

# Investing in your future

CPD guidelines for CIPFA Members



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# Introduction

Participation in CIPFA’s CPD scheme is mandatory for all CIPFA professionally qualified Members (CPFA and FCPFA). Other grades of members such as Associates, Affiliates and Students as well as fully retired members are not required to complete CPD.

Participation in our CPD scheme is a practical way in which you can evidence your commitment to providing the highest levels of service to employers, clients and to the wider public and as a result uphold the Institute’s reputation.

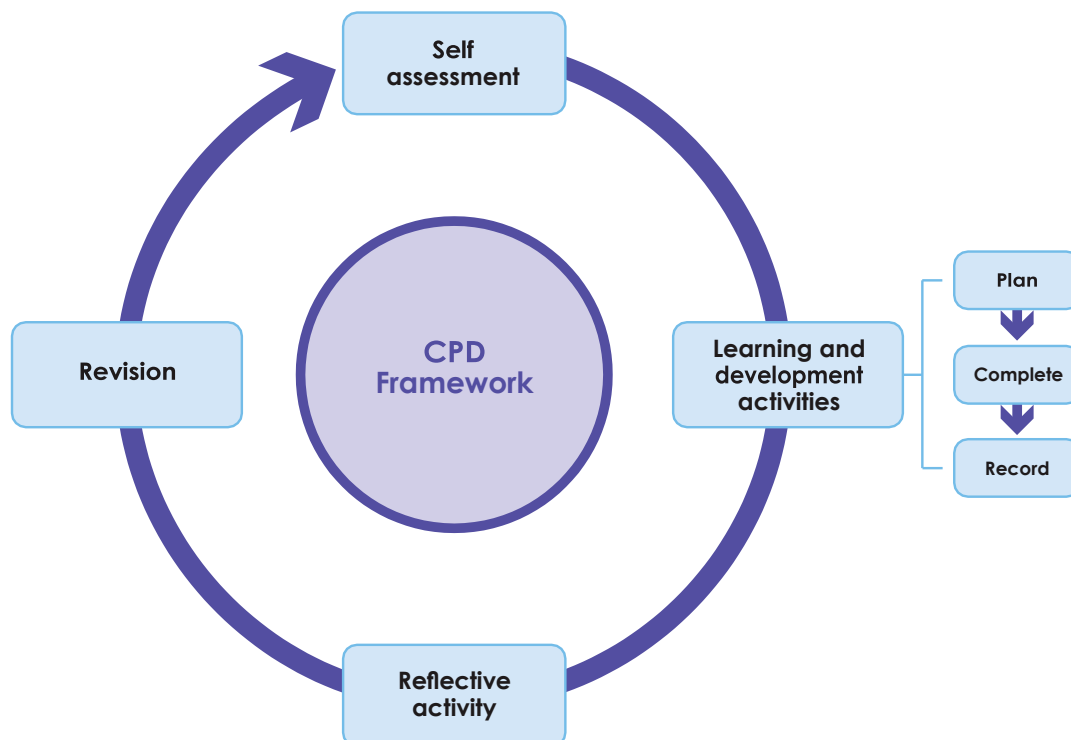
At a time when business context, technologies and regulations change so rapidly, continuing professional development is a priority for every professional accountant and is to be expected from anyone holding such a professional title.

CIPFA’s CPD scheme has been designed to be as flexible as possible. It takes into account all the sectors in which CIPFA Members work. It is especially important that all development should be relevant to your job role now and for your possible future career.

CIPFA’s CPD scheme fully complies with the International Federation of Accountants (IFAC) International Education Standard (IES) 7. These guidance notes have been prepared to support the CIPFA Standard of Professional Practice (SoPP) for CPD effective from 1 January 2020.

The Membership team is always available to offer advice and support and their contact details can be found later in this guide. Please contact a member of the team if you have any questions.

