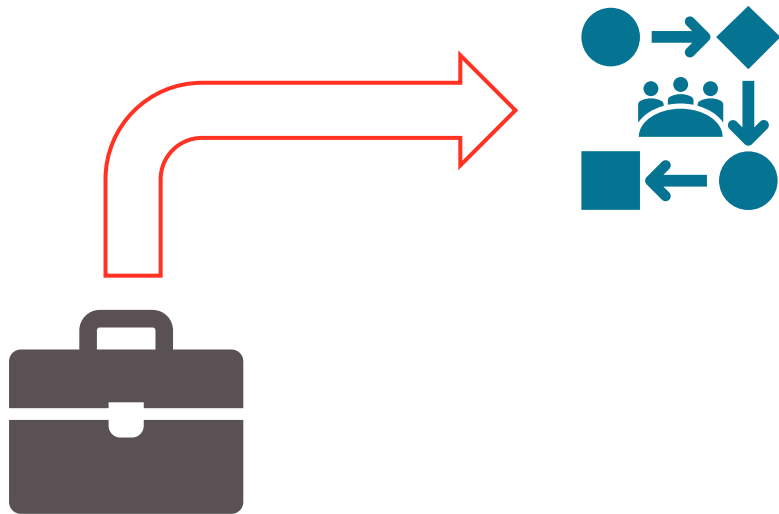PeopleCert

Continuing Professional Development

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Using CPD in real life

CPD starts when we get a job based on our current set of skills, knowledge and experience
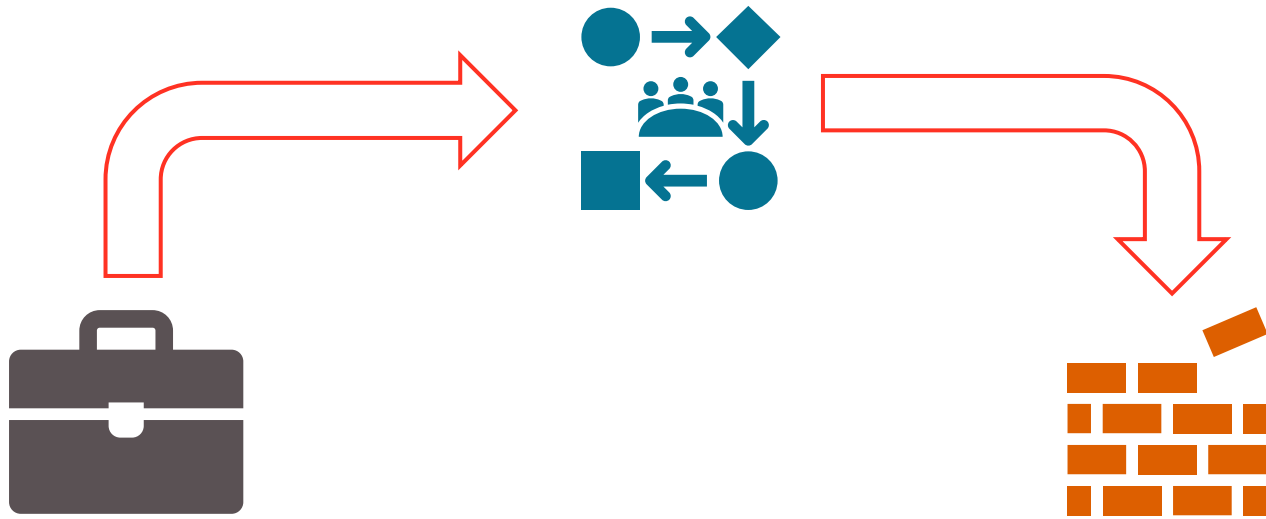
Using CPD in real life

Once we are in our new position, we:

- Apply our skills and knowledge

- Learn more about the organization's specific working methods and needs

- We find out that the organization is changing

- As leaders, we define and guide changes

- As team members we learn about the new way of doing things

Using CPD in real life

- Sometimes we need to learn something to fit in better with the organization's needs

- At other times we need to learn something so that we can make changes

- We can augment or adapt existing knowledge and skills, or learn new knowledge and skills

