavors to always uphold professionalism in the practice of surveying
- c) **Ethics, Integrity and Accountability:** ISK undertakes to always act morally and ethically and to consistently demonstrate a high degree of probity in dealing with our stakeholders. ISK will always be accountable to its stakeholders for its actions, decisions, and policies including their administration, governance and implementation.
- d) **Teamwork:** In discharging her mandate, ISK will embrace teamwork and be committed to maintaining high standards of service delivery.
- e) **Social & Environmental Concerns:** ISK appreciates the importance of our environment and will therefore ensure that our activities are not only compliant, but also friendly to environmental laws and community interests.

1.5. Objectives of ISK

- a) Secure advancement and facilitate knowledge for Surveying profession
- b) Promote general interests of members of the profession.
- c) Promote ethical performance of obligations of the members of the profession for the benefit of the public.
- d) Contribute to development of international and national policies and legal frameworks, strategies and plans in land management in a manner that facilitates sustainable development.
- e) Represent interests of the members of the profession in relevant local, national, regional and international forums.
- f) Work with and/or promote other local, national, regional and international organizations on matters of mutual interest.
- g) Engage in the provision of such services as may be necessary for the benefit of the members or the sustainability of the Institution.
- h) Conduct such examinations, tests or other assessments as may be necessary to determine an applicant's eligibility for membership.



Guidelines for CPD Activities

2.1. Definition

Continuing Professional Development (CPD) is defined as training, engagement and support that leads to systematic maintenance, improvement and broadening of knowledge and skills, together with the development of personal qualities, necessary for the execution of professional and technical duties throughout a practitioner's working life as well as the advancement of the profession.

2.2. Purpose of the CPD Program

The overall aim of the CPD program is to develop and enhance the value of the individual as a professional and promote the profession. This approach promotes the importance of development and professionalism by focusing on the standards expected of members.

2.3. CPD Program Objectives

The overall objectives of the CPD program shall be:

- a) To provide a framework through which the Institution will ensure the running of an effective CPD program.
- b) To provide standards for CPD provision.
- c) To provide an avenue through which members shall access CPD programs.

2.4. Who undertakes CPD

The ISK CPD program is applicable to all members with the following exemptions:

- i) **Foreign residency:** provided there is no professional association in the country of residence and there are no opportunities to attain CPD programme points.
- ii) **Health:** provided that this is supported by a medical certificate issued by a qualified doctor
- iii) **Hardship:** provided that the nature and reasons why the hardship prohibits fulfilling the CPD programme requirements are found to be acceptable to the Education and Research Committee and the Council.
- iv) **Retirement:** Members who have retired or attained retirement from practice are exempt from the CPD requirements.

The request for exemption should be addressed to the CEO, ISK.

2.5. CPD Program - Guiding Principles

- a) **Professional Development:** The CPD program shall complement and update knowledge and skills.
- b) **Respect:** The basis of the CPD program is to enable ISK to empower members so that they may participate fully in the management of the profession;
- c) **Mutual benefit:** The CPD activities must be responsive to the member's needs and the profession's interest.
- d) **Equity:** The CPD program empowers ISK to achieve ethical equipoise in member recognition.
- e) **Trust:** That all members and accredited CPD program providers will comply with the stated CPD program regulations.
- f) **Evidence-based:** All CPD activities shall be evidence-based and be in line with accepted standards.

2.6. CPD Standards

The CPD activities must be related to the professional disciplines of ISK and contribute to knowledge.

2.7. Guidelines for CPD recognition

The following shall be the guidelines for CPD recognition:

- a) The award system shall be based on the award of CPD points;
 - b) All members will be required to attain a minimum of 50 CPD points per CPD calendar year;
 - c) A register of cumulative CPD points shall be kept;
 - d) The cumulative CPD points shall be used to recognize members as the ISK council may from time to time determine i.e. election to the class of Fellow Member; appointments; discounted training rates etc.
- a) The award of CPD points shall be done through the following activities:

