

CPD for members who are working part-time or are semi-retired

ACCA's CPD programme was developed following extensive research and consultation with members, employers and other key stakeholders. We are committed to ensuring that CPD remains relevant and effective and to actively respond to feedback. You can expect the CPD policy to continue to evolve so that we can remain as relevant and effective as possible in supporting your professional career.

WHAT IS THE POLICY FOR THE UNIT ROUTE – PART-TIME/SEMI-RETIRED?

If you are employed for 770 hours or less over the course of a year, then you may be eligible to follow this route. For example, you might work up to 17.5 hours per week, or you might only be active in the workplace at specific points in the year. If this applies to you, then you may complete 19 units of non-verifiable CPD and set your own level of verifiable CPD. You will need to ensure that you have completed an appropriate level of CPD for your role.

ARE THERE EXCEPTIONS TO THIS POLICY?

In order to safeguard the reputation of ACCA and its members, members in the following categories are unable to follow the unit route - part-time/semi-retired:

- Practising members who are responsible for audit or other regulated report work;
- Members involved in the preparation of accounts investors may rely on; and
- Non-executive directors of a listed company.

If you undertake this type of work, you are required to follow the full unit route even if working less than 770 hours a year.

WHAT IS THE RATIONALE BEHIND THE HOURS-BASED GUIDELINE?

The hours-based guideline is in line with the hours set for other ACCA part-time policies (for example, practical experience). ACCA believes an hours-based approach is most fair to the global membership. Members working part time, in many cases, work 17.5 hours or less per week; this is also often the case for members who are winding down business activities.

WHY NOT JUST HAVE A PRO-RATA REDUCTION IN UNITS?

Requiring a certain amount of CPD units will not remove the difficulty some may find in sourcing a set number of units of relevant CPD. Instead, ACCA prefers to focus on relevance to the individual and, if you meet the guidelines, it is up to you to decide an appropriate amount of CPD for your role.

WHAT IF I WORK FOR AN APPROVED EMPLOYER – PROFESSIONAL DEVELOPMENT OR FOLLOW THE IFAC BODY ROUTE?

Members who follow the ACCA Approved Employer – professional development route will achieve their CPD through their organisation's development programme – it is up to the individual and their employer, therefore, to set an appropriate amount of CPD activity. Members who follow the other IFAC body route should follow that body's requirements.

WHAT IF I AM WORKING PART-TIME IN A ROLE THAT IS NOT RELATED TO ACCOUNTANCY OR FINANCE?

If you work part-time but you no longer work in an accounting or finance role, you still need to complete CPD. You need to make sure the CPD you do is relevant to your current role or future career aspirations. For example, if you now work in IT, we will recognise CPD activities which are related to IT.

WHY DO I HAVE TO DO NON-VERIFIABLE CPD?

Non-verifiable CPD is general learning which is not related to a specific outcome, or difficult to corroborate. This includes general reading and research. We have found it the case that most members are meeting

or exceeding this requirement by generally keeping up to date with accountancy or business. You are required to undertake a minimum of 19 units of non-verifiable CPD per year, as following this route doesn't mean that you are 'exempt' from CPD.

HOW DO I MAKE MY ANNUAL CPD DECLARATION?

Your CPD declaration should be submitted by 1 January of the following year via the Professional Development area of your [myACCA](#) account.

Further information on this can be found [here](#).

WHAT IF I NEED TO APPLY FOR A WAIVER?

A waiver is a pro-rata reduction of verifiable CPD for those who are following the full unit route and experience exceptional circumstances (eg maternity leave, unemployment, etc). If you meet the guidelines for this policy, you will be setting your own level of CPD for the year, and so you will not need to apply for any waivers. You should, however, to keep a record of any exceptional circumstances if they affect your ability to complete CPD.

DOES THIS POLICY REPLACE THE WAIVER PROCESS IN PLACE?

This policy does not replace the waiver process in place. If you normally work more than 770 hours per year, but have experienced an extended period in a year where you can't work due to a reason which would make you eligible for a waiver (eg unemployment, career break, maternity/paternity leave, onerous caring for a family member), then you should apply for that waiver.

I'VE USED THE ONLINE RECORDING TOOL AND IT SAYS I HAVE TO DO 21 UNITS, BUT I MEET THE PART-TIME/SEMI-RETIRED GUIDELINES.

You can still use the tool as it will help you track and record your CPD activity; simply disregard the unit counting information as you will be setting an appropriate amount of development for your own circumstances.

WHAT SUPPORTING DOCUMENTS WILL I NEED TO KEEP?

You will need to keep a summary of your non-verifiable CPD, and evidence of the verifiable CPD you have undertaken with an explanation as to why you feel it is a relevant and appropriate amount. If you are selected for a CPD review, ACCA will expect you to provide evidence of the number of hours you have worked, and confirmation that you are not working in a role that doesn't fall under the guidelines for this policy. You will also be required to complete and submit a [CPD evidence checklist](#).

WHAT IF I'M PART-TIME OR SEMI-RETIRED AND THEN ENTER A FULL-TIME ROLE, OR VICE VERSA?

If you meet ACCA's guidelines for part-time or semi-retired status during any period in a CPD year, you may indicate you have followed this route on your CPD declaration. However, you should consider how much CPD you will need for your new role, as you may need to adjust the level of CPD you have set for yourself.

WHAT IF I MEET THE GUIDELINES BUT I CAN MEET THE FULL UNIT ROUTE REQUIREMENT?

Simply indicate on your CPD declaration that you have met the unit route.

WHERE CAN I FIND MORE INFORMATION?

Visit our dedicated [Part-time/semi-retired](#) page on our website which has a range of support tools and guidance documents to help you.