

# **FIMM CONTINUING PROFESSIONAL DEVELOPMENT (CPD) TRACKER SYSTEM**

# AGENDA



1. Objectives

4. System Process Flow

2. Background Information on FIMM CPD Tracker System

5. Other Important Information

3. Users of the System

6. Question & Answers

## FIMM CPD TRACKER SYSTEM



# FIMM CPD TRACKER SYSTEM

1

Familiarize with the Requirements;

2

Familiarize with the Functions; and

3

Familiarize with the Features  
of FIMM CPD Tracker System.



# Background Information

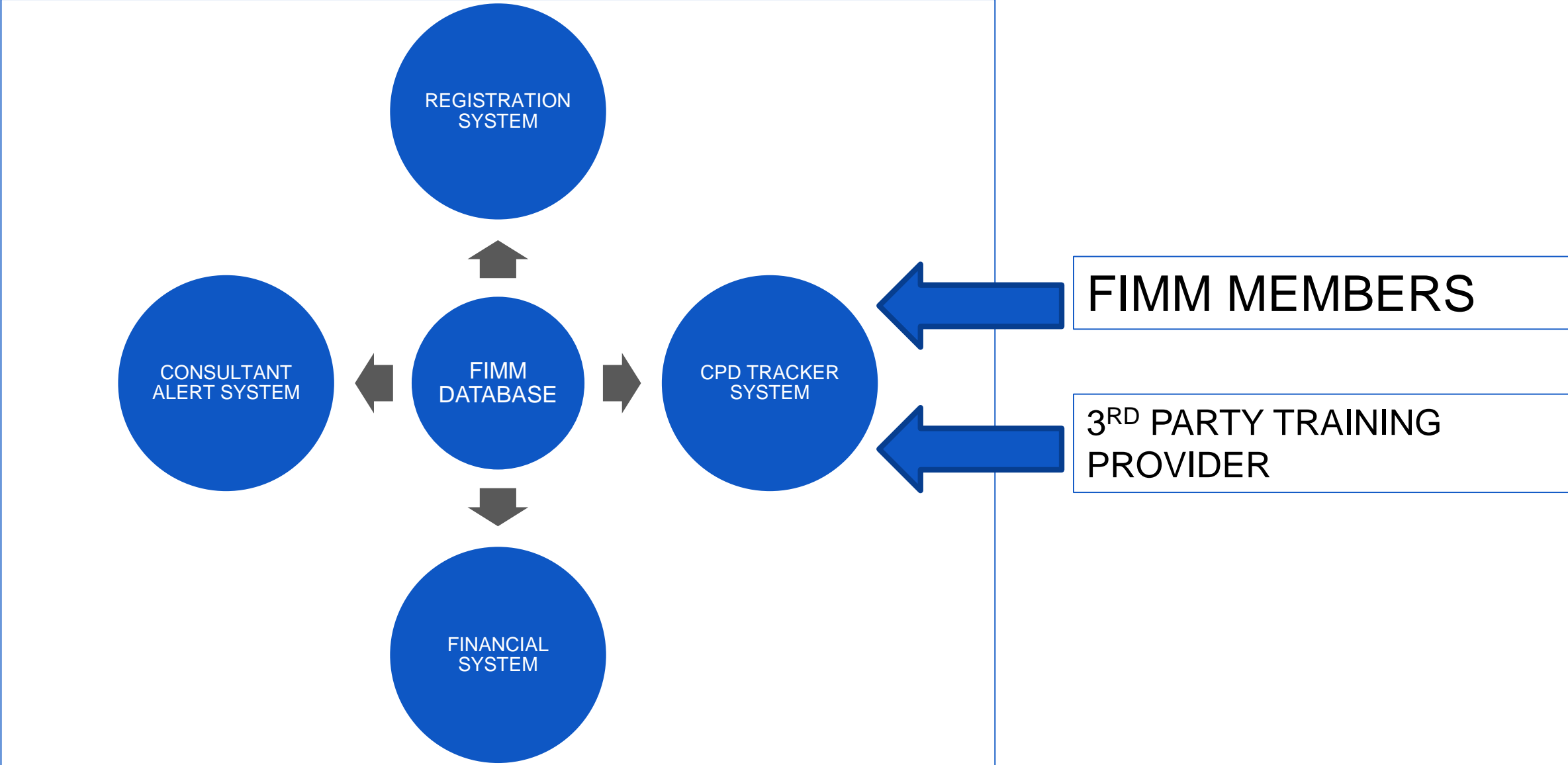
## FIMM CPD TRACKER SYSTEM

# What is FIMM CPD Tracker System?

FIMM CPD Tracker System is an online system which facilitates the registration and approval of FIMM CPD programs and allow members and distributors to upload/update CPD Points collected by UTS Consultants/PRS Consultants registered with your company.

- ❖ This new CPD Tracker will provide a single platform for all FIMM members to maintain the CPD point's records of the consultant.
- ❖ The new screen has developed to allow user to upload or submit the applications.

