

## **CPD for the QFA Designation**

The QFA Board has adopted the following definition of CPD:

The content of CPD hours must be **directly relevant to providing advice to consumers on retail financial products**, which, in the context of the Minimum Competency Requirements, means that the content must be **related to the knowledge requirements set out in the Minimum Competency Requirements for the categories of Retail Financial Product in respect of which the QFA designation is recognised**.

This definition reflects the key requirement in relation to CPD set out in the Minimum Competency Requirements that “*the content of the CPD hours must be directly relevant to the activities undertaken by the accredited individual*”. The key activities in the context of the QFA designation are “*providing advice to consumers on retail financial products*” and “*arranging or offering to arrange retail financial products for consumers*”. It follows that, for QFAs, the content of the CPD hours must be directly relevant to providing advice to consumers on Retail Financial Products.

The word “directly” is important in the context of the definition of CPD. The view of the QFA Board is that the requirement relates to the specific technical knowledge needed to provide advice to consumers on Retail Financial Products, and that it does not include wider skills (such as sales influencing skills and time management skills, for example). This view is reinforced by the overriding objective of the CPD requirement, which is to keep qualifications up to date and ensure that those who qualified in the past are as knowledgeable as those qualifying today. It thus follows that the CPD material for the QFA designation must be related to the knowledge requirements set out in the Minimum Competency Requirements for the categories of Retail Financial Product in respect of which the QFA designation is recognised.

CPD needs to be widely spread, to ensure that the holders of recognised qualifications maintain and enhance their knowledge across a range of topics. Consequently, the maximum number of hours that will be awarded for any single day is 8 hours, while the maximum number of hours that will be awarded for any single topic within a day is 4 hours. Furthermore, the maximum number of hours that will be awarded in respect of product training in any year is 5 hours.

The QFA Board accredits events for CPD credit in respect of the QFA designation. In addition, as set out in the Financial Regulator’s Public Response on the Minimum Competency Requirements, in-house training must be accredited by one of the professional educational bodies that provides a qualification that meets the relevant competency requirement, if it is to qualify for CPD, whether under the CPD schemes of the relevant professional educational body or for those arranging their own CPD. In both of these cases, the QFA Board will accredit CPD only in accordance with the principles and criteria set out above.