

**CIPFA**

The Chartered Institute of  
Public Finance & Accountancy

# investing in your future

Continuing Professional Development

# \ contents

|   |           |
|---|-----------|
| <b>Introduction</b> .....                               | <b>3</b>  |
| <b>CPD scheme requirements</b> .....                    | <b>4</b>  |
| What is Continuing Professional Development?.....       | 4         |
| Selecting a CPD year .....                              | 4         |
| Portfolio of evidence.....                              | 5         |
| Hours .....   | 5         |
| Development needs.....                                  | 5         |
| Technical development.....                              | 6         |
| Leadership and management development.....              | 6         |
| CPD activities.....                                     | 7         |
| Confirming participation in the CPD scheme.....         | 8         |
| Providing documents in support of your activities ..... | 8         |
| Employer electronic staff development documents.....    | 8         |
| Recognition of participation.....                       | 8         |
| Exemption from participation .....                      | 8         |
| Standard of Professional Practice (SoPP) for CPD.....   | 8         |
| <b>CIPFA employer accreditation</b> .....               | <b>9</b>  |
| Levels of Accreditation.....                            | 9         |
| CPD Entry Requirements .....                            | 9         |
| How to apply .....                                      | 10        |
| What happens next?.....                                 | 10        |
| <b>Advice and support</b> .....                         | <b>11</b> |
| Recording CPD.....                                      | 11        |
| Help sheets.....  | 11        |
| CPD advisers .....                                      | 11        |
| CPD contacts.....                                       | 11        |

# \ introduction

Participation in CIPFA's CPD scheme is mandatory for all CIPFA qualified Members (CPFA and FCPFA).

CIPFA Council believes that participation in its CPD scheme is a practical way in which CIPFA Members can evidence their 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 the various sectors CIPFA Members work in, particularly as so many now work outside of mainstream accountancy and audit roles. 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. CIPFA is also keen to support the work of the European Federation of Accountants (FEE) and the Professional Oversight Board (POB) within the UK.

The Membership department is always available to offer advice and support and their contact details can be found on page 11. Please contact a member of the team if you have any queries.

# CPD scheme requirements

## What is Continuing Professional Development?

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

CIPFA's 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.*

## Selecting a CPD year

A CPD year is any 12-month period e.g. January to December, April to March, and September to August. Members working for an accredited employer (see page 9) are encouraged to choose a CPD year that coincides with their employer's scheme. You can change your CPD year at any time by advising the Membership department.

## Levels of participation

Two levels of participation have been developed. Flexibility is key to this scheme so you may switch between the two levels if you wish to do so.

### Level 1

Level 1 is the basic scheme designed to meet all current requirements of regulators. Participation at Level 1 requires the completion of:

- Learning and Development Record (Level 1), which details:
  - Type of CPD activity completed, e.g. work place training
  - The date the activity was completed e.g. 2 April 2017
  - The number of hours spent on the activity e.g. 6 hours
  - Reference to a piece of evidence to verify the activity was undertaken e.g. Certificate of Attendance
- Portfolio of Evidence.

### Level 2

Level 2 is the best practice scheme and focuses on planning, recording and reflecting on development. The Learning and Development Plan (Level 2) requests information about key roles and responsibilities in your current 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 (Level 2) requires the same information requested at Level 1. In addition, you are asked to share your reflective comments about 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.

Participation at Level 2 requires the completion of:

- Learning and Development Plan (Level 2) which details:
  - Key Roles and Responsibilities
  - CPD Objectives
  - CPD Activities
- Learning and Development Record (Level 2) which details:
  - Type of CPD activity completed, e.g. work place training
  - The date the activity was completed e.g. 6 March 2017
  - The number of hours spent of the activity e.g. 6 hours
  - 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
- Reference to a piece of evidence to verify the activity was undertaken e.g. Certificate of Attendance
- Portfolio of Evidence

## Portfolio of evidence

The Portfolio of Evidence provides supporting material to demonstrate that you have undertaken the activities listed on your Learning and Development Record at either Level 1 or Level 2. Examples of evidence are:

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

## Hours

You are required to undertake a minimum of 120 hours of activities over a three-year period with a minimum 20 hours of verifiable activities in any one-year. Members may, in special circumstances, request a reduction in the number of hours by contacting the Membership department. 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. It will also vary depending upon whether you are employed in a traditional accountancy or audit role, in a general management position or one of the many other roles which CIPFA Members are employed in.

