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## 1. INTRODUCTION

The Chartered Institute of Bankers of Nigeria is an Institute established in 1963 and gained its Chartered status in 1990 by virtue of Decree 12 of 1990 re-enacted Act No. 5 of 2007. Its principal responsibilities include the determination of the standards of knowledge and skills to be attained by persons seeking to become members of the banking profession, conducting professional examinations leading to the award of certificates and ensuring the furtherance, maintenance and observation of ethical standards and professionalism among practitioners of the banking profession in Nigeria. Members are required to practise strictly within their area of competence. They therefore have the responsibility to keep abreast of developments and knowledge in their areas of expertise in order to maintain their competence.

Given the ever rapid development in the Financial Services landscape especially with the sophistication of Technology, Globalisation and stiffer Regulatory regime, Practitioners of today will have to contend with all these and many other factors to keep afloat and like **Alvin Toffler** said, “*The illiterate of the 21<sup>st</sup> Century will not be those who cannot read and write, but those who cannot learn, unlearn and relearn*”. As such, a thoroughbred professional that wants to be successful in a highly competitive and ever-changing market place must as a matter of obligation commit to life-long learning, continuous Education, Training and Re-Training as a lifestyle to keep abreast of happenings in the Industry and to be ahead of the curve.

The Institute as the umbrella body for all banks and bankers in recognition of the need for Continuous Professional Development introduced its Compulsory Continuous Professional Development (CCPD) programme in 1999 as a path for its members to regularly update their knowledge and skills, for the benefit of the organisation they work for and their individual development.

The Institute believes in excellence, continuing education and capacity building for its members in order to strengthen their competencies and capacity to deliver value to the consumers of their services and all other stakeholders in the industry. This CCPD Guide provides a Framework for the administration and management of the Institute’s Compulsory Continuous Professional Development (CCPD) programme.

## 2. WHAT IS CCPD?

CCPD is the means by which members maintain, improve and broaden their knowledge and skills and develop the personal qualities required in their professional lives. It is a systematic updating of knowledge in theory and practice in the areas of banking and finance as well as other related areas in order to develop and improve the professional, managerial, technical competency and proficiency of members.

## 3. OBJECTIVES OF THE CCPD

The CCPD Programme is introduced to:

- i. Enable members improve and sustain their existing body of knowledge.
- ii. Update members’ knowledge in the theory and practice of banking.
- iii. Acquaint members with the recent developments in the financial services industry and the macro economy.
- iv. Attain satisfactory level of improvement in the managerial skills and competence of members.
- v. Ensure enhanced versatility and marketability of members.
- vi. Institutionalise professionalism in the financial services industry.

- vii. Promote and enhance the Institute's reputation for high professional standards both locally and internationally.

## **4. BENEFITS OF CCPD**

### **4.1 Members**

Active involvement of members in CCPD programme would enhance their career and personal development. Specifically, CCPD would help members to:

- Advance professionally in their careers and remain competitive;
- Connect with like-minded professionals;
- Be up-to-date with the body of knowledge in their field;
- Fulfil the requirements of Competency Framework and seen to be update;
- Stay current with recent developments in the banking and financial services sector.

**Above all, active and continuous participation in the CCPD would qualify members for:**

- Elevation to Fellowship status
- Election into the Council of the Institute

### **4.2 Banking Public**

Banking public would have confidence that members are well equipped with the required skills needed in the industry and are conversant with the recent developments in the industry.

### **4.3 Employers**

Employers are assured of total commitment of their employees in growing and developing their organisations thereby giving them a competitive edge. A member who participates in the CCPD training becomes more productive and efficient in his/her organisation.

### **4.4 The Institute**

- i. Fulfil the Institute's mandate.
- ii. Build an industry of competent practitioners who can effectively and efficiently manage the financial industry.
- iii. Effective implementation of the CCPD programme would enhance the Institute's image, reputation and credibility both locally and internationally.
- iv. Build a stronger relationship with its members – Fellows, Honorary Senior Members, Associates, Student Members and other stakeholders.

## **5. ELIGIBILITY**

CCPD is compulsory for all members whether in practice, industry, education or any related field. Specifically, CCPD is meant for the following categories of members:

- Fellows of the Institute
- Honorary Fellows of the Institute
- Honorary Senior Members (HCIB)
- Associate Members (ACIB)
- Microfinance Certified Members (MCIB)
- Holders of the Institute's Certification Programmes.

## 6. CCPD SUPERVISION MANAGEMENT

The Compulsory Continuing Professional Development Programme (CCPD) activities will be coordinated, administered and implemented by the CCPD Division. The division would work in conjunction with the Faculty Board that would be saddled with the following responsibilities:

- Constant review of CCPD Framework /Policy;
- Develop Course outlines for the CCPD programmes in relation to the need of the members and current developments in the industry;
- Design/determine beneficial CCPD programmes/training courses based on current/projected happenings in the banking and finance industry;
- Provide Information needs and referrals to the many services offered by the division, especially in the area of course facilitators, course analysts etc;
- Overseeing the CCPD training programmes;
- Monitor and enforce the continuing development and maintenance of professional competence.

