



# Have you been selected for a CPD review?

Choose the route you've followed to find out what you need to do.

### UNIT ROUTE

If you follow the unit route, you need to achieve 40 units of CPD per year. At least 21 of these units must be verifiable, and 19 non-verifiable.

### UNIT ROUTE – WAIVER AWARDED

If you were awarded a waiver please provide documentary evidence to support your waiver award – for example, a photocopy of a letter from your employer or health professional.

You must also provide details of any verifiable CPD you achieved, demonstrating the relevance to your work or to your career aspirations, and details of your non- verifiable CPD.

### UNIT ROUTE – PART-TIME/SEMI-RETIRED

You can follow this route if you meet our guidelines for part-time or semi-retired status. You need to achieve 19 units of non-verifiable CPD (normally technical reading) but you can set your own level of verifiable CPD.

Please give us details of your 19 units of non-verifiable CPD, plus any verifiable CPD you've achieved. You'll also need to explain why you believe the verifiable CPD you've done is sufficient for your needs – you can use our CPD evidence checklist to help you <http://www.accaglobal.com/content/dam/acca/global/PDF-members/2015/Policy/checklist.pdf>

### Verifiable CPD

This can be achieved in many ways including structured courses, online learning, project work, work-based learning, discussion groups, coaching and mentoring, research, seminars and conferences, studying for an additional qualification etc.

### Non-verifiable CPD

This is generally technical reading, but can also include looking up websites, and watching television programmes, that provide background information relevant to your role.

### Recording your CPD activities

Our online evidence tool is your personal CPD record where you can gather information about your CPD activities. If you're selected for a CPD review then confirm that we can access your completed record by emailing your consent to [cpdsupport@accaglobal.com](mailto:cpdsupport@accaglobal.com), or sending us a letter.

You can also use our summary and evidence forms to help you record your CPD; these include completed examples and are available at <http://members.accaglobal.com/en/home/cpd/evidence.html>

Alternatively you can send us your CPD evidence in your own, or your employer's, format – saying why you chose the activity, what you learned and how you have/will apply the learning. Please only send us photocopies, not your original documents.

**Remember you must demonstrate the relevance of your CPD to your work or career aspirations by explaining what you have learned from each CPD activity. If you don't then we'll have to ask you for more information and this will delay the completion of your CPD review.**

### OTHER IFAC BODY ROUTE

If you met your CPD requirements by following the other IFAC body route, please provide evidence that you are a member of another IFAC body which is fully compliant with IFAC's International Education Standard (IES) 7. Acceptable evidence would include a letter from the other IFAC body confirming your membership or a copy of your membership certificate. We may confirm with your other IFAC body that you met their CPD requirement.

### ACCA APPROVED EMPLOYER ROUTE

If you met your CPD requirements by following the ACCA Approved Employer route, please provide evidence that you were employed by an ACCA Approved Employer who holds professional development approval during the year(s) under review. Acceptable evidence would include a letter from your employer confirming your dates of employment or a payslip from the year(s) under review. If possible please provide your employer's Approved Employer reference number with your evidence – the reference number can be found on their certificate. We may confirm with your employer that you followed their learning and development programme.

### CPD FOR PRACTISING MEMBERS

If you are a practising member then you must maintain competence in your areas of technical specialism, and obtain CPD in those areas. If you hold an ACCA practising certificate and audit qualification you must maintain your competence in audit even if you are not currently undertaking any audit work. You must also be able to justify why the amount of audit related CPD you have undertaken is sufficient to maintain your audit competence. This will be checked during an ACCA CPD review. If you are an audit engagement partner you will need to demonstrate developing and maintaining your professional competence by the achievement of learning outcomes specified in IFAC's International Education Standard (IES) 8. We have produced a guidance note and checklist which you should use to plan and record meeting this requirement. To download this or for more information on CPD for practising members please go to <http://www.accaglobal.com/gb/en/member/cpd/prac-members.html>

HOW TO SEND US YOUR RECORDS	
<b>I have used ACCA's online CPD evidence tool</b>	Send us an email granting us permission to view your online evidence records to <a href="mailto:cpdsupport@accaglobal.com">cpdsupport@accaglobal.com</a> Remember to include 'CPD review' and your membership number in the subject line of your email.
<b>I've kept my CPD records in my own/my employer's format</b>	Email your records to <a href="mailto:cpdsupport@accaglobal.com">cpdsupport@accaglobal.com</a> . Remember to include 'CPD review' and your membership number in the subject line of your email. Or you can send copies, not originals, of your records to: Professional Development, ACCA, 110 Queen Street, Glasgow G1 3BX, United Kingdom