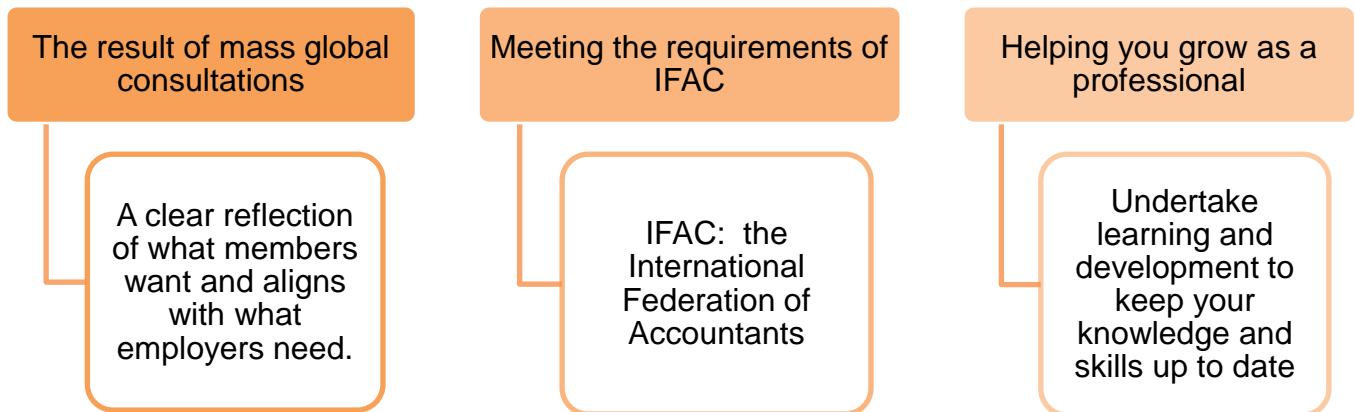


CPD Guidance

CPD Policy



CPD Types

◆ **Verifiable CPD** - The **key** to verifiable CPD is **RELEVANCE** of the learning you do.

- The learning is activity relevant to your role.
- You can explain how you will apply the learning in the workplace.
- There is evidence that learning took place?

◆ **Non-verifiable CPD**

We class any general learning not related to a specific outcome, or learning which is difficult to provide evidence for, as non-verifiable CPD.

(e.g. reading a technical journal article in AB Magazine)

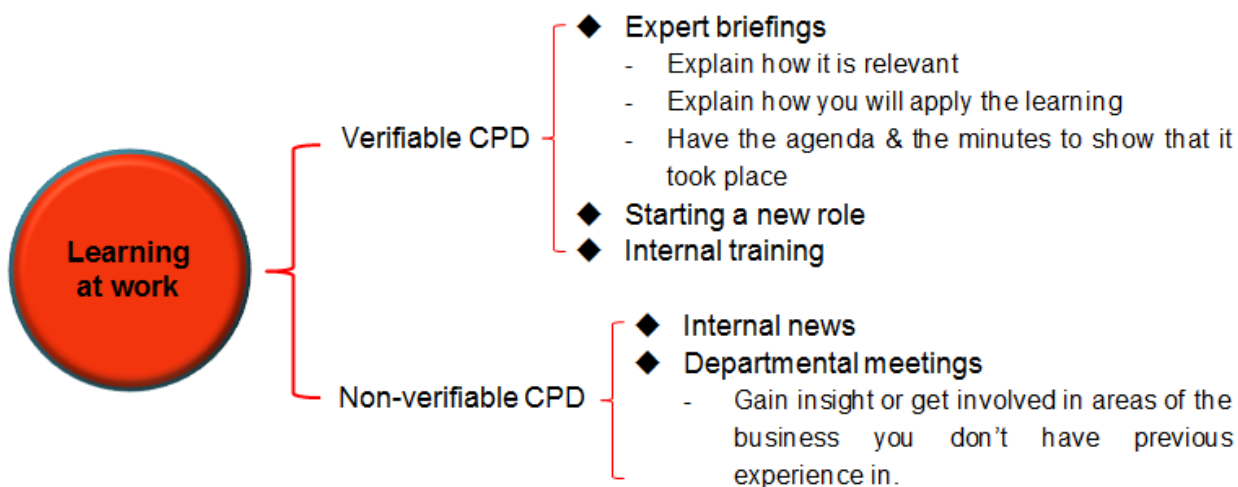
◆ **CPD Task/ year:**



◆ Here are some examples that can count as CPD:



◆ The most beneficial and flexible learning environment:



The CPD Routes

◆ Route 1:

Unit route

Have to do: Complete 40 units of CPD:
at least 21 units of verifiable CPD and a maximum of 19 units of non-verifiable CPD.