## Conceptual CPD Framework – a structured approach to CPD



Source: IAESB, IES 7, January 2019

# What is Continuing Professional Development?

Continuing Professional Development CPD is a process which enables you to maintain your professional competence and develop relevant skills and knowledge throughout your career.

Our definition of CPD is similar to best practice models and is as follows:

*A systematic and planned approach to the maintenance, enhancement and development of knowledge, skills and expertise that continues throughout a professional's career and is to the mutual benefit of the individual, employer, the profession and society as a whole.*

## Requirements of CIPFA's CPD scheme

### CPD year

A CPD year is any 12 month period e.g. January to December, April to March and September to August. Lifelong learning is a continuous process throughout a professional's career. You can choose the annual cycle that suits you and your employer.

The Institute recognises that some learning activities span one or more years, e.g. studying for an advanced or part-time degree.

For each CPD year, members are required to maintain:

- A learning and development plan
- A learning and development record
- A portfolio of evidence

### Learning and Development Record

Members are required to maintain a record of the CPD undertaken during each CPD year. The learning and development record should contain the following details:

- The type of CPD activity completed e.g. work place training.
- The date the activity was completed e.g. 5 November 2021.
- The number of hours spent on the activity, e.g. 4 hours, this is the input measurement.
- A reflective statement about the activity, identifying what you have gained from completing it and how you will use the knowledge and/or skills developed. This is the output of the CPD activity.
- Reference to a piece of evidence to verify the activity was undertaken e.g. certificate of attendance.

You should make a plan for your CPD in advance, this is often done as part of an appraisal process.

As CPD is a continuous process, when reflecting on the output of CPD activities and what has been learned, you may also consider what future learning is required; this can form the basis for your CPD plan for the next year.

Best practice CPD focuses on planning, recording and reflecting on development. A learning and development plan requires information about key roles and responsibilities in your current role and possible future roles, what skills and knowledge you wish to develop in order to fulfil your current and possible future roles, and what activities you plan to undertake to develop the desired knowledge and skills

The learning and development record requires you to reflect on the usefulness of the activity, what you have learned, how you will use the acquired knowledge or skill in the future and how far it has met your objectives.

## **Portfolio of evidence**

The portfolio of evidence provides supporting material to demonstrate that you have undertaken the activities listed in your learning and development record.

Examples of evidence are:

- Certificates of attendance
- Joining instructions
- Delegate lists
- Minutes from meetings
- Emails confirming involvement
- Diary entries
- Worksheets
- Course evaluation sheets
- Exam results
- Terms of reference for projects / executive summary
- Training record
- Appraisal report
- Specification report / testing report
- Copy of presentation
- Letter of invitation
- Web based learning log or certificate

# Input hours and learning outputs

Members are required to undertake a minimum of 20 hours of relevant and verifiable activity in any one CPD year. These are activities that can be assessed in terms of the number of hours committed to CPD and your own assessment of the skills and knowledge gained. Members may, in certain circumstances such as long term illness, request a reduction in the number of hours by contacting the Membership team. Each request will be considered on its own individual merits.

## Development needs

The particular knowledge and skills you include in your continuing professional development will be decided by you and will be influenced by the sector you are employed in, where you are on the career ladder and your future career plans and aspirations. It will also vary depending upon whether you are employed in a traditional accountancy role, general management or one of the other many roles in which CIPFA members are employed.

CPD objectives and activities undertaken will also be determined by your level of seniority and responsibility. Those in more senior roles would be expected to focus on more strategic and leadership activities.

CIPFA's CPD scheme has been designed as a framework to aid development regardless of employment sector. The key for making this scheme work for you is making sure that the knowledge and skills you develop are relevant and valuable to you and your circumstances. So whichever sector you are employed in or even if you are self-employed you can make your continuing professional development relevant to your needs.

Your CPD plans may incorporate not only the development of your 'technical' accountancy skills (or those skills relating to your role and chosen career path), but also the 'leadership and personal effectiveness' skills you may need to develop as your career progresses.

