

## CMBE CPD Policy

### 1. The subscribers' CPD Code of Conduct

The purpose of the Certified Management & Business Educator is to advance and maintain high standards in the provision of teaching, learning and student experience, and academic leadership and scholarship thereof, through continuous professional development among persons responsible for the delivery of business and management education within higher education. To meet this purpose, the Chartered ABS requires CMBE subscribers to meet and adhere to our standards and Code of Conduct. Adherence to the Code of Conduct is a condition of CMBE subscriber status.

Subscribers are expected to adhere to the following obligations:

#### 1.1 Subscriber values

- 1.1.1 Subscribers must be open and transparent in the selection of evidence relating to their submissions to the scheme;
- 1.1.2 Subscribers must provide evidence of reflection on their development needs and impact on practice in the CPD records upon request;
- 1.1.3 Subscribers are encouraged to consider how their selection of [CPD activities supports the highest levels of professional ethics, equality, diversity, inclusion and sustainability](#) (e.g. consideration given to the impact on the environment of travelling to undertake CPD when a local or online webinar may be a suitable alternative).

#### 1.2 Subscribers' relationship with the scheme

- 1.2.1 Acceptance of the authority of the Chartered ABS in all matters relating to the scheme;
- 1.2.2 Prompt payment of annual subscription;
- 1.2.3 Subscribers must maintain recoverable records of CPD evidence. Lost or missing documents are the responsibility of the subscriber. This is to facilitate provision of evidence of CPD and supporting documentation (in digital form) as reasonably required by the rules of the scheme.

#### 1.3 Subscribers' advocacy of the scheme

- 1.3.1 Advocacy of the scheme, for example, through display of CMBE designation where a subscriber's status is relevant (such as online profiles, business cards);
- 1.3.2 Advocacy of the scheme, for example and where possible, through institutional appraisal or development processes;
- 1.3.3 Subscribers should bring to the attention of the scheme(s) any evidence that fellow members have abused or are abusing the Code of Conduct (Whistleblowing). All such notifications to the scheme(s) will be treated in the strictest confidence.

### 2. Breaches of subscriber CPD commitments and Code of Conduct

The CMBE scheme is overseen by the CMBE Professional Standards Board. They will consider and enforce sanctions against subscribers who breach these terms & conditions. Breaches include, but are not limited to:

- 2.1 Non-fulfilment of annual CPD commitment
- 2.2 Falsification of CPD entries
- 2.3 Falsification of eligibility evidence
- 2.4 Failure to disclose any other information which affects a subscriber's ability to comply with the Standards and Code of Conduct
- 2.5 Other issues which may bring the CMBE scheme into disrepute.

### **3. Procedures for making complaints and identifying breaches**

- 3.1 A complaint may be made to the Chartered ABS by any person that a CMBE subscriber, or an individual using the CMBE designation, has failed to observe the CMBE Code of Conduct or standards.
- 3.2 Complaints must be made in writing by email or post and addressed to the Chair of the CMBE Professional Standards Board. By email: [cmbe@charteredabs.org](mailto:cmbe@charteredabs.org). By post: Chartered Association of Business Schools, 3<sup>rd</sup> Floor, 40 Queen Street, London EC4R 1DD. The name and address of the person making the complaint must be given. The name and institution of the CMBE subscriber complained against must also be given. The complaint shall also set out the circumstances which constitute the complaint and state the relationship, if any, between the complainant and the CMBE subscriber.
- 3.3 The Chief Executive of the Chartered ABS or Chair of the CMBE Professional Standards Board shall have a duty to raise a complaint if there is evidence of a breach of the Code or standards and it is in the interests of CMBE to take the complaint forward. In such instances it is the Chartered ABS itself who is the complainant.

### **4. Handling complaints and breaches**

- 4.1 Where it comes to our attention, or a complaint is made, that a subscriber has acted in breach of the Code of Conduct, the matter will be reviewed by the CMBE Professional Standards Board.
- 4.2 Should a complaint put forward for formal investigation, the Chartered ABS will assume the role of complainant.
- 4.3 Should a breach or complaint be upheld, the Board has a range of sanctions at its disposal depending on the severity of the breach.

### **5. Sanctions**

The Professional Standards Board can issue the following sanctions to subscribers who have made the following in breaches:

- 5.1 Non-fulfilment of annual CPD:
  - 5.1.1. CMBEs will lose their designation for a year but given the option to stay in the scheme as an AMBE so that can meet their CPD commitment and regain their CMBE status the following year.
  - 5.1.2. AMBEs who do not fulfil their CPD commitment to undertake 3 consecutive years of CPD, without valid mitigating circumstances, will have to start their 3 years again before they are eligible for the CMBE designation.
- 5.2 For all other breaches: exclusion from the CPD scheme for a period (e.g. 1 – 5 years, depending on severity of breach), and/or recession of designatory status for a period or for life.
- 5.3 For severe breaches, the individual's name may be published.
- 5.4 If an institution is paying for an individual's subscription we have a duty of care to the institution and we will notify the institution if an individual has been found to have committed a major breach.

## **6. Publishing outcomes of disciplinary proceedings**

- 6.1 The outcomes of cases where the Board find a breach has been made will be published on the Chartered ABS website. The case will be anonymised except for the case.
- 6.2 If the Board finds that the Code has been breached by a subscriber, the Board will determine whether it is in the public interest, or the interests of the profession, to publish specific details of the case, including details of the subscriber and the sanction applied.
- 6.3 The Chartered ABS does not publish the outcome of cases where a breach of the Code has not been found or the complaint has not been taken forward.
- 6.4 If a subscriber is found to have breached the Code and a sanction is agreed by the Board, the outcome shall be recorded on the subscriber's record held by the Chartered ABS for a period of 3 years after the completion of the sanction period.

## **7. Mitigation**

- 7.1 Claims for mitigation are limited to:
  - 7.1.1 Agreed Leave of Absence from own institution through statutory reasons (parental leave, long term illness, union representation, legitimate strike action, call up of Reservist etc.); or
  - 7.1.2 Secondments to roles not relevant to the scheme and other extenuating circumstances.
- 7.2 Claims for mitigation will not be allowed for:
  - 7.2.1 Administrative errors, such as losing a certificate
  - 7.2.2 IT issues (failure to back up etc.)
  - 7.2.3 Voluntary / Accumulated holiday entitlement

## **8. Misuse of the designation**

- 8.1 'AMBE' is not a designation and should not be used as such by subscribers to the AMBE scheme.
- 8.2 Individuals who leave the scheme are no longer Certified Management & Business Educators and must cease using the CMBE designation with immediate effect.
- 8.3 Individuals who use the CMBE designation without joining the scheme or having left the scheme will be contacted, and if necessary, reported to their Dean/Head of School or appropriate persons within their institution.
- 8.4 The Chartered ABS may take legal action against individuals who use the CMBE designation without joining the scheme or having left the scheme, and continue to use the designation despite requests to cease doing so.

## **9. Appeals**

- 9.1 Appeals against sanctions issued by the CMBE Professional Standards Board must be made in writing. Appeals should be marked for the attention of 'Chair of the CMBE Professional Standards Board' and emailed to [cmbe@charteredabs.org](mailto:cmbe@charteredabs.org). Appeals should explain your reasons for challenging the decision made and supporting evidence should be provided.
- 9.2 The CMBE Professional Standards Board reserves the right to refer appeals made by subscribers to the Chartered ABS Council. Both the Board and Council meet quarterly respectively, therefore appeals can take up to 6 months to be reviewed.
- 9.3 The original decision of the Board will stand until the appeal has been reviewed.