◆ Route 2:

Unit route – part time or semi-retired

- **Suitable:** ≤770 working hours / year.
(e.g. 17.5 hours / week, or you might only be active in your workplace at specific points in the year.)
 - **Not Suitable:** Involved in the preparation or presentation of accounts investors may rely on; or Non-Executive Directors of listed companies.
 - **Have to do:** 19 hours of non-verifiable CPD & set your own level of verifiable CPD.
- IMPORTANT: check the guidelines carefully to make sure you are eligible for this route.**

◆ Route 3:

Approved Employer route

Have to do:

- Complete an annual CPD declaration to us stating that you have followed this route
- Keep evidence that you are employed by an approved employer.
- Confirm with your employer that they are an ACCA Approved Employer - professional development and that you or your team is covered by the approval.

◆ Route 4:

IFAC route

May also required to complete CPD by the other membership body.

Have to do:

- Provide you hold full membership of your other body, and they are a member of IFAC
- Make an annual CPD declaration to us stating you are following this route
- Keep evidence that you are a member of the other body

◆ Other Circumstances

Practising members

If you are a member working in practice, you must also obtain an appropriate proportion of CPD in your chosen specialism. Members holding an ACCA practising certificate and audit qualification must ensure they maintain their competence in audit, even if no audit work is currently being undertaken.

Waivers

- Waivers are considered if you have been off work for at least one month.
- You can apply for a CPD waiver through your MyACCA account.

Holding Membership of Another Body

- A member of both, but following ACCA's CPD?
 - *Only be required to complete one set of CPD, which will meet our requirements.*
 - *Submit your annual declaration to us.*
 - *Make a separate declaration with your local body and state that you followed the IFAC body route.*
- A member of both, but following local body's CPD?
 - *Only be required to complete one set of CPD, which will meet your local body's requirements.*
 - *Submit your CPD declaration to us*
 - *State that you followed the IFAC body route.*
 - *Submit CPD declaration to your local body stating you followed one of their unit routes.*
- A member of ACCA and any other body?
 - *The same rule applies for any other professional body as with local bodies.*
 - *Submit your CPD declaration to us.*
 - *State that you followed the IFAC body route.*

FAQ

- I am studying for an MBA I have no time for CPD.
 - *The MBA will constitute verifiable CPD if it is relevant.*
- I can't attend expensive courses.
 - *CPD is definitely not just about attending courses –e.g. work shadowing or e-learning*
- I'm not in accountancy any more, it's not relevant to my role.
 - *Then you need to identify learning that is relevant*
- I don't have a certificate, so it can't be CPD.
 - *You can prove that CPD took place in multiple ways, confirmation of purchase of a piece*

of e-learning, the notes you took, handout made available. Following a work place briefing you will have notes concerning how you will apply the learning.

- I'm a business leader, I don't have time for CPD.
 - *You are probably already doing CPD and not realising it – briefings from consultants etc*
- Downloaded a business podcast each week and listened to it and found it relevant, interesting and potentially useful but didn't really act on it?
 - *Non-verifiable. For CPD to be verifiable you must be able to demonstrate how you applied it in the workplace.*
- I'm a speaker/trainer. Does delivering my session count as CPD?
 - *Preparing a new presentation can count if you are delivering new material ie all the research to put the presentation together will count.*
- A course at year end is cancelled – but I need the units!
 - *Try and plan your CPD throughout the year. We see quite a few instances of members leaving everything until December and then doing courses that are simply not relevant and will not constitute verifiable CPD*

Planning Tools - Planning for your CPD

(You are not mandated to use either of these tools – they are simply there to guide you)

◆ ACCA Compass

ACCA Compass

ACCA COMPASS

WELCOME

Welcome to ACCA's *ACCA Compass*. It's no secret that members who take time to review their development needs in advance of selecting learning activities are more likely to put together a development plan that not only improves their performance in their current role but which can also help them move up the career ladder or take a side-ways step into a role of greater interest to them. The purpose of this tool is to allow individual members to undertake a competence self assessment process so that more focused professional development can take place.

The tool is not prescriptive, nor is it exhaustive, it describes up to 23 competencies (depending on the role) which are particularly applicable to various finance roles. Once members have undertaken their original assessment they can then adjust their competency skill levels to reflect their current role and compare this to the recommended levels.

REGISTER

Registration to this service is free and for ACCA members. In order to ensure this service remains secure, we require that you self-register for this service. This process requires that you set up an account for yourself.

To register for this service, click here : [register](#)

LOGIN

For your personal security, we have installed an activity timer. This means that you will automatically be logged out of your account after 60 minutes of inactivity. Please remember to save your work before leaving your machine.

Enter your details in the boxes below

Username:

Password:

[login](#)

[Forgotten your password? Click here](#)

Purpose:

- Assesses your level of experience
- Identifies areas that require further development
- Identifies the skill sets required for future roles

◆ Professional Development Matrix




ACCA HOMEPAGE


For Passed Finalists Database [click here](#)

WELCOME TO MYACCA

This is the secure area of ACCA's website where users can access personal accounts and a range of e-business services.