# Features of the System







Users of the System

**FIMM CPD TRACKER SYSTEM**

1. FIMM (CPD Secretariat)
  - Approve/reject information
  - Submit FIMM CPD program and attendance
  - View information
  
2. FIMM's members (Approved Training Provider – ATP)
  - Submit application for CPD program and attendance
  - View information
  
3. 3<sup>rd</sup> Party Training Provider (Approved Training Provider –ATP)
  - Submit application for CPD program and attendance
  - View information





# System Process Flow

## FIMM CPD TRACKER SYSTEM

# Login to FIMM Integrated System (FIS)

\*Please click on [Forgot Userid/Password] for first time login !



 Member Online Application ||  PRS Online Application

Organization ID

User ID

Password



To Reset Your Password, Please click  
**Forgot User ID / Password? Please Click  
Here**

Click CPD System to Login



# Type of Application (CPD Activities)

1. CPD Program
2. Writing and Publishing Books/Article
3. Reading Approved Financial Literatures
4. Teaching or Speaking
5. Academic or Professional Qualifications
6. Passing FPAM Modules
7. Waiver for CPD Program

# 1.0 Apply for New CPD Program (Within 30 days)

Click on **New** button to create CPD Program

1

APPLICATION FOR CPD PROGRAM New

CPD PROGRAM APPLICATION

Member Code: 001 CPD Code (System Generate): CPD201903060229

Name: [ ] Date: 06-Mar-2019

Company: FIMM Contact No: [ ]

Designation: [ ] Email: [ ]

Program Title: [ ] Mode of Delivery: -Please Select-

Application Type: New CPD Program

Proposed Dates (START): [ ] Proposed Dates (END): [ ]

Target Participants: [ ]

Participant's Pre-requisite: [ ]

Proposed Fee (per course): 0

Learning Outcomes (LO): [ ]



Duration (Hours)	Duration (Minutes)	SLO (at the end of this session, pax will learn to.)	Topic/Content	Learning Method	Media/ Material	Learner Assessment Method	Speaker (if applicable)	Speaker Profile
				Instructor-Led	Power Point Slides	Q&A Session		Choose File   No file chosen

Learning Standards List - 0 record(s)

Total Duration: 0 Hours 0 Minutes

Proposed CPD Points: 0

2

- Insert requestor's:
- Name
  - Contact No
  - Email
  - Designation

- Insert CPD Program's:
- Program Title
  - Mode of Delivery
  - Proposed Date (START)
  - Proposed Date (END)
  - Target participants
  - Participant's Pre-requisite
  - Proposed Fee (per course)
  - Learning Outcomes (LO)

3

- On Learning Standards, insert/select CPD Program's:
- Duration (Hours)
  - Duration (Minutes)
  - SLO
  - Topic/ Content
  - Learning Method
  - Media/ Material
  - Learner Assessment Method
  - Speaker
  - Upload Speaker's profile



Click on **Add SLO** button to ADD SLO

4

5

Click on **Submit** button to submit NEW CPD Program

**WAITING APPROVAL**

# 1.1 Apply for New CPD Program (Less than 30 days)

Click on **New** button to create CPD Program

1

2

- Insert requestor's:
- Name
  - Contact No
  - Email
  - Designation

- Insert CPD Program's:
- Program Title
  - Mode of Delivery
  - Proposed Date (START)
  - Proposed Date (END)
  - Target participants
  - Participant's Pre-requisite
  - Proposed Fee (per course)
  - Learning Outcomes (LO)



Duration (Hours)	Duration (Minutes)	SLO (at the end of this session, pax will learn to:)	Topic/Content	Learning Method	Media/ Material	Learner Assessment Method	Speaker (if applicable)	Speaker Profile
				Instructor-Led	Power Point S	Q&A Session		Choose File No file chosen

Learning Standards List - 0 record(s)

Total Duration: 0 Hours 0 Minutes

Proposed CPD Points: 0

3

- On Learning Standards, insert/select CPD Program's:
- Duration (Hours)
  - Duration (Minutes)
  - SLO
  - Topic/ Content
  - Learning Method
  - Media/ Material
  - Learner Assessment Method
  - Speaker
  - Upload Speaker's profile

5

This application is categorized as AD-HOC application. Please insert REMARK field.

