



QUICK GUIDE TO CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

CPD applies to all members who:

- do any accountancy-related work (paid or unpaid);
- do any other work for reward;
- act as a trustee or corporate director or who perform any role which carries with it similar financial/legal responsibilities;
- plan to undertake any of the above activities in the future.

You may only claim exemption if you do not fall into any of the categories described above.

REQUIREMENTS

On an ongoing basis, and using your professional judgement, you should:

Reflect

- reflect on the knowledge and skills required for your role(s);
- consider your responsibilities and the expectations placed upon you;
- identify your learning and development needs; these should be relevant to your role(s) and your future career development; they may include technical knowledge, business awareness, IT skills and 'soft' skills such as negotiation, time management, team leadership skills;

Act

- when appropriate, take action (reading, online research, focused discussion, courses, etc) to keep up to date and remain fully competent;

Impact

- assess the effectiveness of these activities (how the learning has made you more competent and effective, what you can do now which you couldn't do before) and consider whether your learning and development objectives have been met.

HOW MUCH CPD?

What types of activity?

You are the best judge of how much CPD you need to do and which activities will be most beneficial in meeting your learning and development needs. CPD should be proportionate and relevant to your role; there is no need to keep up to date with areas of accountancy which are not directly relevant to your role.

Your CPD can include, for example, focused discussion with colleagues, online research, reading, study of regulations and standards, researching a particular type of issue related to your role, and researching legislation applicable to your role. There is no requirement to achieve a certain number of hours or points, and the notion of structured and unstructured activities no longer exists. There is no requirement to attend a certain number of courses or seminars.

There may be periods when, having reflected, you quite reasonably conclude that you already have all the current skills and knowledge necessary for your work and that you do not need to undertake any further CPD activity at that moment.

The annual declaration

In November each year, we will ask you to confirm that you have complied with these requirements by ticking a box on the Members Profile.

Providing evidence

If you are asked for evidence, you will need to show how you have complied. Your CPD evidence will mirror the steps described above. You can use the Institute's record form or you can keep your CPD details in Word or Excel and upload them to www.icaew.com/cpd