## Technical development

Technical development can relate to facets of accountancy and auditing, finance or information technology. Some examples of what can be included in your technical development are:

- Financial reporting standards; IFRS, IPSAS etc.
- Governance, risk and compliance
- Counter-fraud and anti-bribery and corruption
- Commercial understanding within the public sector
- Finance business partnering
- Treasury management
- Property and asset management
- Pension management
- Procurement technology
- Technology and data in finance
- Audit
- Contract planning and management

- Investment and spending appraisal
- Capital accounting
- Sector specific training, e.g. accounting for charities, academies

As members move away from traditional accountancy roles your technical development will also need to adjust. Technical accountancy development will be replaced by development beyond accountancy e.g. strategy, sustainability and efficiency.

## **Leadership and personal effectiveness development**

Members are also required to consider their leadership and personal effectiveness development; you do not need to manage other members of staff to meet this requirement. Examples of leadership and management development include:

- Leadership
- Initiating and managing change
- Communication, negotiating and impact
- Customer focus
- Delegation and empowerment
- Developing people
- Planning and decision making
- Performance management
- Project management
- Recruitment and induction
- Strategy and planning
- Team working and team building

The balance between technical and leadership and personal effectiveness skills and knowledge will vary from member to member. It will depend upon your role, the organisation and the sector you are employed in and your career progression.



# CPD activities

Once you have identified the knowledge and skills you wish to acquire or develop, you then need to consider how you wish to do this. You are encouraged to consider how best you learn and to select activities that support your learning style. The CPD scheme is flexible to suit your circumstances and you may consider the following types of activities contributing to your CPD:

## Structured development

A structured activity is typically a planned activity where a particular outcome is expected e.g. development of a particular skill or knowledge. Examples of structured development include:

- Attendance at a training course, conference, seminar or workshop
- Preparing and implementing new systems or processes
- Online learning and training
- On-the-job training
- Undertaking an additional qualification
- Being coached or mentored
- Secondment
- Project work

## Unstructured development

Unstructured development is more ad hoc and the outcome is not usually known at the outset of the activity. Examples include:

- Using skills and/or knowledge gained on a course
- Work shadowing a colleague
- Visiting other departments or organisation to learn from them
- Preparing a report
- Discussions with colleagues
- Web based research
- Reading journals and articles
- Preparing a presentation
- On-the-job learning

Voluntary and additional roles can include a mixture of both structured and unstructured activities, and if you undertake any of the following roles these may count towards your CPD:

- CIPFA Portfolio
- Membership of a CIPFA Technical Panel, Board or Committee
- CIPFA regional volunteer
- Undertaking voluntary work on behalf of a charity
- Treasurer of a local group / charity
- School Governor

Wherever possible CIPFA asks that CPD activities should be verified or evidenced. This will usually involve an independent record confirming your participation in that activity.

# Confirming participation in the CPD scheme

Professionally qualified Members are required to confirm their participation annually by completing an Annual Members Statement (AMS), which is located in your MyCIPFA area of the website. The AMS is available from November (when membership subscription renewals are issued). The AMS must be completed and submitted by 31 March each year.

Note, only full Chartered Members (CPFA and FCPFA) are required to complete an Annual Members Statement (AMS). Other grades of members such as Students and Affiliates will not have an AMS in their MyCIPFA area on the website.

The AMS should be completed regardless of whether or not you work for a CIPFA accredited employer.

## CPD monitoring

A number of members will be selected at random each year and asked to show evidence of their CPD activities. This can be done by submitting a completed Learning and Development Record, a template is available from CIPFA for this.

If you work for a CIPFA accredited employer, you can provide written evidence from your employer confirming your continued participation in their learning and CPD scheme. You can also provide additional evidence such as training documents from the employer's scheme.

## Exemption from participation in the CPD scheme

In special circumstances, members may apply to be exempt from participating in the CPD scheme. Retired members who no longer work or volunteer their services in a capacity which relies upon their CPFA designation will be granted an exemption from fulfilling CPD requirements.