**OK**

Popup to notify user, click on 'OK' button & insert remarks

4

Click on **Add SLO** button to ADD SLO

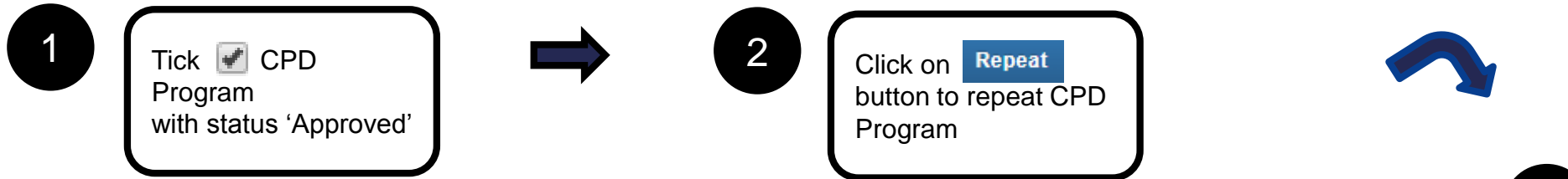
6

Click on **Submit** button to submit NEW CPD Program

**WAITING APPROVAL**



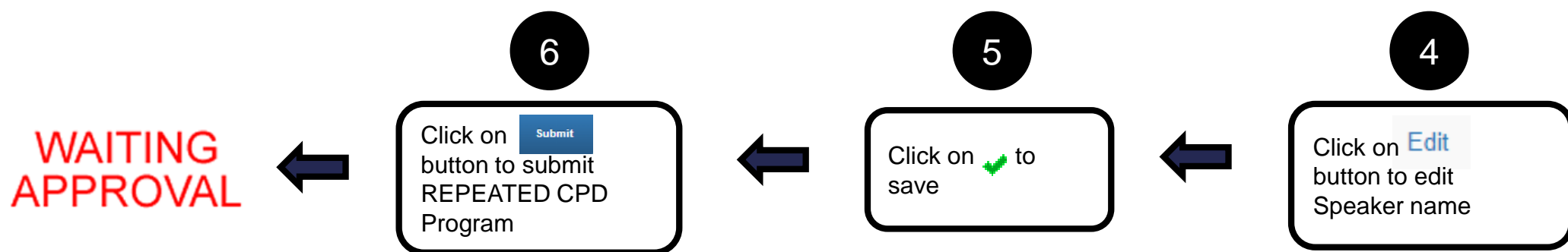
# 1.2 Repeated Program



Application Type	Repeated CPD Program		
<i>If other, please specify</i>			
Proposed Dates (START)	00-000-0000	Proposed Dates (END)	2019-04-01

3 The Application Type will be displayed as 'Repeated CPD Program', Insert:

- Proposed Dates (START)
- Proposed Dates (END)



**WAITING APPROVAL**

## SPEAKER'S PROFILE

### MR A

Mr A is qualified as Chartered Financial Analyst (CFA) charter holder, and holds a Master's in Business Administration ("MBA") from the University of UK. He is a Chartered Financial Analyst (CFA) charter holder and is also a licensed Investment Advisor by the Securities Commission of Malaysia. He is a member of Institute Business Appraiser (IBA).

Mr A is a Capital Markets Consultant-cum-Entrepreneur in Corporate Strategy and Investment Education specializing in the Capital Markets Industry. He lectured on Financial Management, Financial Strategy, Money and Banking, Financial Planning and Corporate Strategy related modules.

He is a good communicator and brings his practitioner experience to enhance learning and add value in the classroom. He lectures at all three levels of the Chartered Financial Analyst Program on ethics, quantitative methods, fixed income, risk management and portfolio management.



# 2.0 Writing and Publishing Books/Article

1

Click on **New** button to create application

Member Code	001	Application Code	END201903070211
Name		Date	07-Mar-2019
Company	FIMM	Contact No	
Designation		Email	

\* Indicate Compulsory Field

2

Insert requestor's:

- Name
- Contact No
- Email
- Designation

**Notes:**  
Only 1 consultant name per transaction

3

Insert Consultant's:

- NRIC and click on

Then, System will auto populate 'Applicant Name'

Follow by inserting:

- FIMM No
- Book/Article Title
- Published Date
- Publisher
- Upload attachment

Click on **Add Name** button to add.

Writing Books - 16 Points						
NRIC	Applicant Name	FIMM No	Book Title	Published Date	Publisher	Attachment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<b>Add Name</b>						
Writing Book List - 0 record(s)						
Writing Articles - 4 Points for each article (Max 8 CPD points)						
NRIC	Applicant Name	FIMM No	Article Title	Published Date	Publisher	Attachment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<b>Add Name</b>						
Writing Article List - 0 record(s)						

4

Click on **Submit** button to submit application

**WAITING APPROVAL**

# 3.0 Reading Approved Financial Literatures

1  
Click on **New** button to create application

Member Code	001	Application Code	READ201903070102
Name		Date	07-Mar-2019
Company	FIMM	Contact No	
Designation		Email	

\* Indicate Compulsory Field

2

- Insert requestor's:
- Name
  - Contact No
  - Email
  - Designation

**Notes:**  
Only 1 consultant name per transaction

3

- Insert Consultant's:
- NRIC and click on

Then, System will auto populate 'Applicant Name'

Follow by inserting:

- FIMM No
- Financial Literature
- Issue Date
- Publisher
- Date of Completion
- Upload attachment

Click on **Add Name** button to add.

