# ICAEW CPD record Business and Finance Professional designation[[1]](#footnote-1)

If you hold the ICAEW BFP (Business and Finance Professional) designation, you are required to maintain your continuing professional development (CPD) and, from 1 November 2023, to complete at least one hour’s training aligned to [ICAEW’s Code of Ethics](https://www.icaew.com/technical/trust-and-ethics/ethics/icaew-code-of-ethics/icaew-code-of-ethics) each year.

You may be asked by ICAEW to provide evidence of your CPD.

This template can be used to record your CPD activities.

## Name and BFP Record number

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## CPD year

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## Role and responsibilities

* What is your role? What are your responsibilities?
* How long have you held this role?

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## cpd activities

**Reflect**

* What areas have you identified that require your attention? This may include soft skills such as presentational skills as well as technical issues
* What learning or development needs have you identified that may impact upon your role?
* Have there been any changes such as legislation or accounting standards that impact upon your role?

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**Act**

* What actions have you completed or undertaken to meet the needs that you have identified above? For example, courses, e learning, research, coaching, 1:1s, shadowing experts, attending webinars, reading articles

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**Impact**

* How did the CPD undertaken enhance your role?
* Did the actions undertaken fully meet your development needs or if not, how do you intend to address your outstanding or ongoing needs?
* Are you more competent following your CPD undertaken?
* What did you learn?
* Have any areas been identified for further development?

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**Action points for further development**

* What issues/soft skills/technical issues have been identified to be addressed for the next year?
* Is your role unchanged or have your been promoted or do you require new skills in a new role?

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### Ethics

You are required to complete at least one hour’s verifiable training aligned to the [ICAEW Code of Ethics](https://www.icaew.com/technical/trust-and-ethics/ethics/icaew-code-of-ethics/icaew-code-of-ethics) each year. You can choose to use ICAEW’s ethics CPD course to comply with this requirement, or you may wish to use alternative ethics training which covers at least one of the following learning outcomes:

### Ensures up-to-date knowledge, understanding and confidence that will enable you to demonstrate high standards of ethical conduct in your professional role.

### Provides an understanding of why professional ethics matters and an appreciation of how ICAEW’s Code of Ethics provides a framework for helping you meet your professional responsibilities.

### Develops your competence and confidence in making ethical decisions.

### Provides awareness of, and ability to apply, the additional ethical guidance that is relevant to you as a specialist.

Set out below how have you complied with this requirement. This CPD must be verifiable – ie, if selected for monitoring by ICAEW you will need to evidence that the activity took place.

**Date**

1. Individuals who hold the BFP designation and are also ICAEW members, or someone regulated by ICAEW for certain activities, must meet separate CPD obligations as detailed in ICAEW's CPD Regulations. From 1 November 2023 this includes the completion of a minimum number of CPD hours per year. [↑](#footnote-ref-1)