

# A quick guide to continuing professional development (CPD)

## What is CPD?

It is the **learning and development** that you'll do throughout your ACCA membership. CPD will provide you with the skills that you need to perform your day-to-day job as well as enhance your employability for the future.

Most members will follow the **CPD unit route** and need to complete **40 units** of CPD annually comprising of:

- 21 units of verifiable CPD
- 19 units of non-verifiable CPD.

### WHAT THIS MEANS

Any learning activity can count as **verifiable CPD** when you can answer YES to these three questions:

- 1 Was the learning activity relevant to your career?
- 2 Can you explain how you applied the learning in the workplace?
- 3 Can you provide evidence that you undertook the learning activity?

Non-verifiable CPD is general learning not related to a specific outcome, or which is difficult to provide evidence for. This can include general reading such as technical journal articles in AB magazine.

**Practising members** must obtain an **appropriate** proportion of CPD in their **chosen** specialism. Members who hold an ACCA practising certificate and audit qualification and/or are Engagement partners, must ensure they maintain their competence in audit, even if no audit work is currently being undertaken.

### WHO COMPLETES CPD?

All ACCA members must complete CPD on an annual basis. If you have just become a member you need to ensure that you're participating in our CPD programme from 1 January after you became a member. You don't have to complete CPD if you're on our register of lifetime members.

### DO YOU HOLD AN ACCA PRACTISING CERTIFICATE AND AUDIT QUALIFICATION AND/OR ARE YOU AN ENGAGEMENT PARTNER RESPONSIBLE FOR AUDITS OF FINANCIAL STATEMENTS?

IFAC has issued International Education Standard (IES) 8, Professional Competence for Engagement Partners Responsible for Audits of Financial Statements (Revised)

Under the revised IES 8, if you hold an ACCA practising certificate and audit qualification and/or you are an Engagement Partner, you will need to demonstrate developing and maintaining your professional competence to perform this role by the achievement of learning outcomes specified in the standard.

We have produced a [guidance note and checklist](#) which you should use to plan and record meeting this requirement.

You will be required to submit a completed checklist if you are selected for a CPD review. It will also be reviewed during a regulatory or Approved Employer monitoring visit to a firm.

More information can be found on [ACCA's website](#).

However you may fall into one of the following groups where the CPD requirements are different:

- approved employer route
- part-time or semi-retired unit route
- IFAC body route
- being eligible for a CPD waiver. (You may be eligible for a CPD waiver if your personal circumstances prevent you from participating fully in CPD).

For more information on the route you should follow or whether you are eligible for a CPD waiver, please visit [www.accaglobal.com/cpd](http://www.accaglobal.com/cpd)

### CARRYING FORWARD UNITS

If you complete more than 21 verifiable units in any year, you can carry forward up to 21 of these additional units to your next CPD year. Unfortunately, non-verifiable units cannot be carried forward.

Please note that you cannot carry forward CPD units into the first year of your requirement.

### WHEN SHOULD I DO CPD?

Don't leave it until the last minute! You should plan your CPD activity at the start of the year to ensure it is relevant to your development needs. This could be done with your manager as part of your annual development and appraisal process. Your CPD should be part of your annual development plan and doesn't need to be a separate activity.

All members need to submit a CPD declaration by 1 January confirming that they have met the requirements.

### WHAT IS A CPD DECLARATION?

Members are required to complete a CPD declaration by 1 January each year. Your annual CPD declaration can be made online at any point in the year by logging onto myACCA. You are required to keep a record of your CPD for three years in case you are selected for a review. Members holding an ACCA Irish practising certificate and audit qualification and individuals who are partners or directors or agents of a firm holding an ACCA Irish auditing certificate must keep a record of their CPD activities for six years. Registered tax practitioners in South Africa must keep a record of their CPD activities for five years.

Only members on our lifetime member register are exempt from undertaking CPD and making a declaration. You will need to submit a declaration even if you're applying for a waiver.

Find out more information on [Making your CPD declaration](#).

### HAVEN'T MET CPD REQUIREMENTS?

If you haven't been able to meet your CPD requirement, there's an option to declare this on the annual declaration. We'll then contact you about making up any CPD shortfall and ask you to submit

a replacement declaration when you've fulfilled all your CPD requirements.

### HOW DO WE REVIEW YOUR CPD?

We conduct annual reviews of a statistical sample of members' CPD to ensure they're developing their knowledge and skills. If selected for a review you need to be able to demonstrate the relevance of your chosen CPD activities, by telling us why you selected that particular activity, what you learned from it, and how you have applied or will apply that learning.

Find out more information on [How we review your CPD](#).

### KEEPING YOUR CPD EVIDENCE

We've developed a range of support tools to help you record your CPD activities, such as checklists and summary forms, along with examples of the types of activity that could count as verifiable or non-verifiable CPD.

You can also record your CPD activities within our online CPD recording tool which is accessed via your myACCA account. To use our handy, online CPD recording tool, please log into myACCA.

Find out more information on [Keeping your CPD evidence](#).

## Where can I get CPD?

The choice is yours. CPD is flexible and can be acquired using a range of learning methods, including:

- WEBINARS
- ONLINE COURSES
- PODCASTS
- ONLINE ARTICLES
- LEARNING AT WORK
- FACE-TO-FACE COURSES
- COMMITTEES/PANELS/ DISCUSSION GROUPS
- UNDERTAKING RESEARCH
- ADDITIONAL QUALIFICATIONS
- COACHING AND MENTORING
- NETWORKING
- PUBLICATIONS AND TECHNICAL ARTICLES

If the activity is relevant to your current or future role then it can count as CPD.

The '[CPD Resources](#)' area of the ACCA website has a great range of learning resources available to help you acquire CPD.



## Support and advice

We're here to support you every step of the way. If you're worried about any aspect of CPD, visit our dedicated [CPD Guidance](#) page, it's got answers to all the most commonly asked questions. You can find more information and access a wide range of CPD at [www.accaglobal.com/cpd](http://www.accaglobal.com/cpd)