Reading Approved Financial Literatures (4 CPD Points)							
NRIC	Applicant Name	FIMM No	Financial Literatures	Issue Date	Publisher	Date of Completion	Attachment
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Choose File No file chosen

**Add Name**  
Applicant List - 0 record(s)

4  
Click on **Submit** button to submit application

**WAITING APPROVAL**

# 4.0 Teaching or Speaking

1  
Click on **New** button to create application

Member Code	001	Application Code	TEACH201903070070
Name		Date	07-Mar-2019
Company	FIMM	Contact No	
Designation		Email	

\* Indicate Compulsory Field

2  
Insert requestor's:

- Name
- Contact No
- Email
- Designation

**Notes:**  
Only 1 consultant name per transaction

3  
↓

- Insert Consultant's:
- NRIC and click on

Then, System will auto populate 'Applicant Name'

- Follow by inserting:
- FIMM No
  - Presentation Title
  - Event Title
  - Event Date
  - Presentation Hour
  - Event Organizer
  - Upload attachment

Click on **Add Name** button to add.



4  
Click on **Submit** button to submit application

**WAITING APPROVAL**




Teaching or Speaking on Program Approved by FIMM (8 CPD Points)									
NRIC	Applicant Name	FIMM No	Presentation Title	Event Title	Event Date	Presentation Hour	Event Organizer	Attachment	Attachment2
								Choose File	Choose File

**Add Name**  
Applicant List - 0 record(s)

# 5.0 Academic or Professional Qualifications

1

Click on  button to create application

Member Code	<input type="text" value="001"/>	Application Code	<input type="text" value="QUA201903070107"/>
Name	<input type="text"/>	Date	<input type="text" value="07-Mar-2019"/>
Company	<input type="text" value="FIMM"/>	Contact No	<input type="text"/>
Designation	<input type="text"/>	Email	<input type="text"/>

\* Indicate Compulsory Field

2


Insert requestor's:

- Name
- Contact No
- Email
- Designation

**Notes:**  
Only 1 consultant name per transaction

3

Insert Consultant's:

- NRIC and click on 

Then, System will auto populate 'Applicant Name'

Follow by inserting:

- FIMM No
- Academic/Professional Qualification
- Date of Completion
- Organization/Institute/University
- Upload attachment


Click on  button to add.

4

Click on  button to submit application

**WAITING APPROVAL**

Obtaining Academic or Professional Qualifications (16 CPD Points)						
NRIC	Applicant Name	FIMM No	Academic / Professional Qualification	Date of Completion	Organization / Institute / University	Attachment
<input type="text"/>	<input type="text"/>	<input type="text"/>	PhD (Majors: Fir ▾)	<input type="text"/>	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen

 Applicant List - 0 record(s)

# 6.0 Passing FPAM Modules

1

Click on **New** button to create application



Member Code	001	Application Code	FPAM201903070080
Name		Date	07-Mar-2019
Company	FIMM	Contact No	
Designation		Email	

\* Indicate Compulsory Field

2

Insert requestor's:

- Name
- Contact No
- Email
- Designation

**Notes:**  
Only 1 consultant name per transaction

3



Insert Consultant's:

- NRIC and click on

Then, System will auto populate 'Applicant Name'

Follow by inserting:

- FIMM No
- Modules
- Date of Completion
- Upload attachment

Click on **Add Name** button to add.



4

Click on **Submit** button to submit application



**WAITING APPROVAL**

Passing FPAM Modules (10 CPD Points) CFP Module 1, 3 & 4 / IFP Module 1 & 3					
NRIC	Applicant Name	FIMM No	Modules	Date of Completion	Attachment
<input type="text"/>	<input type="text"/>	<input type="text"/>	CFP Module 1	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<b>Add Name</b>					
Applicant List - 0 record(s)					
Passing FPAM Modules (5 CPD Points) CFP Module 2 / IFP Module 2 & 4					
NRIC	Applicant Name	FIMM No	Modules	Date of Completion	Attachment
<input type="text"/>	<input type="text"/>	<input type="text"/>	CFP Module 2	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen
<b>Add Name</b>					
Applicant List - 0					

# 7.0 Waiver for CPD Program

1  
Click on **New** button to create application

Member Code	001	Application Code	WAIVE201903070046
Name	<input type="text"/>	Date	07-Mar-2019
Company	FIMM	Contact No	<input type="text"/>
Designation	<input type="text"/>	Email	<input type="text"/>

\* Indicate Compulsory Field

2

Insert requestor's:

- Name
- Contact No
- Email
- Designation

**Notes:**  
Only 1 consultant name per transaction

3

Insert Consultant's:

- NRIC and click on

Then, System will auto populate 'Applicant Name'

Follow by inserting:

- FIMM No
- Reason
- Upload attachment

Click on **Add Name** button to add.