The scheme has been designed as a framework to aid development regardless of employment sector. The key to 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. The scheme focuses upon Members developing their technical, leadership and management skills.

## Technical development

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

- International Finance Reporting Standards (IFRSs)
- Capital Review programme
- Treasury Management
- Accounting and Auditing Standards
- Governance, Risk and Compliance
- Local Area Agreements
- Procurement and Commissioning
- Payment by Results
- Raising Standards: Improving Performance
- Best Value
- Independent examination of charity accounts
- Comprehensive Area Assessment
- Information Technology/Systems Development
- Strategic Management/Planning
- Sustainability

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, efficiency.

## Leadership and management development

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

- Change Management
- Communication
- Customer Focus
- Delegation and Empowerment
- Developing People
- Leadership
- Personal Performance
- Planning and Decision Making
- Performance Management
- Project Management
- Recruitment and Induction
- Strategy
- Team-working
- Work - Life Balance

The balance between technical and management skills and knowledge will vary from Member to Member and will depend upon your job, the organisation and 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 scheme is flexible to suit your circumstances and you may count the following types of activities towards your CPD:

### Structured development

On the whole a structured activity is a planned activity where a particular outcome is expected e.g. development of a particular skill or knowledge. Typical examples include:

- Attendance at a training course
- Attendance at a conference
- Attendance at a meeting
- Attendance at a workshop
- Attendance at a seminar
- Attending a Leadership Development Centre
- Attendance at a briefing session
- Developing new systems or processes
- Presenting information to others
- Web based learning/training
- On the job training
- Undertaking an additional qualification
- Mentoring or being 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 developed on a course
- Work shadowing a colleague
- Visiting other departments or organisations
- Preparing a report
- Discussions with colleagues
- Web based research
- Reading
- 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 also count towards your CPD:

- Practical Experience Portfolio (PEP) Reviewer
- Membership of a CIPFA Technical Panel, Board or Committee
- CIPFA Regional Volunteer
- NHS Finance Skills Development (FSD) Lead

- Undertaking voluntary work on behalf of a charity
- School Governor
- Treasurer of a local group/charity

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

Annually, all Members are required to confirm participation in the scheme by completing an Annual Members' Statement which is located in their 'My CIPFA' part of the website. The Statement is available from late November (when subscription renewals are issued) and must be submitted by 31 March.

This process should be completed regardless of whether or not your employer is accredited for CPD purposes.

## Providing documents in support of your activities

In addition a number of Members will be randomly selected and asked to share evidence of their CPD activities. There are a number of ways you can meet this request if selected:

### CIPFA CPD documents

You may supply the CIPFA paperwork by submitting your CPD documents for either Level 1 or Level 2 together with the Portfolio of Evidence.

### Employer staff development scheme documents

If your employer's staff development scheme is accredited by CIPFA for CPD purposes you may submit paperwork from this scheme instead of CIPFA's paperwork. More information about CIPFA's Accreditation Routes is available on page 9.

### Employer electronic staff development documents

If you participate in your employer's scheme using an electronic system you should either print and post a copy of the appropriate documents or email the documents to the Membership department.

## Recognition of participation

Members participating at Level 2 (the best practice level) can request a certificate of CPD on completion of their three year CPD cycle.

## Exemption from participation

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 the CPD scheme.

Exemptions may also be available for Members on maternity leave, long-term sick leave or on a career break.

Upon return to employment Members will be asked to give full consideration to their development by resuming their participation in the scheme. Each request will be considered on an individual basis.

## Standard of Professional Practice (SoPP) for CPD

CIPFA Council has approved the SoPP for CPD which Members are required to comply with. The document 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 to view in the Membership Handbook by logging into MyCIPFA on the CIPFA website.

# CIPFA employer accreditation

As the experts in public financial management, we understand that your organisation's training and development needs are constantly evolving. Our employer accreditation scheme recognises your strong commitment to the professional development and training of staff and reinforces a key message to all your stakeholders.

