AXELOS Activity Guidance

AXELOS.com

Contents

1   AXELOS activity guidance

1.1 CLAIMING YOUR FIRST DIGITAL BADGE

If you subscribe to MyAXELOS within three months of taking your exam you will automatically be awarded your digital badge. You will receive an email invitation from our partner organization Acclaim requesting that you accept the badge.

If you subscribe to MyAXELOS outside of this three-month period then you will be awarded 15 CPD points for your qualification. The remaining five points need to be earned from five different professional experience exercises – more detailed information on what this might entail is given later in this document. The points you claim for professional experience must be claimed against activities undertaken during your period of subscription. You cannot claim for activities you have completed prior to joining MyAXELOS.

Once you have completed your CPD activities and logged the required 20 CPD points, the system will allow you to claim your digital badge. You will receive an email invitation from our partner organization Acclaim to accept the badge you have earned.

1.2 ADDING QUALIFICATIONS AND ACTIVITIES

The points for your qualification are added automatically to your plan but not to your activity log and so do not immediately show on your dashboard. In order to add the points to the log you will need to hover over My CPD Dashboard in the menu and select My Plan, then add the activity and complete the reflection exercise. To find out more view our video on planning and recording your CPD activity.

1.3 MAINTAINING YOUR DIGITAL BADGE

In order to maintain your digital badge you will need to have logged a further 20 CPD points by the time your subscription is due for renewal. There are different types of activity that gain points but five points must come from professional experience, with the remaining 15 obtained across activities associated with training and qualifications, community participation and self-study. If you do not log the 20 CPD points your digital badge will expire even if you renew your MyAXELOS subscription.

AXELOS does not prescribe the range of activities under these categories, instead any activity you undertake, that is relevant to your professional development and fits into the four categories, can be used towards your digital badge. For all activities that are logged you must state the resulting outcome, either through identification of skills that are improved, or how this activity impacted your performance.

Within training and qualifications, community participation and self-study one point equates to one hour's worth of effort, and you can record a minimum of 30 minutes or 0.5 points and a maximum of 15 hours or 15 points, depending on the activity type. To gain the five points for professional experience you will need to list five separate activities that you undertake within your role that relates to the best practice knowledge gained in your qualification and that link to the skills and behaviours expected of your role.

1.4 PROFESSIONAL EXPERIENCE (MANDATORY FIVE POINTS)

This requires evidence of practical application of your skills and knowledge in a professional capacity in the work place or another professional environment. One point is gained against one activity, and can be achieved through coaching, mentoring, work-shadowing or professional practice. Within these activities you must demonstrate practical application of best practice from your qualification in your working environment. For example, developing a project plan, or participation in a risk workshop.

1.5 TRAINING AND QUALIFICATIONS (MAXIMUM 15 POINTS)

Formalized training or certification that is delivered by your organization, by an Accredited Training Organization (ATO), or through an external training provider and may lead to a qualification.

1.6 COMMUNITY PARTICIPATION (MAXIMUM ACTIVE = 15 POINTS. PASSIVE = 10 POINTS)

Active community participation means an active contribution to the community either by contributing to the development of content, presenting at events, sitting on panels, reviewing content (e.g. rating materials on the AXELOS website) etc.

Passive community participation means activities whereby you are involved with the community but are not proactively contributing to it, such as attending events, reading blogs etc.

1.7 SELF-STUDY (MAXIMUM FIVE POINTS)

Any activity in which learning objectives are not pre-defined by an external third party, but achieved by the individual independently, such as reading publications, articles, case studies or research.

Within the category areas the guidance below outlines how many points should be logged against each suggested activity. You will always be able to log up to the maximum number of points for the four category areas, however in some instances the guidance recommends that an activity should not be logged for the maximum number of points.

For individuals who hold ITIL® V1 and V2 and expired PRINCE2® qualifications the professional experience requirements related to your first CPD submission cannot include coaching, mentoring or work-shadowing. It must reflect practical application of knowledge in a professional capacity i.e. undertaking a comprehensive body of work. More information on what application of professional practice can be used/recognized is found below.