Waiver from CPD Requirements (16 CPD Point)				
NRIC	Applicant Name	FIMM No	Reason	Attachment
<input type="text"/>	<input type="text"/>	<input type="text"/>	Stroke – resulting in permanent neurolog	<input type="button" value="Choose File"/> No file chosen

**Add Name**  
Applicant List - 0 record(s)

4

Click on **Submit** button to submit application

**WAITING APPROVAL**



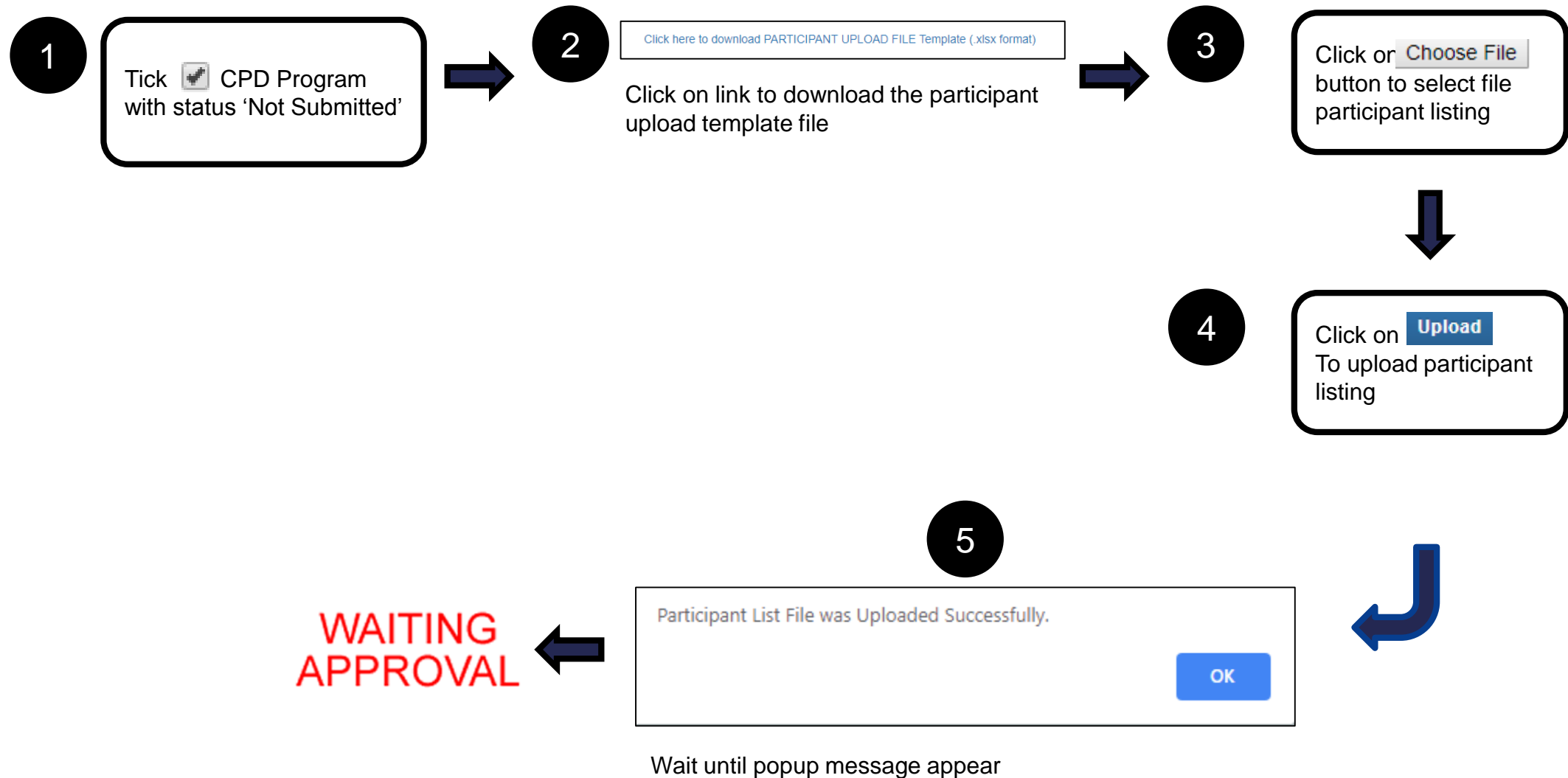
1. Uploading Participant / Attendance Record