Exemption may also be available for members on maternity leave, long-term sick leave or on a career break. Upon returning to employment, members are asked to give full consideration to their development and expected to resume participation in the CPD scheme. Requests for exemption will be considered on an individual basis.

## Standard of Professional Practice (SoPP) for CPD

CIPFA Council has approved the SoPP for CPD which full Chartered Members (CPFA and FCPFA) are expected to comply with. The SoPP details the CPD requirements and lays out what members need to do to participate in the CPD scheme. Failure to comply with the SoPP for CPD may be regarded by the Institute's Bye-Laws as grounds for disciplinary action.

The SoPP for CPD is available on the CIPFA website.

# Employer accreditation



Our Employer Accreditation scheme recognises employers' strong commitment to the professional development and training of their staff.

Gaining CIPFA Accreditation Employer status enhances an organisation's reputation as one that is progressive and forward-thinking by ensuring high levels of competency throughout the workforce. As a result the organisation is more likely to increase staff retention and become more attractive to prospective employees.

## Applying for Employer Accreditation is easy.

CIPFA Accreditation recognises excellence in professional development, training and CPD. It is awarded to those employers demonstrating best practice, having integrated policies for training CIPFA students and also successfully implementing internal staff development programmes to aid continuing professional development.

## Entry requirements for employers

Employers can become a CIPFA Accredited Employer by submitting an application form and a copy of their staff development scheme.

The application will be assessed to determine whether it demonstrates the following:

- Must be a recognised organisation, compliant with relevant legal and regulatory employment requirements.
- Must have current policies and procedures in place to demonstrate commitment to supporting professional development.
- Must provide a consistent and appropriate level of CPD supervision to all employees registered as CIPFA members.
- 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.
- Must be aware of, and operate within, the Professional Accountancy standards and Code of Practice set by CIPFA.

## How to apply

Applying for Employer Accreditation is a quick and straightforward process, with no cost involved. Any organisation with CIPFA students and/or members working in the organisation is welcome to apply, provided they have a formal system and process for learning and development in place.

Organisations interested in applying for Employer Accreditation should contact the Quality & Compliance office at [qualitycompliance@cipfa.org](mailto:qualitycompliance@cipfa.org), who will send out the Employer Accreditation application form.

## What happens next?

Once CIPFA Employer Accreditation has been approved, providing the CIPFA Member is registered with CIPFA's scheme and annually confirms participation in the scheme, individual members will be able to provide proof from the approved accredited employer's scheme as evidence of their CPD activities and will not be required to complete separate documentation from CIPFA's CPD scheme. Members will benefit from having more time to devote to their development, as well as receiving support and recognition from both their employer and CIPFA.

Working for a CIPFA Accredited Employer means that Members do not need to complete CIPFA's Learning and

Development Record, but will still be required to declare their participation in CPD each year on your Annual Members' Statement. Members may also be required to show evidence of CPD activities undertaken if requested to do so.

For further help or information, please email:

[qualitycompliance@cipfa.org](mailto:qualitycompliance@cipfa.org)

[www.cipfa.org/qualifications/employers/employer-accreditation](http://www.cipfa.org/qualifications/employers/employer-accreditation)

# Help and advice

CIPFA continuously strives to develop and enhance services to support members with their CPD.

## Recording your CPD

Members can download and save a Learning and Development Record template. Records should be retained for six years. Copies of the Learning and Development Record template are available on the CIPFA website: [www.cipfa.org/cpd](http://www.cipfa.org/cpd)

## CIPFA website

You can use the CIPFA website to search for learning solutions, training courses, reports and information. Once you have completed an activity, you should update your Learning and Development Record.

