



# CPD GUIDELINES

GUIDELINES FOR CONTINUING PROFESSIONAL DEVELOPMENT



## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) IS THE MEANS BY WHICH YOU FULFIL YOUR PROFESSIONAL OBLIGATION TO YOURSELF, YOUR CLIENTS, THE PUBLIC AND YOUR PROFESSIONAL COLLEAGUES.

The ongoing development of knowledge, judgement and expertise is essential in today's business environment. That is why NZICA's Code of Ethics includes an obligation for you to maintain standards of competence and to carry out work in accordance with appropriate technical and professional standards throughout your professional career.

It is recognised that the best and most efficient way for you to maintain and improve your skills is through a planned programme of professional education. You accept responsibility for your own development by drawing on a combination of self education and credible providers of training and education. When planned, this should assist you to accept new roles and responsibilities, and to adapt to changing situations such as new technology, policies and client needs.

CPD does not on its own provide assurance to society that you will provide professional service with high quality. Doing so involves more than maintaining and updating technical and general knowledge; it involves applying that knowledge with professional judgement. Nevertheless, if you are not up-to-date with current technical and general knowledge relating to your work, then you cannot provide professional services competently.

### **Please note:**

These guidelines explain NZICA's requirements for Continuing Professional Development from 1 July 2012.

If members have queries relating to CPD compliance or policy they should contact NZICA's CPD Compliance Team at [cpdcomp@nzica.com](mailto:cpdcomp@nzica.com)

## MINIMUM ANNUAL REQUIREMENTS

The current minimum annual requirements for CPD are listed below. You must declare the number of CPD hours completed when you complete your Important Declarations as part of your annual return.

- > Chartered Accountants (CAs) are required to complete 120 hours of relevant CPD over each rolling three year period, of which 60 hours must be verifiable. A minimum of 20 hours CPD must be completed in each year.
- > Associate Chartered Accountants (ACAs) admitted to NZICA membership after June 2006, are required to complete 90 hours of relevant CPD over each rolling three year period, of which 45 hours must be verifiable. A minimum of 15 hours CPD must be completed in each year.
- > Accounting Technicians (ATs) are required to complete 60 hours of relevant CPD over each rolling three year period, of which 30 hours must be verifiable. A minimum of 10 hours CPD must be completed in each year.

## CPD RECORDS

You are required to maintain a record of your CPD, retain this for a minimum period of five years, and make records available if requested for monitoring purposes.

## MANDATORY ETHICS

You need to ensure that you undertake a minimum of four hours of ethics training every five years. NZICA offers training in this area.

## EXEMPT AND CONCESSIONARY CATEGORIES

Members who were admitted to the ACA College before June 2006 are not required to undertake the prescribed amount of CPD whilst they retain ACA membership. Those with retired membership status or who are on a career break are not normally required to undertake CPD. Members who qualify for the low income category have different proportions of verifiable and non-verifiable CPD to undertake. Members from any of these categories who are returning to full membership may be required to catch up on CPD. See the Institute's website for further information.

## WHAT CONSTITUTES CPD?

Given the diverse range of activities which members undertake it is not possible to define a common CPD curriculum. The responsibility lies with you to choose suitable professional development activities and to judge, within the guidelines provided, whether these activities contribute to your professional development. CPD is not restricted to courses offered by NZICA or to accounting and financial topics. Your chosen CPD activities can relate to any competency that is relevant to your current or future work.

## VERIFIABLE CPD

The underlying principle in the case of 'verifiable' CPD is that the learning activity is able to be objectively verified by a competent source. 'Non-verifiable' CPD is considered to be an activity that is independent and informal, for example, reading technical or professional articles, mentoring discussions and collegial discussion where learning is fostered.



Means by which CPD can be verified include:

- > attendance records, registration forms or confirmation of registration in a learning activity
- > independent assessment by a competent individual that a learning activity has occurred
- > confirmation by an instructor, mentor or tutor of participation in a learning activity
- > confirmation by an employer of participation in an in-house programme, including firms' CPD logs
- > published research work
- > confirmation by other committee members (or Secretariat) of participation on a Technical Committee.

As a test, verifiable CPD can be identified as any activity for which a member can answer 'yes' to the following questions:

- > Was the learning activity relevant to your current or future professional development?
- > Can you provide verifiable evidence that you undertook the learning activity?

As a general guide, relevant higher quality verifiable CPD is more likely to have interactive learning, sometimes have an assessment component and involve teaching by competent specialists. Other activities could include providing service on a technical committee, writing technical articles or presenting courses. As a guide, verifiable CPD could include the following activities:

- > NZICA national conferences and courses
- > NZICA branch courses and seminars
- > NZICA Special Interest Group training events
- > training from other providers or professional bodies
- > in-house training and presentations
- > assessed distance learning
- > university courses
- > conferences – local and international
- > other structured courses
- > serving on a technical committee
- > publishing professional or academic papers, articles, research and other publications that have relevance to one's current or future work
- > participating as a speaker in conferences, briefing sessions and discussion groups
- > developing training sessions or courses
- > facilitating and/or marking professional examinations.