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

Applying for accreditation is easy and the scheme is free to join.

## Levels of Accreditation

There are two parts to CIPFA Employer Accreditation: Training and Continuing Professional Development (CPD). Based on a successful application, your organisation will be awarded one of the following levels:

### Platinum (requires Training and CPD)

Platinum accreditation is the highest level of award; recognising excellence. 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 continued professional development.

### Accredited – Training

Accreditation can be awarded for Training only. It is suitable for employers who have integrated policies for the training of CIPFA students only with no formal approach to CPD.

### Accredited – CPD

Accreditation can be awarded for CPD only. This is suitable for employers who have implemented staff development programmes for CPD only with no formal approach to training CIPFA students.

## CPD Entry Requirements

In order to become Platinum or CPD accredited, organisations will need to fulfil one of the three entry requirements. This will cover the CPD part of the accreditation:

### 1. Scheme Assessment

Employers can apply to become a CIPFA Accredited employer by submitting a copy of their staff development scheme. Your scheme will be assessed to determine whether it meets the requirements set by CIPFA.

Your staff development scheme should demonstrate the following:

- Learning and Development Planning
- Recording of development undertaken
- Evaluation / review of development
- Verification of development undertaken

## 2. Investors in People (IIP)

Organisations with Investors in People (IIP) recognition automatically meet the requirements set by CIPFA. Applicants are encouraged to enclose a copy of their staff development scheme for our records. This will ensure that we are receiving the correct paperwork from Members when they are randomly selected to share evidence of their CPD.

## 3. NHS Knowledge and Skills Framework (KSF)

Employers that have implemented the Knowledge and Skills Framework (KSF) can become a CIPFA Accredited employer by submitting a copy of their internal policy document that demonstrates how they have implemented the KSF.

## How to apply

Applying for accreditation is a quick and straightforward process, with no costs involved. You are welcome to apply even if you have no formal training policy in place, or only have very few CIPFA students and/or Members working in your organisation.

Organisations must complete and submit an application form. You can request a hard-copy or apply online at:

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

All successful applicants will receive a certificate to display and have full use of the CIPFA Employer Accreditation logo.

## What happens next?

Once an accreditation route is approved, providing the CIPFA Member is registered with CIPFA's scheme and annually confirms participation in the scheme, Members will be able to provide paperwork from the approved accreditation route as evidence of their CPD activities and will not be required to complete paperwork from CIPFA's 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 an accredited employer means that you do not need to complete CIPFA's records and plans. You will still be required to declare annually your participation on your Annual Members' Statement.

For further information please contact the CIPFA Employer Relations team:

T: **+44 (0)20 7543 5600**

E: **employers@cipfa.org**

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

# advice and support

CIPFA continues to develop and enhance its existing services to support Members in their CPD.

## Recording CPD

Members can either download and save to their PC or print off the Level 1 or Level 2 templates for completion. They should retain these for six years.

To identify areas of development which are relevant to your career you can refer to CIPFA's Statement of Expertise, which is available in the Members Handbook on the CIPFA website.

Members can also use the CIPFA website to search for learning solutions or technical materials. Once you have completed the activity you should update your CPD record and Portfolio of Evidence.

## Help sheets

A range of Help Sheets are available in MyCIPFA on the CIPFA website to supplement the CPD Guidelines in: [www.cipfa.org/mycipfa/my-cpd/cpd-guidance](http://www.cipfa.org/mycipfa/my-cpd/cpd-guidance)

## CPD advisers

Support is also available from your CIPFA Region who support Members in their CPD on a voluntary basis. To find out what CPD support your region has to offer please visit: [www.cipfa.org/regions](http://www.cipfa.org/regions)

## CPD contacts

For any advice or support about CPD please contact the Membership department on:

T: **+44 (0)20 7543 5600**

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



Registered office:

77 Mansell Street, London E1 8AN

T: 020 7543 5600 F: 020 7543 5700

[www.cipfa.org](http://www.cipfa.org)

The Chartered Institute of Public Finance and Accountancy.  
Registered with the Charity Commissioners of England and Wales No 231060  
Registered with the Office of the Scottish Charity Regulator No SC037963.

