# Employer Accreditation Scheme - Application form

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# CIPFA Employer Accreditation Scheme

The Chartered Institute of Public Finance and Accountancy (CIPFA) is the global professional body for public finance professionals and recognises practitioners at every level, from those starting out in their career to those innovating and leading the profession. CIPFA organises, sets, and runs professional examinations to ensure our members attain high levels of competence in the field of public finance. In addition to the formal qualifications, CIPFA Chartered Members are required to participate in the continuing professional development (CPD) scheme which has been designed to meet the recommendations set out by the International Federation of Accountants (IFAC).

The CIPFA Employer Accreditation Scheme (EAS) is open to all employers of CIPFA Members globally and enables your organisation to demonstrate that you value and invest in your people by membership of the EAS.

This application form gives you the scope to demonstrate how you will support your employers through your robust Continuing Professional Development (CPD) policies and procedures.

Please note, this scheme refers to the CPD requirements for CIPFA Members and does not act as a substitute for the Practical Experience Portfolio (PEP) Submission for CIPFA Student Members.

*When complete, please return this form, along with any accompanying evidence, to the Quality and Compliance office at:* [*qualitycompliance@cipfa.org*](mailto:qualitycompliance@cipfa.org)

*On receipt of the application, we will check that it is complete, and may ask for additional information. The team will then consider the application. Once all the criteria have been met, the Quality and Compliance office will notify you of the outcome.*

*Please refer to the Employer Accreditation Scheme Policy for further details of the process.*

**CIPFA Employer Accreditation Scheme Application**

|  |  |  |
| --- | --- | --- |
| **Name of organisation** |  | |
| **Trading name (if different)** |  | |
| **Contact Lead –**  **Name** |  | |
| **Contact Lead –**  **Role in organisation** |  | |
| **Contact Lead –**  **E-mail address** |  | |
| **Contact Lead –**  **Telephone number** |  | |
| **Primary postal address of organisation** |  | |
| **Invoicing address** |  | |
| **Purchase Order Number**  *(If a suppler form is required, send with application)* |  | |
| **Postal address(es) of other site(s) where CIPFA Members will be part of the Employer Accreditation Scheme** | 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

|  |  |  |
| --- | --- | --- |
| **Current number of CIPFA Members employed** | *(Complete attached Members list)* | |
| **Which Region is the Organisation in *(tick box(es) relevant)*** | Scotland |  |
| North-East England |  |
| North-West England |  |
| Yorkshire and Humberside |  |
| Midlands |  |
| Wales |  |
| Northern Ireland |  |
| Republic of Ireland |  |
| South-East England *(include London)* |  |
| South-West England |  |
| Channel Islands |  |
| Europe |  |
| Rest of the World |  |
| **Date of submission of application** |  | |

**Guidance for completing the application.**

**We will ask you for evidence in each of the following areas:**

|  |  |
| --- | --- |
|  | **Criterion** |
| **A** | **The Employer** |
|  | 1. Must be a recognised organisation, compliant with relevant legal and regulatory employment requirements. 2. Must have current policies and procedures in place to demonstrate commitment to supporting professional development. 3. Must provide a consistent and appropriate level of CPD supervision to all employees registered as CIPFA members. 4. Must provide or facilitate professional development and training for all CIPFA members to a standard that enables members to continually develop role-appropriate levels of competence, knowledge, and skills. 5. Must be aware of, and operate within, the Professional Accountancy standards and Code of Practice set by CIPFA. |
| **B** | **CPD provision for CIPFA Members** |
|  | 1. CIPFA Members are supported in identifying and developing appropriate activities to develop their key competencies in alignment with their role and career aspirations. 2. CIPFA Members are required to complete at least 20 hours of verifiable CPD activities over each 12-month period. 3. CIPFA Members are expected to reflect on their learning and the outputs achieved. 4. CIPFA Members will meet with their line manager(s) to discuss their CPD progress and programme of activities at least once in each 12-month period. |

***Please provide details as requested, compiling the evidence and attach them to the email as individual documents.*** *Where appropriate provide links to your website and/or electronic copies of existing documents. Include any additional information that you believe demonstrates how your organisation meets the criterion listed above.*

*If your organisation has been CPD accredited by another recognised professional accountancy body (i.e. ACCA or CIMA), then you may wish to include the details of that accreditation as additional evidence.*