## CIPFA regions

Support is also available from CIPFA Regions which operate on a voluntary basis to arrange local activities which can help members in their CPD. To find out what CPD support your region has to offer, please visit the website: [www.cipfa.org/regions](http://www.cipfa.org/regions)

## Identifying your development needs

To identify areas of development which are relevant to your career you can refer to the *CIPFA Key Competencies for Public Sector Finance Professionals*. This document has been designed to stimulate thinking and discussion about what skills and development may be appropriate at different stages throughout your career. The Key Competencies can be found at: [www.cipfa.org/keycompetencies](http://www.cipfa.org/keycompetencies)

## CIPFA training

One of the many ways to contribute to your learning and development is through structured training. CIPFA offers a range of qualifications, short courses and introductory workshops that are ideal for keeping your skills and knowledge up-to-date. We also provide access to a wealth of online management and leadership resources via ManagementDirect. Visit the CIPFA training section on our website [www.cipfa.org/training](http://www.cipfa.org/training), or log into [www.cipfa.org/MyCIPFA](http://www.cipfa.org/MyCIPFA) to access ManagementDirect.

## Membership team

For any advice or information about CPD please contact the Membership team on:

T: [+44 \(0\)20 7543 5600](tel:+442075435600)

E: [members@cipfa.org](mailto:members@cipfa.org)

# FAQs

## Who needs to do CPD?

Professionally qualified Members of CIPFA (CPFA and FCPFA) are required to participate in CPD activities and complete an Annual Members' Statement (AMS). If selected for monitoring purposes, you are also required to provide evidence of the CPD you have done. Affiliate, Associate and Student members are not required to complete CPD.

## Why is CPD so important anyway?

It is a mandatory requirement of professional membership. CPD enables professionally qualified accountants to stay up to date and equipped with the necessary competencies to undertake their work. It also helps to maintain standards in the profession and enhances the public's trust in individual accountants and public finance professionals.

## What counts towards CPD?

CPD can be done in many forms, from structured training by attending a course to unstructured learning like reading reports and learning from colleagues.

CPD activities should be suitable for the level of work you are doing and appropriate for the role and sector you are in.

## How do I record the CPD I have done?

You should keep a record of the CPD you are doing; this is best done as and when training and learning takes place. CIPFA has created a simple Learning and Development Record template which is available from the CIPFA website: [www.cipfa.org/cpd](http://www.cipfa.org/cpd)

As well as recording all the CPD activities you are doing, it is also advisable to keep copies of evidence about the CPD that has been done.

## What evidence should I provide to prove I have done CPD?

There is a wide range of materials that are acceptable as verifiable evidence of participating in CPD activities, including: certificates, attendance lists, confirmation letters and emails.

## What is the CPD year?

You can decide which 12 month period is best for you and your employer. CIPFA's membership year is from 1 January to 31 December. It is preferable to manage your CPD in line with the membership year, but it is recognised that in some organisation learning and development plans take place over a different 12 month cycle and that is also acceptable for recording and monitoring CPD.

## **When do I need to declare I have completed my CPD?**

You need to complete your Annual Members' Statement (AMS) by 31 March for the preceding January to December. This provides an official declaration that you have abided by professional standards and complied with CPD requirements. The AMS form is available on your MyCIPFA record, access is available online via the CIPFA website.

## **Can I get an exemption from the CPD requirements?**

In certain circumstances it is understood that Members will not be able to fulfil their CPD requirements. For example, during periods of maternity leave, long-term sick leave or while taking a career break. Fully retired members are not required to do CPD. You should contact CIPFA in advance (if at all possible) to apply for exemption from CPD requirements. Requests for exemption will be considered on an individual basis.

## **What happens if I don't complete CPD or fail to meet the CPD requirements?**

If you are required to do CPD and fail to do so, you can be referred to CIPFA's Disciplinary Scheme, and ultimately could face expulsion from CIPFA's professional register.

## **My question is not here. Where can I get more information?**

Please contact the Membership team on E: [members@cipfa.org](mailto:members@cipfa.org)

Or call [+44 \(0\) 20 7543 5600](tel:+442075435600) opening hours are Monday to Friday, 08:30am to 5:30pm UK local time.



[cipfa.org](https://cipfa.org)

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