

Continuing professional development (CPD)



QUICK GUIDE

CPD APPLIES TO ALL MEMBERS

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; or
- plan to undertake any of the above activities in the future

will need to consider the amount and type of CPD activity appropriate to remain compliant and competent in their role(s) and take appropriate action where necessary.

REQUIREMENTS

By renewing your membership with ICAEW, you are confirming your compliance with these requirements.

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, ethical awareness, business awareness, climate change, 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) and consider whether your learning and development objectives have been met or if they need to be carried forward or have revealed further areas for consideration.

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. Your CPD can include, for example, focused discussion with colleagues, online research, reading, or researching a particular type of issue related to your role. You don't have to achieve a certain number of hours or points, or structured and unstructured activities. You also don't have to attend a certain number of courses or seminars. Depending on your role and the level of risk it carries, there may be times 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. Although we would expect such a situation to be very rare for the vast majority of members.

PROVIDING EVIDENCE

ICAEW randomly selects members for CPD review on a monthly basis. If you are asked to provide evidence, you will need to show how you have complied with the CPD requirements, demonstrating the three steps of reflect, act and impact and any actions for further development. Further information will be provided in the request letter.

How you record your evidence is up to you. Email cpdreview@icaew.com if you need our template or wish to speak to us.

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