The Institute will maintain a facility for members to register CCPD credit points and ensure that the audit process as approved by the CCPD Policy is implemented.

## 7. SCOPE OF CCPD PROGRAMME

The CCPD scheme generally will cover courses and activities that would contribute to members' professional and personal development and enhance their competence. It may be in the areas of professional ethics, investment, risk, operations, savings, banking regulations and supervision, retirement planning etc. It covers knowledge areas and skills that members would use in all stages of their career, bridging academic theory, current industry practice and ethical and professional standards to provide a solid foundation of advanced banking analysis and real world portfolio management skills. The CCPD must be relevant to the competencies/knowledge requirements, certifiable, measurable, verifiable and timely. It serves as a core part of professionalism to meet evolving changes in the financial industry.

In a situation where a member undertakes training or attends events that are not relevant to the CCPD Scheme, such training /events cannot be counted towards their CCPD Credit hours.

### 7.1 CCPD STRUCTURE

The CIBN CCPD scheme would consist of Structured (Active Learning) and Unstructured (Passive Learning) programmes.

#### 7.1.1 STRUCTURED CCPD

The structured programme includes:

- General CCPD for all members
- Technical CCPD on specialised Subject areas
- Executive CCPD:
  - HCIB
  - EDs, MDs, and Board Members

### 7.1.2 UNSTRUCTURED CCPD

The structured programme includes:

- Annual General Meeting (AGM);
- Pre-AGM Meeting;
- CIBN Presidential Address;
- Fellowship Investiture;
- HCIB Investiture;
- ACIB Graduates' Induction;
- MCIB Induction;
- Annual Lecture;
- Annual Dinner;
- CIBN Examinations Supervision;
- Paper publication in the Nigerian Banker; Journal of Banking; Other Learned Journals; Contribution to on-line Debate and Questions on Banking Issues, Mentoring programmes etc.

## 8. CCPD CREDIT UNITS

Members are expected to achieve a minimum of **35** CCPD Credit Units in each calendar year from Structured and Unstructured programmes of which **20** Credit Units must be from a structured programme. CCPD credit units on structured programmes will be **10** credit units while that of unstructured programmes range from 2 to 12 units. The CCPD programme would run for a period of one year.

The Credit hours allocated for participation of the various programmes are as follows:

- |   |                   |
|---|-------------------|
| • CCPD Structured Programmes  | <b>10 units</b>   |
| • Annual General Meeting (AGM)  | <b>5 units</b>    |
| • Pre-AGM Meeting   | <b>2 units</b>    |
| • Presidential /Valedictory Address   | <b>3 units</b>    |
| • CIBN Investiture  | <b>3 units</b>    |
| • ACIB Graduates' Induction   | <b>3 units</b>    |
| • Banking and Finance Conference  | <b>10 units</b>   |
| • Annual Lecture  | <b>3 units</b>    |
| • Annual Dinner   | <b>5 units</b>    |
| • Participating as an Examiner in setting/marking and auditing of the Institute's Examination/<br>Facilitator at Institute's programmes                     | <b>5 units</b>    |
| • Participating as a Mentor in the Institute's Mentoring Scheme   | <b>5 units</b>    |
| • Attendance at Institute's Council Committee meetings  | <b>2 units</b>    |
| • Contribution to Nigerian Banker, Journal of Banking and Other Publications of the Institute;<br>CBN's Bulletins; NDIC's Quarterly; Other Learned Journals | <b>5 units</b>    |
| • Programmes of other sister professional bodies (Local/International), maximum of one<br>programme. Actual unit to be determined on a case by case basis.  | <b>5-12 units</b> |
| • Any other programme as may be approved from Governing Council from time to time   |                   |

Any member attending any of these activities will be credited with the number of units allocated to the programme per year.

## 9. EXEMPTION FROM CCPD

In special cases, the Institute may grant exemption to the following members:

- **Retired Members:** Those who are 70 years of age and above.
- **Medically ill/Handicapped:** Members experiencing physical disability that interferes with their normal functioning and or those expressing grave illness.
- Members who have no means of livelihood
- **Maternity Leave:** There will be a pro-rata adjustment of the required Credit Units for members who are on statutory maternity leave. The concerned members should inform the Institute in advance.

## 10. RECORDING OF CREDIT UNITS

The recording of members CCPD activities would strictly be maintained and monitored at the Institute's Secretariat through a tracking resource. Branch Chairmen will also maintain a Register of attendance at the Institute's organized activities and submit the details to the CCPD Division.