2. Uploading Evaluation Report

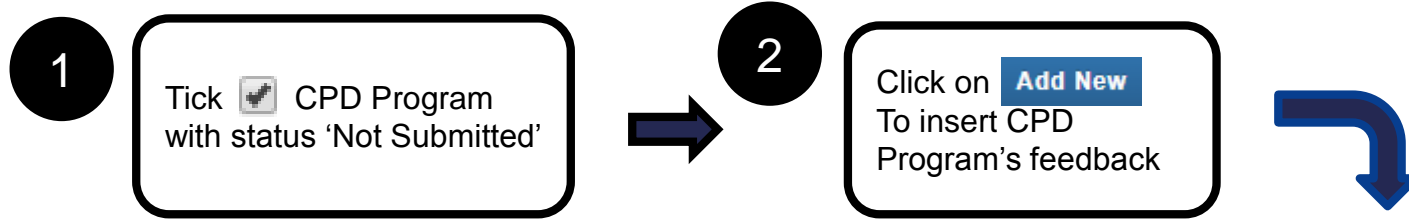
3. Query

4. Report

# 1.0 Uploading Participant / Attendance Record



# 2.0 Uploading Evaluation Report



Member Code	<input type="text" value="001"/>	CPD Code (System Generate)	<input type="text" value="CPD201902130210"/>
Training Title	<input type="text" value="AML"/>	Proposed Dates	<input type="text" value="2019-02-13"/>
Venue	<input type="text"/>	Trainer	<input type="text"/>

3 Insert CPD Program's:

- Venue
- Trainer



4 Fill in all the details

Please provide the average rating for the following.  
Note: 1 – Poor; 2 – Fair; 3 – Moderate; 4 – Good; and 5 – Excellent.

**A. CONTENT/TOPIC**

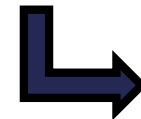
1. Meeting objective	<input type="text" value="0.0"/>
2. Relevancy	<input type="text" value="0.0"/>
3. Coverage of content/topic	<input type="text" value="0.0"/>

**B. SPEAKER / TRAINER**

1. Knowledgeable and skill	<input type="text" value="0.0"/>
2. Systematic and well-organised	<input type="text" value="0.0"/>
3. Quality of presentation materials/handouts	<input type="text" value="0.0"/>

**C. OTHERS**

1. Administration	<input type="text" value="0.0"/>
2. Scheduling and timing	<input type="text" value="0.0"/>
3. Venue	<input type="text" value="0.0"/>
4. Refreshments	<input type="text" value="0.0"/>
5. Fees	<input type="text" value="0.0"/>



5 Click on **Submit** button to submit feedback



**WAITING APPROVAL**

# 3.0 Query

Search by: Search Refresh

Name  NRIC No

FIMM No

- 1 Searching criteria:
- Name, or
  - NRIC No, or
  - FIMM No



- 2 Tick  under Sel column



- 3 Consultant's history will appear

Search by: Search Refresh

Date From  Date To

Application Form  DATE

## History Log

History Log - Sort by Log Date descending order

Log Date ▲ ▼	Log Time	CPD Point	CPD Point Before	Added CPD Point	Document ID	Approved By	Approved Date
2019-02-13	09:59:23	16	0	16	END201902130200	001ADMIN1	2/13/2019 9:59:23 A M
2019-02-13	10:00:44	26	16	10	FPAM201902130044	001ADMIN1	2/13/2019 10:00:44 A M
2019-02-13	10:42:14	29	26	3	CPD201902130213	001ADMIN1	2/13/2019 10:42:14 A M
2019-02-13	10:42:22	35	29	6	CPD201902130214	001ADMIN1	2/13/2019 10:42:22 A M

## 4.0 Report - Members

No.	Type of Report	No.	Type of Report
1.	List of CPD Program	7.	List of Waiver for CPD Program
2.	List of Writing and Publishing Books/Article	8.	List of User
3.	List of Reading Approved Financial Literatures	9.	List of Evaluation Report
4.	List of Teaching or Speaking	10.	Participant Record (Consultant)
5.	List of Academic or Professional Qualifications	11.	Participant Record (CPD Program)
6.	List of Passing FPAM Modules		

# 4.1 List of CPD Program

1 Click on  button to open List of CPD Program



2 List of CPD Program

Report Date  
Program ID  
Program Title  
Date Range  
  
CPD Point  
Approval Status

11-Mar-2019

Program ID

Program Title

Partial  Exact

Current Year  All Data

Date From Date To

CPD Point: 0

Approval Status: -Please Select-

**Partial** – No need to key-in complete program title  
**Exact** – key-in exact program title

The searching criteria can be based on:


- Program ID
- Program Title
- Date From
- Date To
- CPD Point, or
- Approval Status



3 Click on **Generate Report** button view the report

## 4.2 List of Writing and Publishing Books/Article

1

Click on  button to open List of Writing Books/Articles



### List of Writing Books/Articles

2

Report Date  
Date Range

11-Mar-2019

Current Year

All Data

Date From

Date To



NRIC

Name

FIMM No

i3

PRS

Insert date, followed by   
Insert NRIC and click on   
, the Name and FIMM no  
will be auto populated


3

Click on **Generate Report** button view the report



## 4.3 List of Reading Approved Financial Literatures

1

Click on  button to open List of reading



### List of Reading

2

Report Date

11-Mar-2019

Date Range

Current Year

All Data

Date From

Date To



NRIC

Name

FIMM No

i3

PRS

Insert date, followed by   
Insert NRIC and click on   
, the Name and FIMM no  
will be auto populated