This guidance is also used as the basis of the audit, and therefore it is recommended that the advice is adhered to when recording your CPD activities.

2 Table 2.1: Professional experience

Category	Activities	Description	Example	Recommended points
Professional experience Mandatory: five points	Professional Practice	Practical application of best practice from your qualification in your working environment	Undertaking a comprehensive body of work within your profession that adopts and adapts best practice into the workplace for example creating a project plan, maintaining a RAID log, creating a business case or monitoring and improving techniques and practices for managing client queries, supervising investigations into security breaches, undertaking a strategic assessment of IT services. For more information on what your professional practice could entail see the AXELOS Career Path job profiles	One point gained for one activity
	Coaching	Coaching a colleague in areas related to your AXELOS qualifications	Providing coaching on a specific area of work such as creation of a business case, development of SLAs or defining a communication plan	One point gained for one activity

Mentoring	Being a mentor to individual or group to meet their development needs and adopt and adapt best practices in the workplace	Providing a prolonged period of mentoring which benefits the mentee such as a senior project manager guiding a junior project manager through a first project, or a business relationship manager guiding a service level manager on defining requirements for new services	One point gained for one activity
Work shadowing	Shadowing a more experienced colleague in a comprehensive piece of work specifically related to your qualification	Shadowing an experienced colleague whilst they undertake and complete a specific area of work, such as a project plan, or problem investigation and diagnosis. Alternatively being mentored by a colleague over a long period of time which benefits and achieves positive change in working practices, such as improved stakeholder management within the business	One point gained for one activity

3   Table 3.1: Training and qualifications

Category	Activities	Description	Example	Recommended points
Training and qualifications Maximum 15 points	AXELOS qualification with AXELOS Accredited Training Organization ATO/Examination Institute (EI)	Taking an AXELOS Global Best Practice qualification with an AXELOS registered Accredited Training Organization	Undertaking an accredited training course and/or passing your ITIL, PRINCE2, PRINCE2 Agile, MSP, M_o_R, MoV, MoP, P3O or RESILIA exam	Max 15 points for each qualification (one point = one hour)
	Formal qualification with AXELOS ATO/EI	Taking a qualification with an AXELOS registered Accredited Training Organization or Examination Institute	Undertaking a qualification that supports your job role or application of principles that complement your AXELOS qualification with an AXELOS ATO or EI. For the full list of AXELOS ATOs see www.axelos.com/find-a-training-provider	Max 15 points for each qualification (one point = one hour)
	Formal qualification from professional body	Taking a qualification supplied by a professional body other than AXELOS	Undertaking a qualification with a professional body. This could be a professional body qualification that complements the AXELOS portfolio, such as ISACA, IPMA, APM, BCS. Alternatively this could be a professional body that supports your job role, such as ACCA, CIMA, CPA, CMI, CIM, IRM	Max 15 points for each qualification (one point = one hour)

Formal training or qualification not from an AXELOS ATO/EI	Taking training or a qualification provided by an organization that is not formally recognized within the AXELOS scheme	Undertaking training or a qualification that supports your job role or application of principles that complement your AXELOS qualification with an organization that is not formally recognized within the AXELOS scheme	Max 15 points for each qualification or piece of training (one point = one hour)
In-house training	Taking part in structured in-house training provided by your employer	This training could be any provided by your organization that supports your job role or application of principles that complement your AXELOS qualification. For example internal security, financial or management training	Max 15 points for each piece of training (one point = one hour)
Simulations	Remote or in-room simulations that provide structured training	Undertaking a simulation or immersive learning activity that enables you to do your job more effectively or enables you to apply principles related to your qualification. Simulations are provided by some of AXELOS' partners, for a full list of AXELOS partners see www.axelos.com/find-a-training-provider	Max 15 points for each simulation (one point = one hour)

e-Learning modules/courses	Structured training through remote e-learning	Undertaking structured training through remote e-learning that enables you to do your job more effectively, enables you to apply principles related to your qualification, or leads to a recognized qualification. E-learning is provided by some of AXELOS' partners, for a full list of AXELOS partners see www.axelos.com/find-a-training-provider	Max 15 points for each module or course (one point = one hour)
Classroom-based modules/courses	Structured training through classroom-based training	Undertaking structured classroom-based training that enables you to your job more effectively or enables you to apply principles related to your qualification. Classroom-based training is provided by some of AXELOS' partners, for a full list of AXELOS partners see www.axelos.com/find-a-training-provider	Max 15 points for each module or course (one point = one hour)