Simply insert your user ID and passcode into the boxes below to access your secure account.

User ID 

Passcode 

[Forgotten your User ID?](#)

[Forgotten your passcode?](#)

[Having problems logging in?](#)

IMPORTANT INFORMATION

- Please keep your contact and employment details up to date. This will allow us to contact you faster and more efficiently, and better tailor our communications and updates to your needs.
- Remember to save any changes you make.
- For your personal security, we have installed an activity timer across all our e-business services. This means that you will automatically be logged out of your account after 10 minutes of inactivity.

Purpose:

- Evaluates the best and most effective way to obtain your CPD
- Identifies the knowledge, skills and responsibilities required for a specific role
- Schedules personal reminders to prioritise CPD activities

Member Resources

◆ CPD resource finder

<http://members.accaglobal.com/en/cpd-resources.gb.html>

◆ CPD events and resources

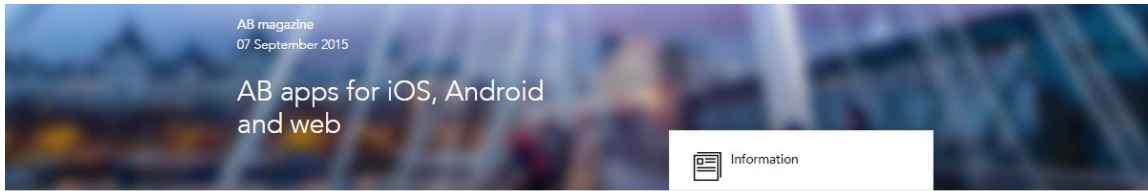
- Webinars, podcasts, online courses, local face-to-face courses, networking events.

◆ CPD i-Guide

<http://cpdiguide.accaglobal.com/>

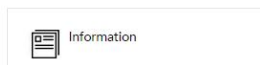
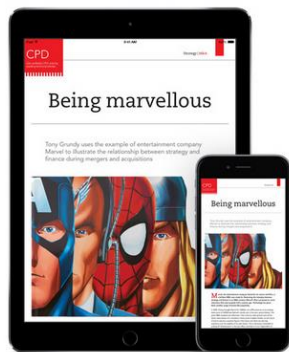
◆ **AB Magazine**

<http://www.accaglobal.com/hk/en/member/accounting-business.html>



Home / Resource finder

AB magazine is now available for Android, iPhone and iPad. Download our free apps from the Apple App Store or Google Play. You can also view AB apps online in your browser.



Our new apps have all the usual news and technical updates, analysis, interviews, careers advice, CPD material and ACCA news. But the digital format also allows us to present content in a variety of new ways, including:

◆ **Sectors, industries and roles**

- Research and insights, video clips and articles

ACCA Think Ahead Search... myACCA →

Oil and gas

Home / Sectors, industries and roles

← Back to **Sectors, industries and roles**

- SME
- Financial services
- Public practice (SMP)
- Public services and NFP
- Shared services and outsourcing
- Oil and gas**
- CPD online courses
- Research and insights
- AB articles
- Internal audit

The oil and gas industry is important to the global economy.

Finance professionals play a critical role in safeguarding the sector, by understanding the challenges and adopting successful strategies to drive business transformation and growth.

In this section

- CPD online courses →
- Research/insights →
- AB articles →
- News →
- Technical advice →

◆ **Technical Resources**

- Over 2,600 pages of technical advice, guides, factsheets, papers, and reports

◆ **Further Qualifications**

- Earlier this year ACCA members were offered the opportunity to gain the CIA designation through the fast track ACCA-CIA Challenge Exam.
- ACCA members are also eligible to follow CMI's qualified route to gaining the CMgr award

CPD Reviewing

◆ **CPD Evidence**

Sections

- Main Menu
- CPD**
 - Browse sample of annual CPD return
 - Annual CPD return
 - View adjusted requirements
 - CPD Evidence
 - Professional Development Matrix
 - Waiver application
 - ACCA Realise
 - Contact ACCA
 - Exit

CPD Evidence

Mr David Queen
0636444
CPD YEAR 2005

CPD Requirements 2005	Total Units 40	Verifiable Units 21
Adjustments for 2005		
Waiver	Requirement decreased by 12 units	
Your adjusted requirement 2005:		
	Total Units 28	Verifiable Units 9
Current Status 2005		
Units recorded to date	Total Units 34	Verifiable Units 33