## RECORDING CPD

CPD records will need to include:

- > Details of the learning activity undertaken
- > Whether the learning is verifiable or non-verifiable
- > The date/s on which the learning activity was undertaken
- > The provider of the learning activity
- > The number of CPD hours attributed to the learning activity
- > Details of the relevance of the learning activity to the member's current or future professional development
- > Confirmation that verifiable evidence of the learning activity undertaken is available for monitoring purposes.

You should only claim those hours that can be attributed to genuine learning (e.g. not breaks and entertainment sessions). One single repetitive activity should not constitute the extent of a member's CPD activity.

| Date of learning activity | Learning activity content | Provider | Verifiable hours | Non-verifiable hours | Relevance to current or future professional development | Is the activity undertaken available for monitoring purposes ? |
|---------------------------|---------------------------|----------|------------------|----------------------|---|--|
|                           |                           |          |                  |                      |   |  |
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## CPD ONLINE LOG

NZICA has developed an online CPD log which you can use to record your CPD activities, and this is now available in the members' section of the website. Attendance at NZICA events will be automatically recorded in the log. Its use is optional as NZICA recognises that many employers integrate CPD recording systems into their professional development systems, and that individuals may prefer other forms of record keeping. As long as you maintain your records and provide them on request for monitoring purposes, they can be kept in any form.

## HOW NZICA MONITORS COMPLIANCE

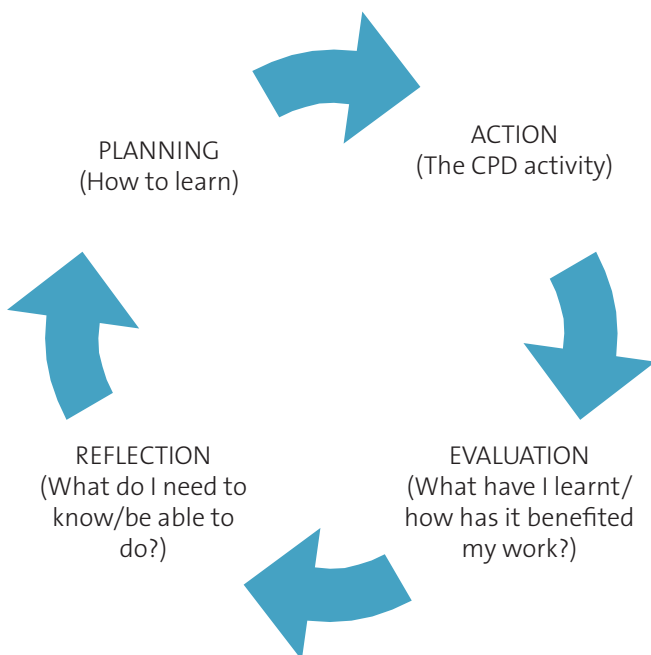
NZICA monitors your participation in CPD activities through your declaration on the Important Declarations form in the Annual Return. It also audits a percentage of members to check that they have met their CPD obligations. In addition, the CPD logs of those members holding Certificates of Public Practice are scrutinised during a practice review, to ensure that they are undertaking the appropriate CPD in order to maintain competence in their areas of expertise.

Members who repeatedly fail to satisfy NZICA's CPD requirements may be referred to the Professional Conduct Committee.

## Determining your training needs

The way to get maximum benefit from your professional development activities is to continually reflect on and plan the training and development based on your current and future professional needs.

NZICA's CPD model is based on a continuous cycle of Planning, Action, Evaluation and Reflection. Members are encouraged to follow this cycle, to evaluate the result or impact of the CPD activity and to plan how they will build their professional skills and knowledge.



## Preferred Learning Styles

Members should consider their preferred learning style when choosing from a range of CPD alternatives. Research shows that accountants prefer clear presentation of information, supported by underlying concepts and regulations. Also preferred is clear demonstration of technique and practice in real life applications.

However, individual preferences vary considerably, and members may seek other delivery modes. Attending courses with a variety of activities may help develop other skills, for example lateral thinking, people management, decision making, solution seeking, etc. For those interested, further information on learning styles should be available from tertiary institutions and through the internet.



## TOOLS AND SERVICES OFFERED BY NZICA

### Professional Development

Your CPD can be undertaken through various learning style alternatives and providers. NZICA offers a number of delivery methods including: face to face (courses and conferences), e-learning, written materials (course papers) and resources. Knowing how you best learn is important when choosing your range of CPD. See [www.nzica.com](http://www.nzica.com) to search for relevant professional development opportunities. NZICA's online events booking system allows you to book CPD events online. It aims to make the whole process of finding, registering and paying for an event easy. You can search for an event by topic and/or location and register on the internet for yourself or a group at the same time. You will also have the option to pay right away via credit card or through the members' only invoice option. The new system is available 24/7 providing an added convenience to busy members. It is accessible from the front page of the Institute website [www.nzica.com](http://www.nzica.com), through the Training and Events menu.