3

Click on **Generate Report** button view the report



## 4.4 List of Teaching or Speaking

1

Click on  button to open List of Teaching or Speaking



2

### List of Teaching or Speaking

Report Date

11-Mar-2019

Date Range

Current Year

All Data

Date From

Date To



NRIC

Name

FIMM No

i3


PRS

Insert date, followed by   
Insert NRIC and click on   
, the Name and FIMM no  
will be auto populated

3

Click on **Generate Report** button view the report

# 4.5 List of Academic or Professional Qualifications

1 Click on  button to open List of Qualification




## List of Academic or Professional Qualification


2



Report Date



Date Range  Current Year  All Data

Date From  Date To

NRIC  

Name  

FIMM No i3   PRS  


Insert date, followed by  Insert NRIC and click on , the Name and FIMM no will be auto populated



3 Click on **Generate Report** button view the report

## 4.6 List of Passing FPAM Modules

1

Click on  button to open List of FPAM Modules



### List of FPAM Modules

2

Report Date

11-Mar-2019

Date Range

Current Year

All Data

Date From

Date To



NRIC

Name

FIMM No

i3

PRS

Insert date, followed by   
Insert NRIC and click on , the Name and FIMM no will be auto populated




3

Click on **Generate Report** button view the report

# 4.7 List of Waiver for CPD Program

1

Click on  button to open List of Waiver




2


### List of Waiver



Report Date



Date Range  Current Year  All Data

Date From  Date To

NRIC  

Name  

FIMM No i3   PRS  

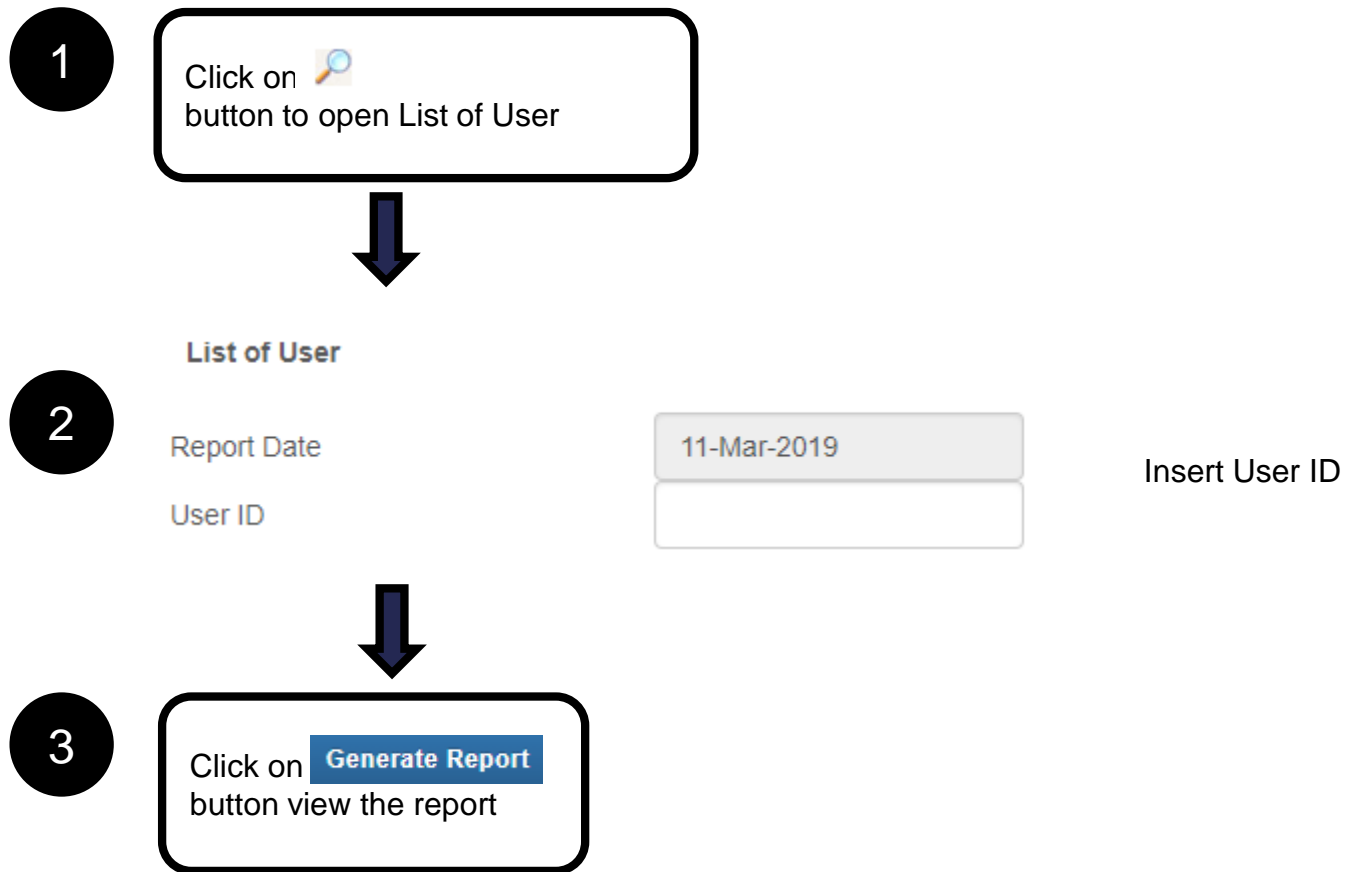
Insert date, followed by  Insert NRIC and click on , the Name and FIMM no will be auto populated