Using CPD in real life
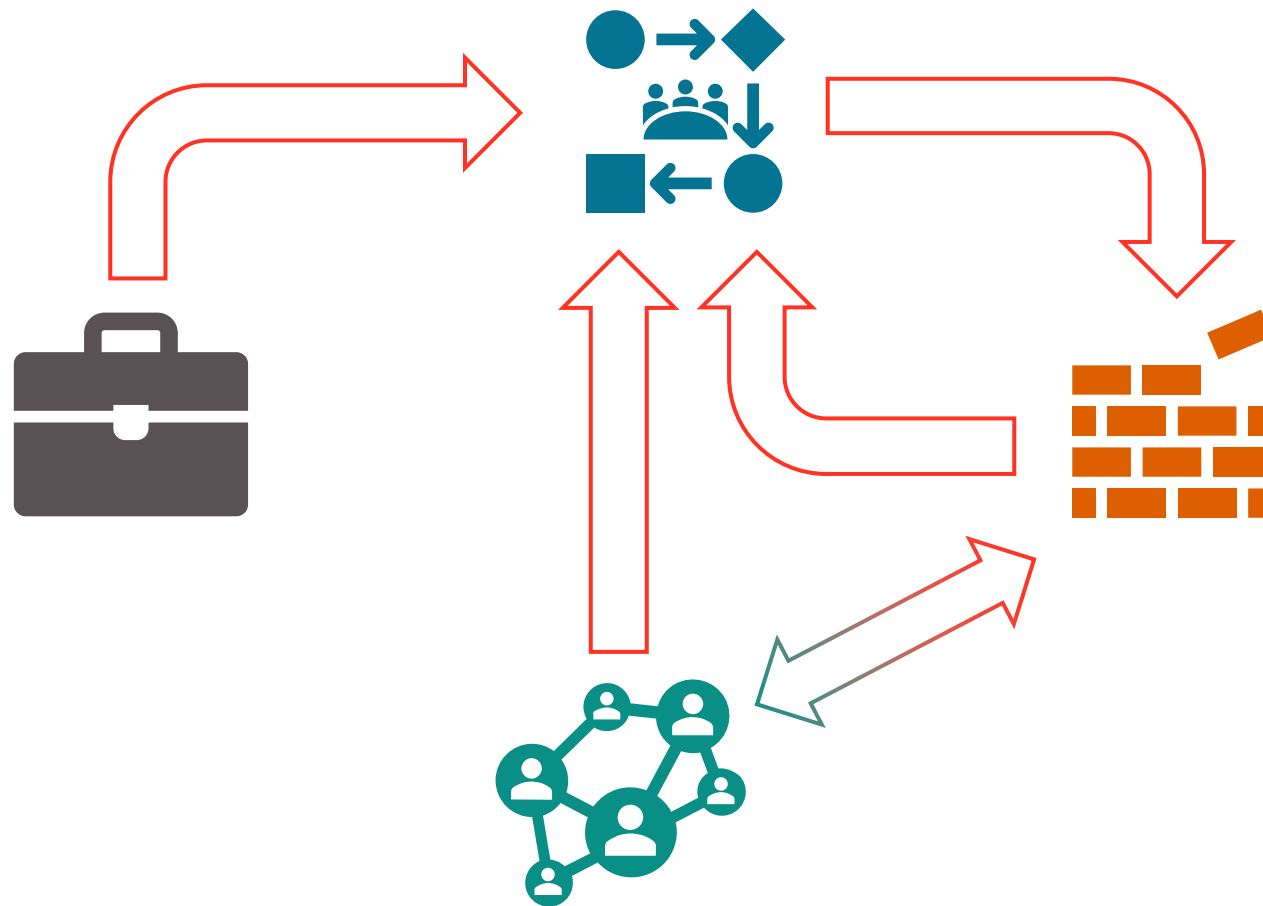
As our organization changes or grows, we need to update the skills and knowledge of existing members, and we need to add members with the right profile of skills and knowledge

Using CPD in real life

If we want to find a new opportunity, there are three options:

1. Without CPD: Find a job that matches the entry criteria of the last job (i.e. do the same thing over again)

2. With CPD: Start in a more advanced position than the last job with updated skills, knowledge and experience

3. Start a completely new career

The role of CPD has changed

- **In a stable industry, there is there is not a huge amount of change**
  - There are a limited number of clearly defined skills and careers
  - CPD helps us be promoted through a predictable career path
- **But change in our industry has accelerated dramatically**
  - CPD still helps us to be promoted through those careers that are predictable
  - But increasingly, CPD helps us to identify gaps in our skills and knowledge
  - CPD helps us to take on new challenges and to evolve our careers
  - CPD shows us what it will take to stay relevant as the industry changes

Three Scenarios

Let's talk about three approaches to career development (based on personal experience):

