

CONTINUING PROFESSIONAL DEVELOPMENT

THE
INSTITUTE OF
CHARTERED
ACCOUNTANTS
OF SCOTLAND



Guidance for members

How do I plan my CPD?

By undertaking the Four Step Process re-printed below, on a continuous basis, you will determine which skill sets require development or updating, and how your professional development has contributed to your business performance.

Step 1 – Define your current and future role(s)

Define in broad terms what is expected of you in your current role. You may wish to give consideration to the expectations being placed upon you by your employer, colleagues, clients, regulators and the public, as well as your ethical obligations to them. You may also want to take into consideration your future career options and goals.

Step 2 – Decide on your training and development needs

Decide on the skills and knowledge levels you need to meet the expectations you have identified in step 1 and which will enable you to perform effectively in your current role. Then compare these against your existing skills and knowledge levels to help you identify your training and development needs. Ideally you should carry out an initial assessment at the start of the year but it is expected that this assessment will be an ongoing process to take account of any changes in your role, organisation or business environment. It may also be influenced by the needs of your clients. You may wish to give consideration to your training and development goals in relation to your career planning and your undertaking of a future role.

Step 3 – Develop or undertake a personal development or CPD programme

Identify and plan to undertake CPD activities that are relevant to your role and which will help you meet the training and development needs you have identified for yourself in Step 2. Wherever possible you should aim to undertake a breadth of CPD activity. A wide range of activities can be recognised for CPD purposes. The following is an indication of the potential CPD activities that you might consider:

- Work based learning and 'on the job' experience.
- Coaching and mentoring (e.g. coaching and being coached).
- Job secondments.
- Undertaking new projects or assignments.
- Research.
- On-line training.
- In-house briefings, seminars and courses.
- External training courses and conferences.
- Reading technical reports/ journals/ general business reading.
- Studying for academic or professional qualifications.
- Delivering training or giving presentations.
- Discussion and networking groups.

If you can identify a relevant learning outcome from a particular activity then ICAS will consider it valid for CPD purposes. However, it is important that it is recorded or documented as per Step 4.

Step 4 - Record and Reflect

The final step is to record when you have undertaken a particular CPD activity.

Reflect on the learning outcome of an activity, decide if it has had an impact on your skill or knowledge levels and then provide a brief statement to this effect.

Do I qualify for an Exemption?

Fully retired Members

Members who are fully retired and not carrying out any professional work (paid or unpaid) that calls on their financial or business expertise are not required to undertake CPD. Fully retired members are required to sign the one-off declaration confirming their retired status.

Retired members who carry out part time or voluntary work that calls on their financial or business expertise are expected to comply with the new CPD requirements and to undertake CPD activities that are relevant to the work they are undertaking.

Example 1: Retired members serving as non-executive directors will be expected to keep up to date with any issues impacting on their role. These issues might include changes in Corporate Governance or Company Law. Opportunities for CPD might include focused discussions with a company's internal adviser such as the HR function on employment law or health and safety issues, meetings with external advisers including auditors and solicitors and general technical and business reading and research.

Example 2: Members acting as Charity Trustees or Independent Examiners for religious charities or assisting charities as volunteers will need to undertake CPD activities in order to keep up with developments in the sector, including changes in legislation, regulatory requirements and accounting issues.

Guidance notes are also available on the website www.icas.org.uk/cpd advising members of the support available for professional development in this sector.

Career break/Unemployed/Maternity leave

Members on a career break, unemployed or on maternity leave are exempt from the CPD scheme for each full CPD year they are not working. Members who remain on a career break, are unemployed or on maternity leave throughout 2006 should tick the appropriate exemption box on their Annual Return. Members who began their career break, maternity leave or became unemployed during the course of 2006 are expected to have undertaken CPD activities up to the date they stopped work. Members returning to work in 2006 are expected to resume their CPD activities on their return. In both instances, ICAS will take into consideration the fact that members have been working for only part of the CPD year and therefore their CPD activities will reflect this. Members working in the regulatory areas are expected to keep up to date in advance of their return to work.

Other

This may include a member on leave from work due to ill-health, or any other circumstances that a member wishes to take into account.

CPD Year

The CPD year runs from 1 January to 31 December.

Accredited Employers

Members changing employers partway through the year and moving to an accredited employer may be required to provide a CPD record in the event they are selected for monitoring purposes. Members transferring from one accredited employer to another would have no such requirement. A member moving from an accredited employer to one that is not accredited will be required to keep a record of their CPD.

For further guidance on accreditation, and to check whether you are working for an Accredited Employer, log onto www.icas.org.uk/cpd.

Regulated Areas

Practising Certificate holders, members working in the reserved areas of statutory audit and insolvency and members in business involved in the preparation of financial statements of public interest bodies are required to maintain skills and knowledge in their particular area of expertise and their CPD activities should reflect this.

Please note that for members whose subscriptions are paid under separate cover (for example if an employer pays the subscription fee) it is still the member's responsibility to self-certify for CPD purposes.

Any queries relating to self certification can be sent to the CPD team cpd@icas.org.uk or Tel 0131 347 0230.

CPD PLAN / RECORD

If selected for monitoring purposes, you will be asked to send in your CPD plan or record for review by ICAS. Your CPD plan or record can be in any format but you may find that this pro-forma CPD planning and recording document will help you plan your CPD activities and record your progression through ICAS' Professional Development Process.

A copy of this document is also available from the Institute's website at www.icas.org.uk/cpd .

Personal Details

Full Name	Membership ID
CPD Year:	

STEP 1 - Define current and future role(s)

Give a short description of what is expected of you in your current role.

You may like to consider the expectations being placed upon you by employers, clients, colleagues, regulators and the public, and your ethical obligations to them.

Consideration can be given to your future career options and goals.

STEP 2 - Decide on your training and development needs

Give a brief description of the skills and knowledge you need to maintain or develop to meet these expectations and the training needs you have identified as a result.

You are encouraged to carry out this assessment at the start of the year but this assessment is expected to be ongoing to take into account any changes in role, organisation or business environment.

STEP 3 - Identify CPD activities

You are encouraged to use this section of the plan to diary or list the CPD activities you are aiming to undertake throughout the year.

Wherever possible, you should aim to undertake a breadth of CPD activity.

A wide range of activities can be recognised for CPD purposes. If you can identify a meaningful learning outcome from a particular activity then it will be valid for CPD purposes. Examples of CPD activities can be found on the ICAS website at www.icas.org.uk/cpd.

STEP 4 - Reflect and Record

This section of the plan should be used to record when you have undertaken a CPD activity.

You should also provide a brief statement as to the learning outcome achieved from it. For example, did the activity meet the learning or development objectives you had set it?

You are required to keep a copy of this plan/record for three years.