3

Click on **Generate Report** button view the report

## 4.8 List of User



# 4.9 List of Evaluation Report

1

Click on  button to open List of Evaluation report



2

## List of Evaluation Report

Report Date

Program ID

Program Title

Date Range

Current Year  All Data

CPD Point

Partial

Exact

Date From

Date To

**Partial** – No need to key-in complete program title  
**Exact** – key-in exact program title

The searching criteria can be based on:


- Program ID
- Program Title
- Date
- CPD Point

3

Click on **Generate Report** button view the report



# 4.10 List of Participant Record - Consultant

1 Click on  button to open Participant Rec. (Consultant)




## List of Participant Record - Consultant


2



Report Date



Date Range  Current Year  All Data

Date From  Date To

NRIC  

Name  

FIMM No i3   PRS  

Insert date, followed by   
Insert NRIC and click on   
, the Name and FIMM no  
will be auto populated




3

Click on **Generate Report** button view the report

# 4.11 List of Participant Record – CPD Program

1

Click on  button to open Participant Rec. (CPD Prog.)



2

### List of Participant Record - CPD Program

Report Date

Program ID

Date Range  Current Year  All Data

Date From  Date To

CPD Program

- Insert
- Program ID
  - Date
  - CPD Program



3

Click on **Generate Report** button view the report





Other Important Information

**FIMM CPD TRACKER SYSTEM**

FIMM CPD Tracker System is targeted to be ready for members/distributors' submissions by 15 March 2019.

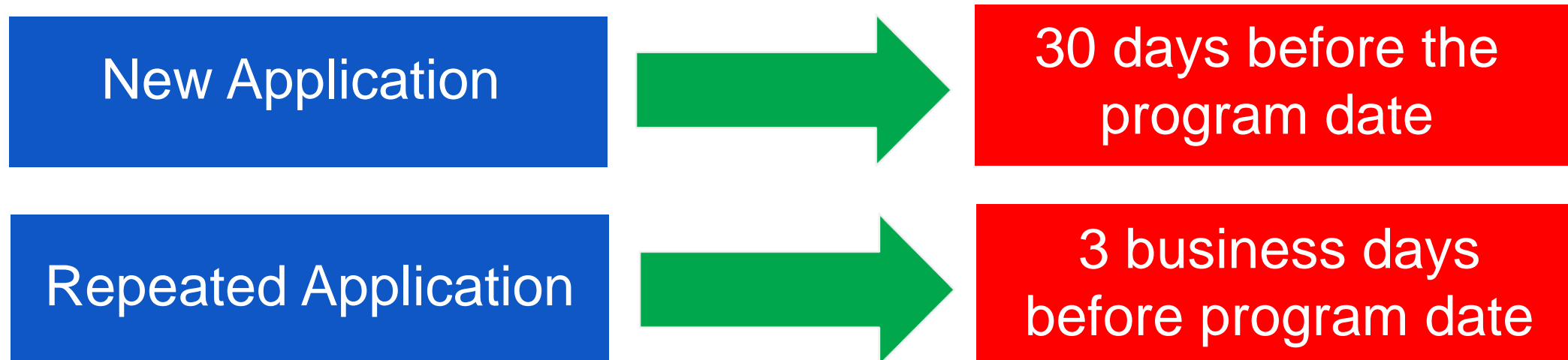
CPD Tracker System



15 March 2019

# Program Application and Approval

The CPD Program application should be made 30 days before the program date for first time program and 3 business days before program date for repeated program. System will auto block the submission if the submission less than 30 days from program date.



# Person in Charge

Should you require further information or clarification, please do not hesitate to contact the following:

- i) En. Shahrul Nizam Zainol  
 [shahrulnizam@fimm.com.my](mailto:shahrulnizam@fimm.com.my)
- ii) Pn. Khairul Shafinas Muslim  
 [shafinas@fimm.com.my](mailto:shafinas@fimm.com.my)
- iii) FIMM IT Support  
 [fimm\\_it@fimm.com.my](mailto:fimm_it@fimm.com.my)

A close-up photograph of a white puzzle. One piece is missing, revealing a red surface underneath. The word 'ANSWER' is printed in white on the red surface. The word 'QUESTION' is printed in red on the white piece that is missing.

**QUESTION**

**ANSWER**

*Thank  
you*