Blended learning modules/courses	Structured training through a blend of e-learning and a classroom-based training	Undertaking structured training through a blend of e-learning and classroom-based training that enables you to do your job more effectively or enables you to apply principles related to your qualification. Blended learning is provided by some of AXELOS' partners, for a full list of AXELOS partners see www.axelos.com/find-a-training-provider	Max 15 points for each module or course (one point = one hour)
Structured workshops	Structured training delivered through workshops	Undertaking structured training delivered through workshops that enables you to do your job more effectively or enables you to apply principles related to your qualification. Structured workshops are provided by some of AXELOS' partners, for a full list of AXELOS partners see www.axelos.com/find-a-training-provider	Max 15 points for each workshop (one point = one hour)
Training webinars	Structured training delivered through webinars	Undertaking structured training delivered through webinars that enables you do your job more effectively or enables you to apply principles related to your qualification. Training webinars are provided by some of AXELOS' partners, for a full list of AXELOS partners see www.axelos.com/find-a-training-provider	Max 15 points for each webinar (one point - one hour)

4   Table 4.1: Community participation

Category	Activities	Example	Recommended Points
Community participation: Active Max 15 points	Organizing events	Aiding or leading in the organization of events related to your profession	Max five points for each event organized (one point = one hour)
	Volunteering within your profession	Sitting on committees or forums for relevant bodies within your profession for example forums, committees, Special Interest Groups, Chapters	Max 15 points for each volunteering activity (one point = one hour)
	Preparing and delivering formal industry presentations	Providing thought leadership through presenting seminars, keynotes, webinars	Max 15 points for each presentation (one point = one hour)
	Hosting industry thought leadership sessions	Hosting thought leadership roundtables, workshops, Special Interest Groups, chapter events	Max five points for each hosting (one point = one hour)
	Authoring AXELOS guidance	Authoring official AXELOS publications, White Papers and Case Studies	Max 15 points for each publication (one point = one hour)
	Authoring guidance	Authoring publications, White Papers and Case Studies with an equivalently recognized body, or academic institute	Max 15 points for each publication (one point = one hour)
	Authoring informal industry thought leadership and content	Authoring journal articles, educational papers, magazine articles	Max 15 points for each piece of authored content (one point = one hour)
Community participation: Passive Max ten points	Attending industry events	Attending a thought leadership event within your profession for example conferences, chapter meetings, Special Interest Group forums	Max five points for each event (one point = one hour)
	Attending non-industry events	Attending relevant non-industry specific events for example conferences, seminars	Max five points for each event (one point = one hour)

