



# Top of your game

What are you doing as a retail investment adviser to maintain your competence and meet your 35 hour cpd requirement?

# CPD Guidance for Retail Investment Advisers

In the UK, Retail Investment Advisers are required to maintain and develop their knowledge by undertaking at least 35 hours CPD annually where a minimum of 21 hours is required to be Structured.

To maintain and develop your knowledge and skills there needs to be an aspect of review and planning. We recommend that you use this guidance to ensure that you comply with the requirements by considering your development needs within these areas:

- Technical knowledge and how to apply it
- Skills and expertise
- Changes to products, legislation and regulation
- Address gaps in knowledge linked to the activities you have been covered to give advice in

## Recording of CPD

[cisi.org/cpd](https://cisi.org/cpd)

The CISI provides an online recording CPD tool, free to members, that can record and monitor your CPD progress. All CISI activities undertaken with the CISI are automatically recorded within your CPD record.

## CISI Professional Refresher

[cisi.org/cisipr](https://cisi.org/cisipr)

Professional Refresher is our online elearning tool that is free to members, which covers a variety of topic areas enabling you, upon reading the material, to test your knowledge.

Modules contain a workshop which may include video or links to further information. Members undertaking these modules need to undertake a test at the end of the module to successfully be awarded their CPD hours.

## CISI TV

[cisi.org/cisitv](https://cisi.org/cisitv)

CISI TV allows you to view a selection of our most popular CPD events online, anywhere, anytime and earn CPD hours. CISI TV is available to watch on your smartphone, tablet or PC.

A short quiz can be taken after watching a CISI TV video which allows you to earn an extra 15 minutes of CPD on top of the CPD for watching the video.

# Integrity and Ethics Suite

[cisi.org/integrity](https://cisi.org/integrity)

The CISI has numerous resources to help you earn Integrity and Ethics CPD:

- Annual Integrity Debate (event)
- Grey Matters dilemma (articles)
- Integrity at Work workshop
- IntegrityMatters elearning test
- Speak Up workshop

## Events

[cisi.org/events](https://cisi.org/events)

The CISI offers an extensive programme of CPD and networking events in London, regionally and internationally. These events keep you up to date with the latest insights and developments in the financial services sector, enable you to benchmark your processes with peers and network with members.

## Qualifications

[cisi.org/qualifications](https://cisi.org/qualifications)

The CISI offers a wide range of qualifications for individuals working in Wealth Management Sector. Individuals are encouraged to follow the pathway set below as guidance to the appropriate qualifications for Investment Advisers. Retail Investment Advisers in the UK are required to hold a minimum Level 4 relevant qualification to qualify them to give advice. All RDR-compliant qualifications in the UK meet the ESMA requirements for Investment Advisers. However below you can find guidance for qualifications for Investment Advisers in Europe and Overseas (non-UK). All examinations undertaken can be counted towards your CPD requirement.

### Retail Investment Advisers (UK)

All RDR-compliant qualifications meet the ESMA requirements for Investment Advisers. CISI's relevant qualifications include:

Investment Advice Diploma (IAD)

Private Client Investment Advice and Management (PCIAM)

Chartered Wealth Manager qualification

### Retail Investment Advisers (Europe, non-UK)

The below qualifications fully incorporate the ESMA Guidelines for Investment Advisers who work with retail clients:

International Certificate in Wealth & Investment Management (ICWIM)

International Certificate in Advanced Wealth Management (ICAWM)

# CISI guidance on online modules to maintain knowledge

The CISI offers a range of online learning opportunities to assist you in meeting your 35 hours RDR CPD requirement and maintain your knowledge. These are broken down under the required learning areas which you can link to your area of specialism:

## Professional Refresher

### Financial Services, regulation and ethics

Anti-Money Laundering  
Approved Persons Regime  
Client Categories  
Conduct Rules  
Conflicts of Interest  
Customer Complaints  
Cybercrime  
European Market Infrastructure Regulation  
Financial Crime  
Financial Ombudsman Service  
Financial Promotions  
Inducements and Dealing  
Commissions  
Integrity and Ethics  
Market Abuse  
RDR Adviser  
Regulation and Ethics  
Retail Investment Advice in the UK  
Speak Up  
Treating Customers Fairly  
UK Regulatory Structure

### Taxation

Budget  
Financial Transaction Tax  
Foreign Account Tax Compliance Act (FATCA)  
Investment Taxation  
Taxation

### Investment and Risk

Conduct Risk  
Financial Promotions  
Information Securities and Data Protection  
Insolvency and Bankruptcy  
Investment Principles and Risk  
Risk  
Permissions Regime  
Structured Investment Products  
Suitability of Client Investments

### Securities

Best Execution  
Client Assets and Client Money  
Dodd-Frank Act  
Securities Financing

### Derivatives

Best Execution  
Central Clearing  
Commodities and Energy Markets  
Derivatives  
Dodd-Frank Act  
Hedge Funds

### Private Client Advice

Long-term Care  
Pensions Advice  
Pensions and Provisions  
Retirement Planning  
Insurance

### Financial Planning and Advice

Crowdfunding  
Estate Planning  
Financial Planning  
Offshore Fund Administration  
Robo-advice  
Structured Wealth  
Trusts  
UCITs  
VCTs & EISs

### Other

Certification - what it means for you  
Presentation Skills  
Remuneration Code  
Senior Managers and Certification Regime  
Sovereign Wealth Funds  
Training and Competence  
MiFID II