- Let your career determine which jobs you take

- Let your job define your career

- Evolve your skills and knowledge to match changes in the industry

Scenario 1: Let your career determine which jobs you take

- There is a clear career path
- The same career path exists in many organizations
- Skills and knowledge are mapped to the career path
- Progress through the career path is relatively certain
- You may need to change jobs and employers, but each move is progress

Great option for:
- Specialists who want to stay in a career for life
- Those who wish to "climb the corporate ladder"
- Careers that are required regardless of industry change

Advantages

- This is usually a secure, long-term option
- There are many career advancement opportunities
- Success is clearly linked to the career path

Risks

- Career paths are sometimes slow to respond to changes in the industry
- You may find your career options shrinking without knowing why
- You may reject opportunities outside your career path, and limit your growth

Scenario 2: Let your job define your career

- There is no formal CPD
- You develop skills as your job evolves
- Your skills and knowledge profile is unique
- It is often an exciting and challenging position
- You become the "go-to" person for anything related to the content of your job

Great option for:
- Pioneers
- People who like to live "on the cutting edge"
- People who like to restart their career every 8 – 10 years

Advantages

- You are in high demand in your organization
- Your position is secure
- Learning opportunities are significant

Risks

- If your organization disrupts itself, your skills and knowledge are not as valuable
- Other organizations may not need similar skills and knowledge: finding a new position may require going back a few steps
- Your job may reach a point and then stagnate. Getting ahead means starting something new

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Scenario 3: Choose a career path, and augment it with research and guidance

- There is a clear career path

- The same career path exists in many organizations

- Skills and knowledge are mapped to the career path

- But the scope and structure of the career path are evolving

- The CPD includes exposure to research and new methods

- Senior professionals chart the course and share their learning

Great option for:
- People who want to grow their careers in new directions
- People who like to explore the "new" from within a secure career path

Advantages

- A secure, long term career option

- Allows professionals to stay relevant when the industry changes

- CPD programs are linked to forward-thinking organizations who offer more attractive opportunities
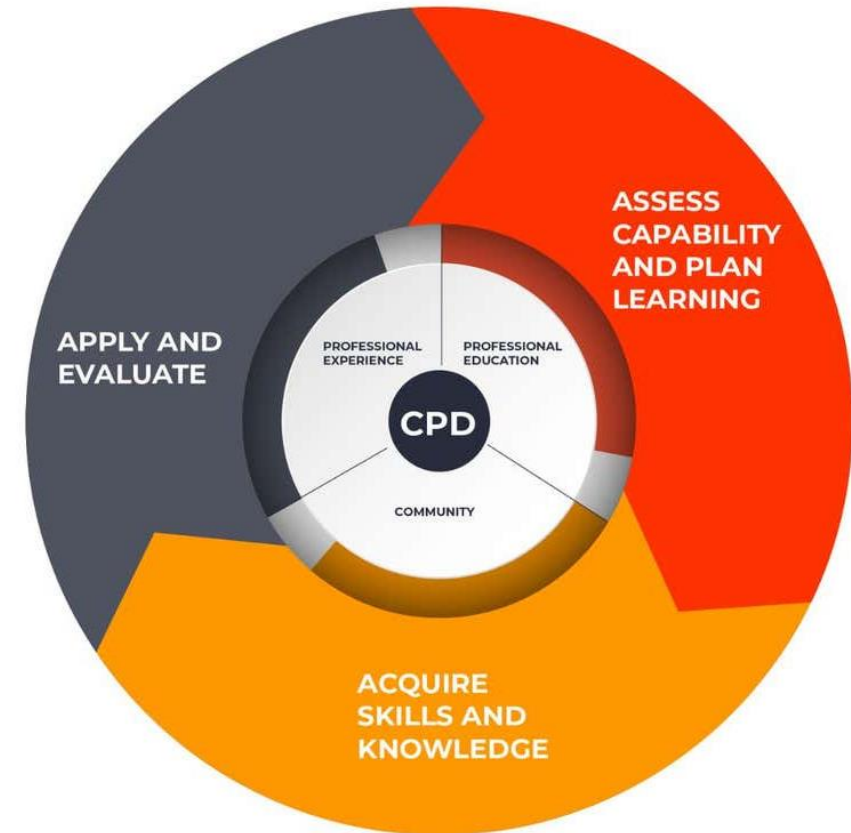
Risks

- There needs to be a balance between the "forward thinking" and established elements

- You may be frustrated by an employer who is not aligned to the emerging career paths

Conclusion: What I have learned about CPD

- Do not let your current job dictate your career options (unless you absolutely love it, and it's guaranteed to last your entire career)