2.7.1. CPD Activities

No.	CPD Activity	Max. CPD Pts	Maximum points	Description	Evidence
1	ISK Workshops, Trainings, Conferences & Seminars	20 pts per activity day	40	Points to be awarded for each event based on content and duration. 10 for ½ day, 20 for each full day.	Certificate of Attendance/ Payment Receipt
2	Attendance to Chapter & Branch Meetings	5 pts	25	Scheduled chapter meetings 5 meetings in a year	<ul style="list-style-type: none"> Attendance list/register
3	Attendance to Council, Chapter Officials, Committee, Taskforce, Board, Technical Working Groups Meetings	2 pts	20	Scheduled meetings	<ul style="list-style-type: none"> Attendance list/register Appointment letter
4.	Presentations in chapter meetings, conferences, symposia, lectures, clinics	5 pts	20	Presentation to a meeting relevant to the profession and recognized by ISK	<ul style="list-style-type: none"> Program Certificate of Appreciation
5	Session chairs and Rapporteurs for ISK related events	2 pts	6	Session chairs and Rapporteurs for ISK related events	<ul style="list-style-type: none"> Program Certificate of Appreciation
6.	Publications in the ISK journal/Magazine	10 pts	20	For any published article in the Journal/Land and Property Digest	<ul style="list-style-type: none"> Article
7	Relevant Publication via print & electronic media	5 pts	20	5 Points for each articles or appearance on matters promoting the profession	<ul style="list-style-type: none"> Published/ featured Article
8.	Principal author or co-author of a peer reviewed publication	5 pts	10	Publication relevant to ISK	<ul style="list-style-type: none"> Publication
9.	Author of a book	10 pts	20	Principal or co-author of a publication relevant to ISK	<ul style="list-style-type: none"> Publication
10.	Peer Review Activity	5 pts	20	When a practitioner is invited by the ISK Institution to assess the credentials of another practitioner or assess files for purposes of an inquiry	<ul style="list-style-type: none"> Council invitation
11	ISK Examiners, Supervisors, Lecturers and Moderator	10 points	40	10 Points to be awarded based on activities undertaken. Maximum 40 points for successfully conducting an examination paper	<ul style="list-style-type: none"> Appointment letter/ to be confirmed by Chair, Education & Research

12.	Recognition Awards	5 points	20	Recognition by the state, professional bodies and academic institutions for work related to the Surveying profession	<ul style="list-style-type: none"> • Award
13	Innovation	5 points	10	Development of a solution or product that seeks to make work easier or efficient within the profession	<ul style="list-style-type: none"> • Innovation award
14	Prompt payment of Annual Subscriptions	10 pts	10	10 Points for payment of Subscription by 31 st January; 5 Points for payment between 1 st Feb to 31 st March	<ul style="list-style-type: none"> • Payment receipt
15	Annual General Meeting	15 pts	15	ISK Annual General Meeting	<ul style="list-style-type: none"> • Attendance
16	ISK Membership events	5 pts	20	5 points each for Breakfast meetings, cocktail, dinner	<ul style="list-style-type: none"> • Attendance
17	Whistle blowing on non-professionalism matters/practices among members	10 pts	20	5 points for each case of non- Professionalism matters/practices among members reported and verified	<ul style="list-style-type: none"> • To be determined by PPE
18	Prompt responses on opinions sought from members	2 pts	8	Responding to opinion sought from Secretariat within given timelines	<ul style="list-style-type: none"> • Response
19	Local & International Trainings/forums/conference other than those offered by ISK	5 pts	10	5 Points for each relevant training/forums attended	<ul style="list-style-type: none"> • Certificate • Attendance list
20	Sitting for the ISK Full Membership Examination	10 pts	10	Registering, sitting and passing of the ISK Full Membership Exam	<ul style="list-style-type: none"> • Issuance of Full Membership Certificate

Please note that:

- a) In addition to meeting these requirements, ISK may in any particular year prescribe CPD activities that are cross-cadre in response to national and/or professional priorities.
- b) All CPD activities should be relevant to the field of Land and Property.
- c) The CPD requirement is not only a key component of a members' "good standing" status but is also important for the promotion of competence and integrity in the profession and for the individual member's personal development.

Participation in ISK activities within and outside the country is encouraged. All such activities should be verified by the respective CPD coordinators.

