



CPD RECORD: LONG TERM CAREER BREAK EXAMPLE

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 plan for review by ICAS. Your CPD plan 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: Ms C Jones	Membership ID MXXXXX
CPD YEAR : 2025	

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 am currently on a career break to raise my children. I do not intend to return to work until my children have finished primary school.

I am aware that I am not exempt from ICAS's CPD requirements and that my Membership of ICAS requires me to undertake CPD activities.

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

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.

I have not identified any training gaps, as I do not intend returning to work for several years. I am aware that when I do return to work I am required to have a plan in place for how I will bring myself up to date for the role which I undertake.

I am required to be aware of changes, which ICAS identifies and to ensure my personal skills are maintained. I do this by regularly reading the business news, updates on ICAS website and HMRC updates, read the CA magazine and listen to business related podcasts.

STEP 3- Identifying CPD activities

How will you address your development needs? You are encouraged to use this section of the plan 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.

CPD activities, which are practicable for me to undertake at the moment are as follows:

Read CA magazine

Read ICAS emails and review ICAS website for current articles

Read business pages on news sites

Read HMRC updates online

Listen to business related podcasts.

STEP 4 – Reflect and Record

This section of the plan 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?

Read monthly copy of CA Magazine

Read business news sites

Read ICAS emails and reviewed ICAS website to read more about changes in tax and accountancy

Listened to various business podcasts

Follow HMRC and ICAS on social media and read the updates and linked articles.



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

The CA magazine, ICAS website, ICAS and HMRC social media and news sites are relevant sources of information for current affairs and have ensured I am generally keeping up to date on developments in the profession.