- A good CPD program combines a formal certification program with guidance about what industry changes mean for your career

- Supplement your career planning with research based on:

    - Formal sources (research companies, universities, news, industry experts)

    - Peer networking

    - Your organization's strategy

- Don't put too much trust in naysayers – hear them, but do the research

- A foundation course alone does not build a career – the value is in what comes next

Benefits from continuing to learn and certifying your new skills

- Stay current with relevant skills, knowledge, ideas and learning

- Advance your career opportunities in a competitive job market

- Demonstrate your commitment to upskilling to current and future employers

- Elevate your personal brand and enhance your professional resume

- Improve your productivity and efficiency

APPLY AND EVALUATE

ASSESS CAPABILITY AND PLAN LEARNING

ACQUIRE SKILLS AND KNOWLEDGE

PROFESSIONAL EXPERIENCE

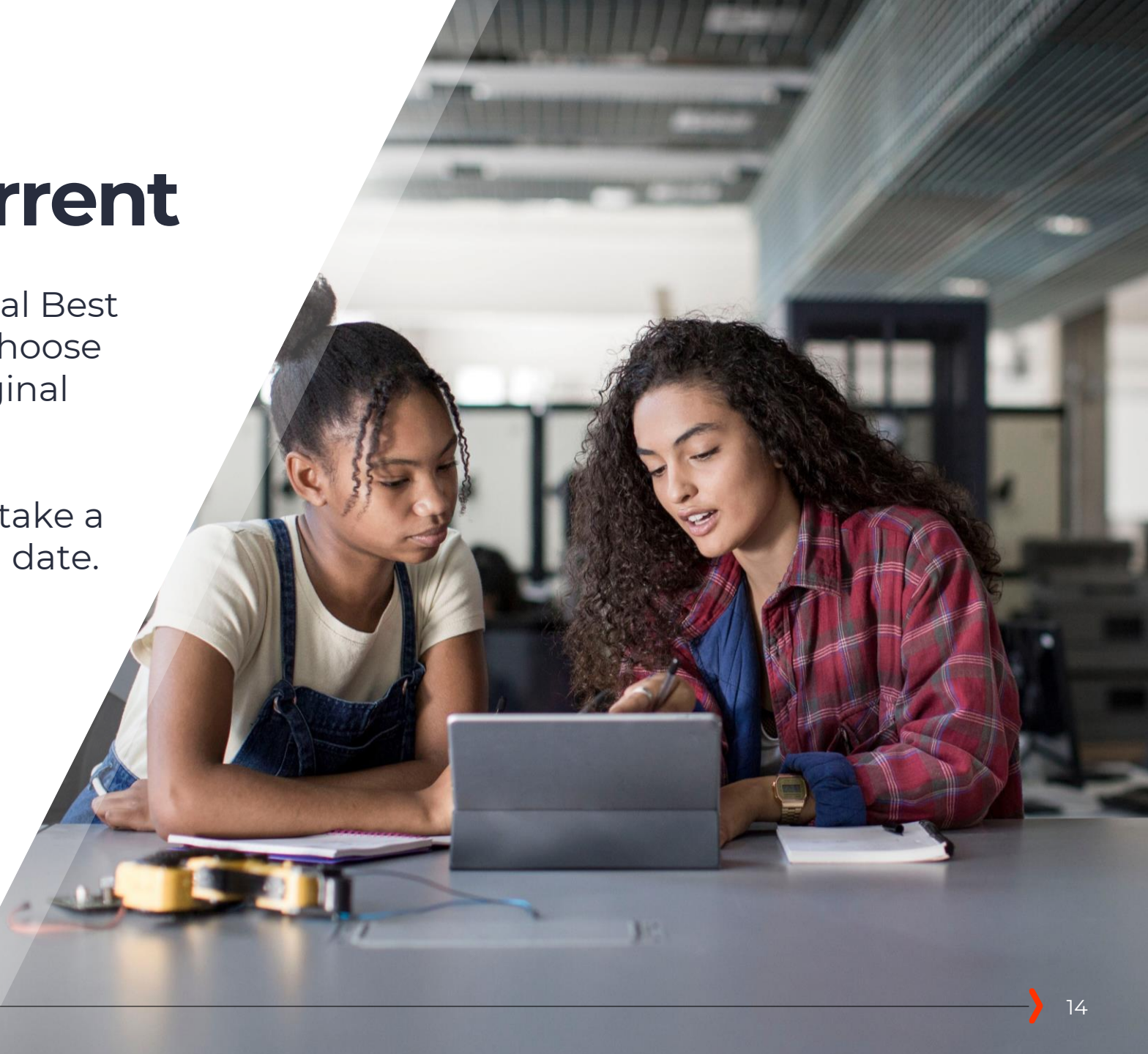PROFESSIONAL EDUCATION

CPD

COMMUNITY

Keeping your certifications current

Candidates with a PeopleCert Global Best Practice (Axelos) certification can choose to renew within 3 years of their original certification dates.