Compliance

All ISK members are required to obtain a **minimum of 50 points** per year. These will be a pre-requisite for those:

- Applying for Certificate of Good Standing;
- Contesting any elective post within the Institution;
- Being nominated by Council for appointment to Statutory Boards, Commissions or other bodies etc.;
- Being nominated for any award;
- Applying to change chapters and/or membership category;
- Sitting or re-sit ISK Examination during the course of the year; and
- Seeking any certification/authentication either internal or external.

2.7.2. Communication strategy for CPD activities and Feedback

- a) Communication of CPD activities will be essential in ensuring all stakeholders will be actively engaged by providing feedback on the impact of CPD on service delivery.
- b) The CPD strategy should articulate, explain and promote vision and direction by ISK in relation to CPD as well as detailing a set of well-defined goals. It will also create a consistent, unified "voice" that links diverse activities and goals in a way that will appeal to partners or stakeholders.
- c) ISK should maintain an accessible and updated database of CPD providers' and member's activities.

2.8. Grace Period

Members are encouraged to ensure they comply and attain the minimum CPD points within the year, as no grace period will be extended.

2.9. Sanctions

Any member who fails to make up any point's deficiency within the stipulated three months period will **not qualify to get a Certificate of Good Standing**.

2.10. Documentation and Record Keeping

- a) Members should send a report or return through an appropriate form available at the ISK Secretariat and also from the Website (www.isk.or.ke).
- b) The form should reach the Institution on or before the 20th December of each CPD calendar year.
- c) Evidence of satisfactory completion must be kept for a period of at least three years after completion of the CPD programme.
- d) The ISK Secretariat shall maintain records to verify those held by a member. Members CPD's account will be available in the Institution's secretariat or website for information.

2.11. Review process

The CPD program will be evaluated on a continuous basis to assess performance, identify gaps and areas of improvement. The review of the CPD guidelines will be undertaken every five years on the advice of the ISK council.



ROLES AND RESPONSIBILITIES

3.1. Roles and Responsibilities of the ISK Council

ISK shall:

1. Conduct regular needs assessment on the CPD program;
2. Accredit CPD providers in line with the standards and guidelines;
3. Approve the CPD activities developed by the providers.
4. Approve and harmonize the CPD calendar of activities.
5. Conduct quality audits on the providers of CPD activities.
6. Develop and maintain a CPD activity database.
7. Review and approve applications for the renewal of the CPD provider's annual license.
8. Review compliance and institute sanctions for non-compliance in line with the defined rules and regulations.
9. Evaluate the impact of CPD activities on members
10. Support ISK practitioners and CPD providers in resource-limited regions to enhance access.
11. Apply this document as a guidelines to CPD activities and corresponding points to be allocated.
12. Ensure quality of CPD activities.
13. Ensure authentication, validation and update of CPD returns for members.
14. Ensure coordination and dissemination of information regarding CPD.
15. Award CPD points to external activities (out of the country) in consultation with professional associations and according to the CPD guideline.
16. Review, authenticate and update online submission of CPD activities in the CPD database.

3.2. Roles and Responsibilities of the CPD providers

Each accredited CPD provider shall appoint a CPD coordinator who will ensure that the following responsibilities are fully met:

- a) Comply with standards and guidelines governing CPD provision.
- b) Develop and update the CPD calendar of activities and submit to the ISK CEO for approval by the council.
- c) Publicize and offer approved CPD activities.
- d) Forward the CPD data (list of participants and thematic areas covered) to the ISK CEO and maintain a copy of the same.
- e) Facilitate the CPD activity logistics, content and designated trained coordinators.
- f) Offer appropriate partnership in resource-limited settings.
- g) Verify international CPD activities.
- h) Ensure renewal of accreditation.
- i) Notify ISK of any changes to CPD activities provided.
- j) Participate in ISK-organized CPD provider meetings.
- k) Submit CPD reports to ISK quarterly or at such other intervals as ISK council may prescribe.

3.3. Roles and Responsibilities of the Members

The members shall:

1. Attain the mandatory CPD points required for issuance of a clearance certificate
2. Attend designated relevant CPD activities that contribute to professional development.
3. Verify and ensure regular update of CPD points.
4. Keep a record of CPD activities undertaken.
5. Provide feedback to the CPD providers on the quality of the CPD activities.