Currently, the CCPD Division would adopt the use of XRM (software application) in recording of CCPD Credit Units:

- Members Records:**  
The Institute maintains the database of all members for the CCPD programme on the XRM.
- CCPD & Unit Records:**  
The CCPD courses would be available with corresponding credits on the XRM.
- Attendance Records:**  
Members in attendance at the CCPD training will be marked in the XRM by the Process Owner.
- Participant Notification:**  
Participants are notified on their credit status reflecting the current credit, cumulative credits, that is, year to date and balance credit (if any).
- Validation:**  
The records of attendance and Credit Units obtained are validated by the CCPD Divisions.

The Division will make use of the XRM to send letters, notices and track members' CCPD activity and generate evaluation reports. This tool would remind members via prompt messages of the minimum number of credits achieved so far which will help to appraise them on the level of compliance.

In future, **(a)** Members can also record their CCPD Credit units and track the progress/record of their CCPD by logging on to the Institute's CCPD on-line portal. The access to this portal would be free with user access control. To access the portal, members must be financially up to date. It is important for covered persons to keep detailed record of approved learning activities and provide supporting documents as evidence that they have complied with CCPD obligations/ requirements. These records are to be retained per annum.

**(b)** Members would also obtain and attend CCPD courses via e- learning portal. The Institute reserves the right to perform audits on the CCPD records provided by members to ensure fulfillment of CCPD requirements. Members as a reinforcement may be given a certificate and additional recognition upon completion of the recommended credit hours per year confirming their CCPD activities.



## 11. NON COMPLIANCE, SANCTIONS , REINSTATEMENT

### (A) Non-Compliance

Members are expected to obtain a minimum of **35** Credit Units yearly which could be obtained from structured courses or combination of structured and unstructured courses.

Non-compliance with the CCPD requirements will be reviewed by the CCPD sub-committee and if deemed appropriate the matter may be referred to the Governing Council.

- **Insufficient/Disallowed Credits:** Non-compliant member can be granted 90 working days out of the preceding year or as applicable to make up or substitute ineligible or missing credits. Any credit acquired or accrued within the 90 days will not be counted for the current CCPD year. The CCPD committee may further assist the member by further determining other remedial measures that may be taken to ensure compliance with the requirements.
- **Misconduct/Violation of Profession:** Fraudulent misreporting of credit hours would be a ground for disciplinary action and channelled to the CCPD Committee for further action.

### (B) Sanctions

Every CCPD member is obliged to fully participate in the CCPD Scheme and comply with all requirements and also maintain membership of the Institute. Any breach by a member to comply with the CCPD requirements would be denied of the following:

- Elevation to Fellowship Status, for those on Associateship grade;
- Election into the Governing Council of the Institute;
- Obtaining and renewal of practicing License/Compliance Certificate

Names of defaulters would be published in the Institute's Websites, daily highlights, Journals etc and sent to their employers. Any other sanctions as may be approved by the Institute's Governing Council from time to time.

### (C) Reinstatement

Upon completion of the CCPD requirements, names of defaulting Members would be regularised and be published in the Institute's journals as well as update their employers on the current state of their CCPD.

## 12. CCPD ADMINISTRATION GUIDELINES

The following shall be observed in the administration of the CCPD programme:

1. The Institute will keep records and maintain a progress report of members' on the CCPD performance and the number of Credit Units achieved so far through the use of XRM;
2. The content of the training activity will be relevant to the individual organisational role and the Banking and Finance industry;
3. The Institute would engage and sensitize members on the importance of CCPD requirements and possible implication of non-compliance;
4. Regular flash news on CCPD activity will be available on the Institute's website and publications;



5. Regular marketing of CCPD activity to members will be vigorously pursued, ensuring that all members are familiar with the benefits inherent in participating in the continuous training programme;
6. All workshops/seminars shall run at a reduced/subsidized cost bearing in mind the possible financial burden on members for attainment of the CCPD requirements subject to Council's approval.

### **13. COMMUNICATIONS WITH EMPLOYER**

In all matters relating to the CCPD programme, the CIBN primary relationship will be with the individual. However, the Institute will liaise with Banks and any organisation as appropriate on matters relating to an Individual's CCPD registration, Credit Units and annual returns (as may be declared on the CCPD Declaration Form) for compliance purpose.

### **14. CHANGE OF PERSONAL DETAILS**

Members must advise the Institute in writing or email of possible changes in work place, address, e-mail details etc. The Institute on annual basis may request members to confirm their employment status.

### **15. ENQUIRIES**

All enquiries should be directed to:

The CCPD Division

The Chartered Institute of Bankers of Nigeria

Email: [ccpd@cibng.org](mailto:ccpd@cibng.org)