- **Exam Route:** Attend a course and take a related exam before the renewal date.

Or

- **CPD Route:** Collect and log CPD points with MyAxelos.

Renewing your Certifications within Product Suites

Product Suites facilitate easy renewal and support your ongoing professional development.

Certifications within a Product Suite all share the same renew by date.

Product Suite	Certifications
ITIL 4	All ITIL 4 Certifications (*incl. Practices Certifications*)
Project, Programme & Portfolio Management	PRINCE2, PRINCE2 Agile, MoR, MSP, MoV, MoP, P3O
AgileShift	All AgileShift Certifications
Resilia	All Resilia Certifications

https://www.peoplecert.org/ways-to-get-certified/keep-your-certification-valid

* Does not apply for ITIL v3 Certifications

One Membership to keep ALL your Certifications current

1. Get a subscription to MyAxelos, PeopleCert's Exclusive Membership programme

2. Maintain your subscription for 3 years

3. Each year, log 20 CPD points

4. At the end of the 3 years all your Certifications are automatically extended for another 3 years

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Continuing Professional Development on MyAxelos

- Complete 20 points worth of activities per year

- 5 points must come from the *Professional Experience* category

  1 activity equals 1 CPD point

- Remaining 15 points can be earned from activities across the *Professional Experience*, *Professional Education* and *Community* categories.

  1 hour of activity equals 1 CPD point

CPD Category	Activity Examples
Professional Experience (Minimum five points)	- Professional practice: applying best practice in the workplace - Coaching colleagues in relation to best practice - Mentoring individuals or groups to support their development - Work shadowing colleagues in relation to best practice
Professional Education	- Peoplecert certifications - Other certifications from PeopleCert Accredited Training and non-PeopleCert Accredited Training Organisations - Professional qualifications from awarding bodies - In house training - E-learning - Reading relevant books, publications, research, white papers etc. - Engaging with podcasts and webinars
Community	- Organising industry / best practice related events - Contributing to community discussion forums - Authoring thought leadership - Attending industry events - Reading community discussion forums - Volunteering to share your knowledge and experience

Content you read & engage with on MyAxelos can count towards your CPD.
With 1000s of articles, templates, guides and more, including our exclusive monthly webinars, this is a great way of staying up to date

Renew your Certifications with a special offer from Peoplecert

Get an Annual subscription with MyAxelos up to December 31st 2023 and **all** your certifications will be automatically renewed until 2026
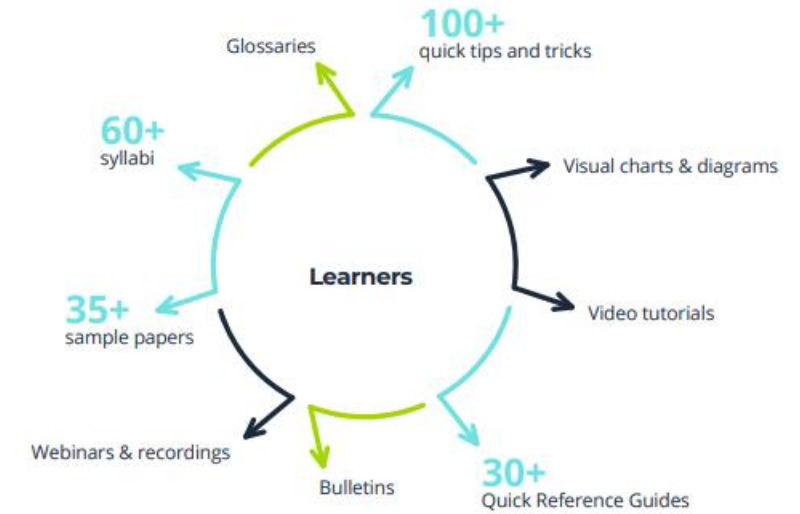
1. **Log** in to your PeopleCert Account

2. **Visit** *Certifications & Memberships*

3. **Follow** the link to MyAxelos

Useful links:

- Renewing via MyAxelos & CPDs: https://bit.ly/44lfPGB
- Certification renewal : https://bit.ly/3Dbmlnu

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