



CPD RECORD: AUDIT MANAGER CPD EXAMPLE (USING FREE FORM RECORD NOT ONLINE)

As part of your Annual Return, ICAS ask you to self-certify that you have met your CPD requirements for that year through undertaking 'The ICAS Professional Development Process'. This process is something that you will probably be doing to some extent anyway, either mentally or as part of your organisation's annual performance review process.

If selected for monitoring purposes, you will be asked to send in your CPD record for review by ICAS. Your CPD record can be in any format but we recommend this pro-forma CPD planning and recording document to help you plan your CPD activities and record your progression through ICAS' Professional Development Process. A copy of this document is also available from the ICAS website [here](#)

Personal Details

Full Name: *Anne Audit-Manager*

Membership ID *MXXXX*

CPD YEAR : 2013

STEP 1- Define current and future role(s)

What is expected of you in your current role?

You may like to consider the expectations being placed upon you by employers, clients, colleagues, regulators and the public, and your ethical obligations to them. Consideration can be given to your future career options and goals.

I work in a CA firm and am responsible for a number of audit engagements. The partners in the firm expect me to manage the audit teams and liaise with client staff and present a complete audit file for their review before they sign the audit opinion.

The audit staff expect me to be able to answer their technical questions and provide guidance and support to them as they complete their tasks.

Audit clients also contact me regularly to ask for advice which means I have to stay up to date to ensure I can answer these queries promptly and correctly.

As a CA, I'm expected to work ethically and with integrity, and to be seen to be doing the right thing.

STEP 2 – Decide on your training and development needs

What skills and knowledge do you need to maintain or develop to meet these expectations and what training gaps have you identified as a result? This could include personal as well as technical skills, especially if you manage others.

You are encouraged to carry out this assessment at the start of the year but this assessment is expected to be ongoing to take into account any changes in role, organisation or business environment.

My role is very technical and regulatory, therefore I need to make sure I stay up to date with any technical developments in auditing and financial reporting.

You are required to keep a copy of this record for three years.

I would also like to work on my management skills and decision making as I am responsible for a number of junior staff who work on my engagements.

STEP 3- Identifying CPD activities

How will you address your development needs? You are encouraged to use this section of the record to diary or list the CPD activities you are aiming to undertake throughout the year.

A wide range of activities can be recognised for CPD purposes and is recommended. If you can identify a meaningful learning outcome from a particular activity then it will be valid for CPD purposes

- *I need to attend an annual audit update*
- *I need to attend a charity accounting and audit update if available*
- *I need to get up to speed with FRS 102 so a course on this will be needed*
- *I need to get ensure that I keep up to date with the budget*
- *I would like some HR training*

Other CPD activities will involve reading CA magazine, FRC bulletins and other technical and business material to ensure knowledge stays up to date.

STEP 4 – Reflect and Record

This section of the record should be used to record when you have undertaken a CPD activity.

For each activity, what were the key learning points? How have you applied them? How do they address your needs listed in Step 2?

Courses:

March 2013: Annual audit update (face to face course by external provider)

- *A useful technical course to ensure that all ISA requirements are being addressed. A couple of good reminders and points to look out for during audits and file reviews.*

April 2013: Accounting and auditing for charities (face to face course by external provider)

- *Again, helpful to be reminded of the regulatory aspects and particularly the legislative references.*

October 2013: Preparing for the implementation of FRS 102 (face to face course by external provider)

- *Excellent course to help start planning for the new accounting standard. Will discuss with partners how to start engaging with clients on this now to ensure a smooth transition, while also considering the ethical implications.*

Online:

April 2013: Review of the 2013 Budget (Webinar)

- *A good summary of the key points of the 2013 Budget which allows me to talk knowledgeably to clients.*

June 2013: How to manage staff effectively (Webinar/online programme)

- *Some useful material, but may be more effective to do this course in a classroom based format in future.*

In summary, what were the most important things you learned last year? What were the tangible outcomes of these for your business?

- 1) *Making sure we discuss FRS 102 early with clients.*
- 2) *A reminder of the key ISA requirements for audit clients and ensuring that these are being addressed appropriately on all engagements.*

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