CFA UK
STRUCTURED
LEARNING CHECK LIST

**CFA Society
United Kingdom**

IS MY LEARNING CPD?

Is the learning activity relevant to your development?

CPD activities should address your development needs. Once you have reflected on areas for development, you can then identify the types of activities and events that will be relevant.

Are you maintaining a record of the educational activity?

You need to ensure that you have good quality CPD records. You may be asked for some or all of these records in the event of an audit.

CPD

❌ If your answer is 'No' to either of the above questions then your learning is not CPD

WHAT TYPE OF CPD IS MY LEARNING?

Is the learning activity verifiable?

Structured learning must be verifiable. It must be possible to demonstrate that the learning took place. CFA UK certificates of attendance and online engagement tests can support you in demonstrating completion of appropriate activities.

Does the activity have a learning outcome?

Learning outcomes represent what you are expected to know, understand or be able to do as a result of attending an event or undertaking an activity. They may be presented in differing formats, such as a course objective, meeting agenda or examination syllabus.

Is the learning greater than 30 minutes?

Structured learning experiences must be a minimum of 30 minutes in duration. There is no such requirement with unstructured learning.

STRUCTURED CPD

❌ If your answer is 'no' to any of the above questions then your learning is 'Unstructured CPD'

GUIDANCE ON TYPES OF STRUCTURED LEARNING ACTIVITIES

ATTENDING A LIVE EVENT

When attending live events such as conferences, training courses, seminars, lectures and workshops, you are able to log the time spent in actual educational activities. CFA UK events and conferences will automatically be added to your CFA UK CPD log, and other live events can be added easily. Training courses recommended by the CFA UK Structured Learning Committee can be found on our website and are frequently offered to members at a discount.

STUDYING AND SITTING FOR A QUALIFICATION

Candidates studying and sitting an examination will, on passing, be able to log study time relating to the exam. In the event you study for a qualification but are unsuccessful, we will only allow CPD to be logged where there is clear evidence of studying having been undertaken.

UNDERTAKING ONLINE LEARNING

Where online learning is verifiable it can be counted as structured online learning. This may include web based courses and webcasts. More information about the type of information you could provide to prove engagement can be found in our CPD policy.

STRUCTURED READING

Where reading activity is verifiable it can be counted as structured learning. This may include reading relevant journal articles, conference proceedings and/or books where undertaking the activity can be demonstrated. Verification is likely to occur through some form of engagement exercise or activity.

CONTRIBUTING TO THE PROFESSION

Contributing to the profession takes a variety of forms. These may include chairing or presenting at an industry relevant event, undertaking volunteer participation on committees, developing educational material, or writing/ reviewing articles for industry publications.

UNSTRUCTURED LEARNING

Unstructured learning must still be relevant and appropriate to your learning needs. However, it differs from structured learning in that there is no requirement for pre-defined statements, objectives, or learning outcomes highlighting what the activities and experiences are seeking to achieve. Records of unstructured learning should be maintained so that you can demonstrate the activity took place.

Unstructured learning may also be shorter in duration than structured. Whilst structured learning experiences must be a minimum of 30 minutes in duration, there is no such requirement with unstructured. Examples of unstructured learning would include reading relevant newspaper articles or watching relevant webcasts.

To download a copy of CFA UK's full CPD policy, please visit **www.cfauk.org/cpdselect**

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