# The Employer

CIPFA qualifications reflect the evolving environment and challenges faced in managing public finances effectively. Our EAS partners should share our commitment to developing capacity in public financial management and your existing policies, procedures and development structures can help demonstrate this commitment. Evidence should include, but is not limited to:

|  |  |  |
| --- | --- | --- |
| **Evidence** | **Links and/or documents provided** | **Completed** |
| Must be a recognised organisation, compliant with relevant legal and regulatory employment requirements.  *(i.e., Company House details; Governance and management structures)* |  |  |
| Must have current policies and procedures in place to demonstrate commitment to supporting professional development.  *(i.e., Recruitment Policy; Employee Handbook; CPD Policy and procedures; Training and development policies; Equality, Diversity & Inclusion policies, Induction packs)* |  |  |
| Must provide a consistent and appropriate level of CPD supervision to all employees registered as CIPFA members.  *(i.e., Supervision Policy and structure; Review and Probation policies; Evidence of review meetings; 1-2-1 reviews)* |  |  |
| Must provide or facilitate professional development and training for all CIPFA members to a standard that enables members to continually develop role-appropriate levels of competence, knowledge, and skills.  *(i.e., Training and development opportunities and courses; Formal feedback processes for training courses and between supervisor and supervisee)* | *(Screenshots of CPD provided)* |  |
| Must be aware of, and operate within, the Professional Accountancy standards and Code of Practice set by CIPFA.  *(i.e., Documentary evidence of the relationship with CIPFA; Ethics and professionalism policies and procedures; Membership of other accountancy Professional Bodies; Job Descriptions, GDPR compliance; Induction packs)* |  |  |
| CPD Accreditation by other Professional Accountancy Organisations  *(inc. Organisation, level, and period of accreditation)* | *(Attach certificates of other Accreditations)* |  |

# CPD provision for CIPFA Members

In addition to the formal CPD policies and procedures, EAS partners should demonstrate how this works in practice and how CIPFA Members will be supported in the development. Evidence should include, but is not limited to:

|  |  |  |
| --- | --- | --- |
| **Evidence** | **Links and/or documents provided** | **Completed** |
| CIPFA Members are supported in identifying and developing appropriate activities to develop their key competencies in alignment with their role and career aspirations.  *(i.e., Supervision and review meetings; Feedback on value of mandatory training; Dissemination of learning from courses; Internal newsletters with training opportunities; External training opportunities and provider relationships; Skills matrix; Self-assessment tools)* |  |  |
| CIPFA Members are required to complete at least 20 hours of verifiable CPD activities over each 12-month period.  *(i.e., System used and policy for formal recording of CPD; Method employed to ensure compliance; CPD Tracker)* |  |  |
| CIPFA Members are expected to reflect on their learning and the outputs achieved.  *(i.e., Opportunities given, and methods used to enable Members to reflect on their learning and progress; 1-2-1 reviews; End of year appraisals; Feedback on training)* |  | ☐ |
| CIPFA Members will meet with their line manager(s) to discuss their CPD progress and programme of activities at least once in each 12-month period.  *(i.e., Evidence of supervision meetings, regular reviews, objective setting etc;)* | *(Screenshots of meeting invites)* |  |

# Key Competencies

CIPFA considers the four Key Competencies below as those most valuable for public finance practitioners working both within and alongside the public sector. Please demonstrate how your organisation is able to provide the knowledge and skills listed to CIPFA Members. Evidence could be in the form of mandatory and optional training programmes offered, corporate statements, brochures of services offered, departmental structures etc.

|  |  |  |
| --- | --- | --- |
| **Evidence** | **Links and/or documents provided** | **Completed** |
| Public sector context and needs -  *Political awareness; Value for money; Financial reporting; Decision-making; Accountability; Governance; Risk management; Commercial understanding; Counter-fraud; Sector specific* |  |  |
| Technical skills -  *Financial accounting; Management accounting; Audit; Costing; Procurement; Counter-fraud; Data* |  |  |
| Leading and influencing -  *Strategy and governance; Collaboration; Business partnering; Communication and impact; Innovation and change* |  |  |
| Increasing public value -  *Stakeholder relationships; Value for money; Investment appraisal; Strategic thinking; Commercial understanding; Benchmarking; Delivery models; Reorganisation* |  |  |

# Administration fee

Please include with your application, and any supporting evidence, the administration fee of £200.00 + VAT will be invoiced after you application has been approved, please contact the Quality & Compliance Office at [qualitycompliance@cipfa.org](mailto:qualitycompliance@cipfa.org)

# Application Information

|  |  |
| --- | --- |
| Version | 2.0 |
| Update | 14.09.2023 |

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# Regulatory references

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| Ofqual General Conditions of Recognition |