

## CPD for members who are working part-time or semi-retired Frequently Asked Questions

### **Why is ACCA enhancing the CPD policy now?**

ACCA Realise, the CPD policy, was initially developed following extensive research and consultation with members, employer and other key stakeholders. We are committed to ensuring that CPD remains relevant and effective. This policy enhancement shows we are actively responding to feedback. You can expect the CPD policy to continue to evolve as appropriate, so that we can remain as relevant and effective as possible in supporting your professional career.

### **What is the policy?**

If you meet ACCA's guidelines for part-time or semi-retired status, you can indicate to ACCA that, while you may not have met the full unit requirement, you are confident that you have undertaken sufficient CPD for your role. This means that you will be setting your own level of achievable CPD.

### **What are the guidelines?**

Any member who wishes to follow this route to CPD should be employed to work for 770 hours or less over the course of a CPD year. For example, you might work up to 17.5 hours each week, or you might be active in your workplace at specific points in the year. You will still be required to meet the full non-verifiable requirement of 19 units per year.

### **Are there exceptions to this policy?**

This route does carry the following exceptions, in order to safeguard the reputation of ACCA and its members.

#### *Practising members*

If you are a practising member, you may only take this route if you are not responsible for audit or other regulated report work. You also need to be able to show that you have technical support in carrying out your duties.

#### *All members*

Any member taking this route *cannot* be:

- involved in the preparation or presentation of accounts investors may rely on; or
- a Non-Executive Director of a listed company.

### **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 16 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, for you to decide an appropriate amount of CPD for your role.

### **Does the policy apply to all the CPD routes?**

No. This policy only applies to members following the unit route. Members who follow the Approved Employer – professional development route will be achieving their CPD through their organisation's development programme – it is up to the individual and their employer to set an appropriate amount of CPD activity. Members who follow the other IFAC body route should follow that body's requirements.

### **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.

### **I am in phase 1 or 2, I meet the guidelines for this policy, and I haven't submitted my CPD return yet. Does the new policy apply to me?**

Yes – the policy applies retrospectively. If you are holding on making your CPD return because you were concerned about a shortfall but meet these guidelines, please submit it without delay.

### **I'm in phase 1 or 2, I meet the guidelines for this policy, and I haven't submitted my CPD return yet. How do I make my CPD return for 2006?**

State you have followed the unit route. You will need to be able to demonstrate you meet the guidelines for working part-time or being semi-retired if you are selected for a CPD review.

### **How do I make my CPD return for 2007?**

State you have followed the unit route. You will need to be able to demonstrate you meet the guidelines for working part-time or being semi-retired if you are selected for a CPD review.

### **How do I apply to meet the guidelines?**

You do not have to apply to ACCA to meet the guidelines. All you have to do is source appropriate and relevant CPD for your role, and then make your return at the appropriate point in the year for you. You will need to be able to demonstrate you meet the guidelines for working part-time or being semi-retired if you are selected for a CPD review.

### **What do I do 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 (e.g. 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 system currently in place?**

This policy does not replace the waiver process currently 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 be eligible for a waiver (e.g. unemployment, career break, maternity/paternity leave, onerous caring for a family member), then you should apply for that waiver.

**I've used the online evidence record 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 evidence your CPD activity; simply disregard the unit counting information as you will be setting an appropriate amount of development for your own circumstances.

**What evidence 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 activity 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.

**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 follow this route to CPD. 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.

**Where can I find more information?**

ACCA *Connect* and national office staff can help you; can also find information at [www.accaglobal.com/members/cpd](http://www.accaglobal.com/members/cpd).