Evidence Summary

Activity	Dates		Units		
	From	To	Total	Verifiable	
Tax Update	04-DEC-2005		4	4	view/amend
worked through case studies from AICPA on the ethics microsite additions for testing purposes	24-AUG-2005	25-AUG-2005	2	2	view/amend
ISA33	20-MAR-2005		4	4	view/amend
had a meeting with Christine Williams - CIPD - on issues facing Development Professionals	15-MAR-2005		2	1	view/amend
Discussion and research on the importance of professional ethics for accountants and what we should be doing about it within the organisation.	11-JAN-2005		2	2	view/amend
Putonghua Course	10-JAN-2005	23-APR-2005	20	20	view/amend

[add new record](#)
[print](#)
[back](#)

Each year we **randomly** select members to monitor and ask them to submit details of the CPD they have undertaken along with details of how they have applied the learning in the workplace. We advise that each year you produce a detailed and informative record of the CPD you have carried out. You can access an online CPD recording tool through MyACCA where you can keep track of your learning and development activities throughout the year in detailed sections which align with the information we require from you.

◆ CPD Record Submitted

Description of development/learning activity ▶ Attending monthly departmental meetings			
Why did you choose this activity and how is it relevant to you?	▶ As a senior member of the finance team I am required by my employer to attend monthly meetings about the progress of the business. Each area of the business is represented and are required to give a verbal account of their progress. Finance is at the heart of all business and therefore needs to attend to understand fully the implications of any decisions they make.		
When did this activity take place?	▶ Last Friday of every month (each meeting 1 hour)		
Units	<table border="1"> <tr> <td>How many units are you claiming for completing this activity? ▶ 12</td> <td>How many of these units could you verify with supporting evidence? ▶ 6 (*see note below)</td> </tr> </table>	How many units are you claiming for completing this activity? ▶ 12	How many of these units could you verify with supporting evidence? ▶ 6 (*see note below)
How many units are you claiming for completing this activity? ▶ 12	How many of these units could you verify with supporting evidence? ▶ 6 (*see note below)		
What did you learn and how did/will you apply it?	<p>▶ During one of our meetings the IT team requested some money to improve the company website ensuring more user friendliness for customers. They ran through what was wrong with the current website and I found this a particularly interesting learning process. I learned a lot about what you can do with websites and how to make them more user-friendly. This was an area I had never previously been involved with.</p> <p>I learned more about the procurement processes within the business and how we keep track of stock. Procurement were discussing their plans to make their processes more efficient. I got a great insight into this area of the business.</p> <p>Our company secretary advised we had to assign a new company travel agent, as our current supplier had gone into liquidation. Therefore we decided to put a tender out for the business. I was heavily involved in this process, and this required a bit of research to ensure we were getting the best supplier. I had never been involved in a tendering process before therefore this was all new knowledge I gained.</p> <p>After each meeting I felt I learned something new and often this spurred me on to do some further research. I also attended an IT course to upgrade my existing skills.</p>		
Supporting evidence (you can record details/location of any supporting evidence here or the contact details of a 3 rd party who can substantiate completion of the activity)	▶ Employer training records / appraisal documentation		

◆ CPD Declaration Form

CPD Requirements 2013	Total Units 40	Verifiable Units 21
PART 1: ALL MEMBERS MUST COMPLETE THIS PART. SELECT EITHER OPTION A OR B		
<input type="radio"/> OPTION A I have complied with the CPD requirements for 2013. The CPD route I followed in 2013 is (please select one route only):		
<input type="radio"/> Unit route		
<input type="radio"/> Unit route - part time/semi retired		
<input type="radio"/> ACCA Approved Employer route		
<input type="radio"/> IFAC member body route		
<input type="radio"/> OPTION B I have not been able to meet the CPD requirements for 2013. I understand that CPD is a requirement for my continuing membership and that I will be contacted by ACCA to enable rectification of this matter.		
PART 2: ONLY SELECT THIS PART IF IT APPLIES TO YOU: IF IT DOES NOT, LEAVE BLANK		
<input type="checkbox"/> I confirm that I am involved in the audit of historical financial information.		
PART 3: ALL MEMBERS MUST COMPLETE THIS PART		
<input type="checkbox"/> I confirm that the information given in this form is true and accurate to the best of my knowledge and belief. I further confirm that I have not been subject to any criminal, disciplinary or other matters within the terms of bye-law 8 (liability to disciplinary action) that have not already been brought to the attention of ACCA's professional conduct department.		
I have maintained and, where appropriate, developed my competence in relation to professional ethics.		
<input type="button" value="Submit Annual CPD Declaration"/>		<input type="button" value="Cancel"/>

Alternatively, you can indicate if you have not been able to meet the requirement. CPD is a membership obligation, and so if you select this box, ACCA will contact you to help you by coaching you and advising you as to what you need to do to make up your CPD shortfall.

Suitable: the audit professional as defined by IFAC (below engagement partner level - has responsibility / delegated responsibility for significant judgments in the audit of historical financial information).

Not suitable: experts who undertake specific tasks within an audit (e.g. tax, IT, or valuation experts).