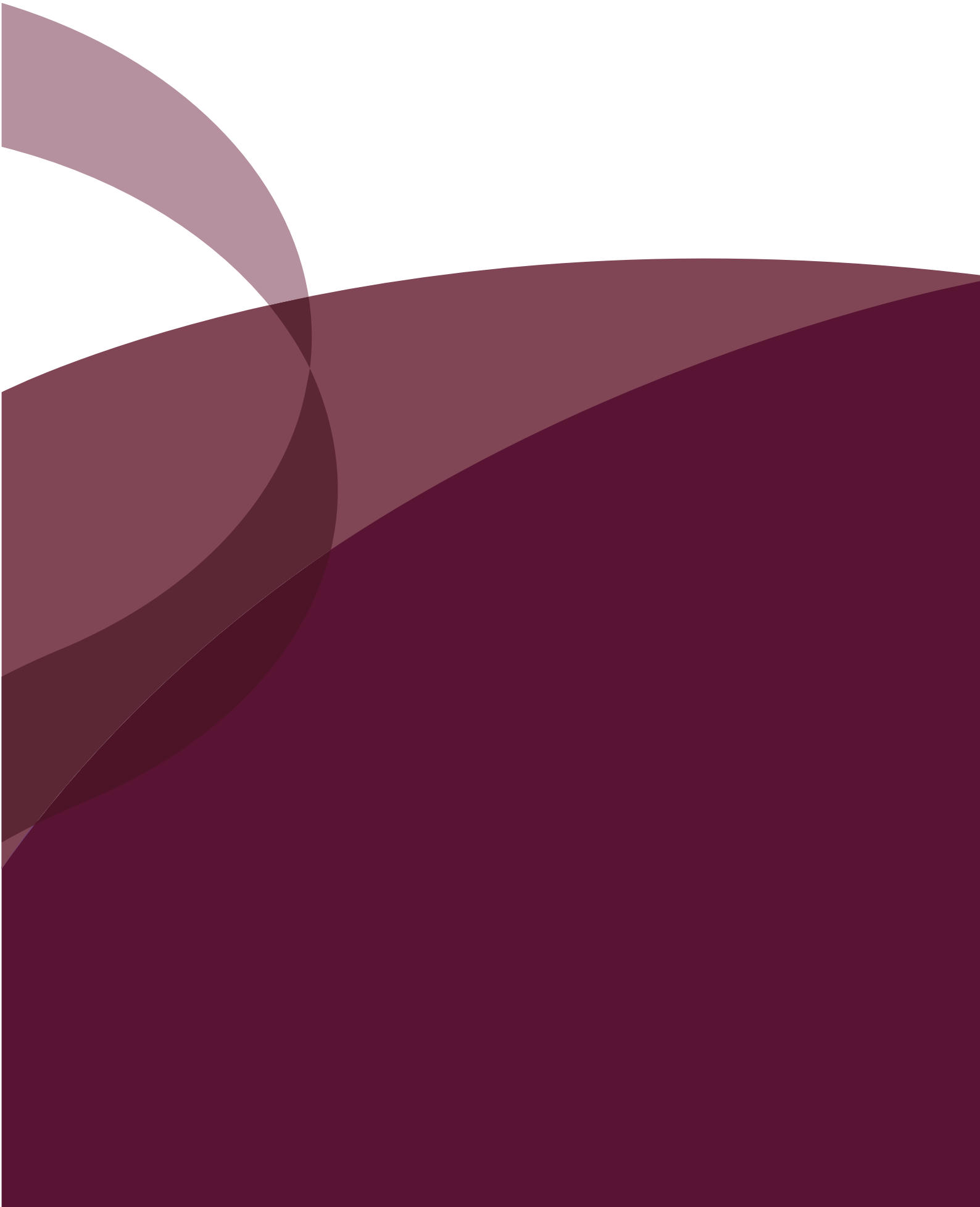|		
	outside of ITSM or PPM but related to your career path/skills profile	
Attending online events	Listening and attending online conferences, google hangouts, webinars	Max five points for each event (one point = one hour)

5   Table 5.1: Self-study

Category	Activities	Example	Recommended points
Self-study Max five points	Reading publications	Reading AXELOS or equivalent guidance/publications	Max five points for each publication (one point = one hour)
	Reading formal industry thought leadership content	Reading journal articles, educational papers, magazine articles, Case Studies, White Papers	Guidance: max two points for each piece of content (one point = one hour)
	Reading informal industry thought leadership content	Reading blogs, forums, comments, advice, magazine articles	Guidance: max one point for each piece of content (one point = one hour)
	Listening to online thought leadership	Listening to webcasts, podcasts, webinars	Guidance: max two points for each piece of content (one point = one hour)
	Research and writing essays or theses	Research and writing industry essays or theses for AXELOS, equivalent bodies or academic institutions	Max five points for each piece of research or writing (one point = one hour)