

## Example CPD Record

**Development statement:** Sarah Chapman

**Date:** 01/01/2009

*In 2008 my firm acquired a small institution focused on the provision of Islamic banking and finance products to UK consumers. The institution has an existing risk-management function but as Deputy Head of Group Risk I am keen to develop a good understanding of the principles and processes behind Islamic financial services and the requirements for making a financial product Sharia-compliant. In doing so I will benefit my organisation by providing an extra layer of supervision over the risk-management controls of the new division and benefit my own career by developing a new area of specialisation.*

*I am also hoping to enhance my general communication skills particularly around preparing and delivering presentations. I am increasingly being called upon to present information at main board level and make recommendations. Training in this area would enable me to deliver these presentations more effectively and would enhance my reputation with senior colleagues.*

### CPD activity log

<b>Date:</b> 23/04/09	<b>Type of Skill:</b> Soft/Technical/Both
<b>Summary:</b> A half-day Masterclass on Islamic mortgages	
<b>Provider:</b> <i>ifs School of Finance</i>	
<b>Details:</b> I attended a half-day Masterclass at the <i>ifs School of Finance</i> looking at the basics of Islamic mortgages, their structure, distribution and management.	
<b>Benefit of activity:</b> I have a clearer understanding of the Islamic mortgage market, the wider basic principles of Sharia-compliant loans and the implications for capital requirements.	
<b>What's next?</b> I plan to spend a day shadowing the director of the new business to learn in more detail, etc.	
<b>Number of CPD hours:</b> 3	

<b>Date:</b> 01/06/09	<b>Type of Skill:</b> Soft/Technical/Both
<b>Summary:</b> Work shadowing	
<b>Provider:</b> In-house	
<b>Details:</b> I spent a day shadowing the director of our Islamic banking division. This included attending a management meeting, being taken through the various risk models and stress-testing scenarios set up by the division, and having a number of inductions by different people from the business.	
<b>Benefit of activity:</b> I gained considerable insight into the back-office processes that support the running of the business and the important risks faced by the division that are different from those with which I am already familiar.	
<b>What's next?</b> I intend to write a brief report of the day and do some further research into the wider Islamic finance market in order to benchmark the organisation's risk-control processes against others in the industry.	
<b>Number of CPD hours:</b> 6	

<b>Date:</b> 01/10/09	<b>Type of Skill:</b> Soft/Technical/Both
<b>Summary:</b> Further research on Islamic finance	
<b>Provider:</b> N/A	
<b>Details:</b> I spent three hours engaged in further research into the Islamic finance market. This involved searching the Internet for relevant articles and journals and creating a file of useful information on the subject. My research was particularly focused on operational loss incidents, credit risk articles and control methodologies relating to institutions that provide Islamic finance products.	
<b>Benefit of activity:</b> I have gained a more holistic understanding of the marketplace and our new division's place within it. I also gathered some useful information on potential risks facing the sector in general and our new division in particular that my colleagues need to be made aware of.	
<b>What's next?</b> I intend to combine my learning with that from previous activities and to share the knowledge I have gained with existing colleagues	
<b>Number of CPD hours:</b> 3	

<b>Date:</b> 01/07/09	<b>Type of Skill:</b> Soft/Technical/Both
<b>Summary:</b> Presentation Skills Course	
<b>Provider:</b> Reed Learning	
<b>Details:</b> I attended a half-day course on presentation skills. The course looked at different ways of delivering information, using practical exercises to embed the learning.	
<b>Benefit of activity:</b> The training has given me increased confidence when presenting to senior colleagues and has taught me a variety of approaches to presenting information.	
<b>What's next?</b> I plan to deliver a short training session to my colleagues on what I have learnt about the new business and the market in which it operates. This will put my new presentation skills to good use and be a useful exercise in increasing my confidence in this area still further.	
<b>Number of CPD Hours:</b> 3	

<b>Date:</b> 01/08/09	<b>Type of Skill:</b> Soft/Technical/Both
<b>Summary:</b> Delivered an in-house presentation	
<b>Provider:</b> In-house	

<p><b>Details:</b> I prepared and delivered a one-hour presentation to my senior colleagues on Islamic financial services in general and on our new business in particular. The presentation focused on the core Sharia principles that underpin the Islamic finance model, the different risks faced by the new division of the business and the various ways in which those risks are modelled, stress tested and mitigated. I also made recommendations to the group on how some of the practices and methods used by the new division could be adapted and utilised within the wider organisation.</p>
<p><b>Benefit of activity:</b> The exercise helped to crystallise my prior learning and generally to enhance knowledge of the subject within the team as a whole.</p>
<p><b>What's next?</b></p>
<p><b>Number of CPD hours: 3</b></p>

<p><b>Total CPD hours: 18</b></p> <p><b>Skills split: Soft 3 / Technical 12 / Both 3</b></p>
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**Reflective statement**

*The CPD I have undertaken this year has fully met the objectives set out in my development statement. Via the course attended and the work shadowing I gained a thorough understanding of Islamic finance products and the processes that support them. By gaining this understanding I have been able to position myself as a subject expert within my team and have delivered value to the organisation by providing an additional level of confidence that risks are being properly controlled and tested by the new division.*

*My skills and confidence when delivering presentations have also improved as a result of the course I attended. I have received positive feedback from members of the board on my performance in recent months.*

**Development objectives for next year**

*In the coming year I intend to increase my knowledge of specific risks associated to matters of liquidity. This is a specialist area looked after by other parts of the business but for my career to develop to the next stage (Group Head of Risk) it is important that I am able to demonstrate a holistic knowledge of all of the risks facing my organisation.*