

Continuing Professional Development for Semi-retired members

Frequently asked questions – guidance from the CPD Regulatory Committee

What is the ICAS CPD policy for those who have retired from full time work?

Continuing Professional Development (CPD) requirements apply whether members are working in any capacity, including public practice, in business or undertaking voluntary activities. Each member is required to undertake CPD to maintain their professional competence on an on-going basis, unless the member has an exemption from the ICAS CPD requirements.

I am over 65 and do not pay a subscription to ICAS – why do I need to do CPD?

Members who are over the age of 65 and are retired for subscription purposes may not necessarily be fully retired and exempt for the purposes of CPD – the CPD requirements extend beyond the question of a member's age.

Who can claim an exemption from CPD?

Members who are retired and do not undertake any professional or business work, paid or unpaid.

I do not have any commitments that involve accountancy – why do I need to do CPD?

Every member who has commitments, regardless of the area in which they are working, needs to have an awareness of their professional responsibilities. Chartered Accountants are expected to conduct themselves in a manner that maintains and enhances their own professional reputation and that of their fellow members of ICAS – and this goes beyond the confines of simply undertaking accountancy services.

I do not want to go on courses – what CPD am I expected to do?

The ICAS CPD scheme is an output-based scheme which focuses on the output or benefit of CPD activities and, in broad terms, seeks to consider that the following steps are undertaken on an annual basis.

Step 1 – Define current and future role(s)

Define what is expected in your current role.

Step 2 – Deciding on training and development needs

Decide on the skills and knowledge levels needed to meet the expectations identified in step 1 and which will enable effective performance.

Step 3 – Developing or undertaking a personal development programme

Identify and plan to undertake CPD activities that are relevant to your role and which will help meet any training and development needs identified in Step 2.

Step 4 - Record when you have undertaken a particular CPD activity

Reflect on the learning outcome of an activity.

I am a director of a private, family company – what CPD does ICAS expect me to do?

The expectations and responsibilities placed on you, and hence the CPD needs, would be related to the role you undertake as a director and would also be balanced by those expected of any professional advisers appointed by the company such as an external accountant or auditor. So, for example, you might wish to:

- be familiar with relevant company law and corporate governance,
- be aware of the guidance available for members on the ICAS website (which can be found at http://icas.org.uk/Business_IssuesGuidanceandReports/), and
- to keep abreast of issues relevant to the businesses in which you are a director.

I am a trustee of a charity – what CPD does ICAS expect me to do?

The expectations and responsibilities placed on you, and hence the CPD needs, would be related to your role (for example this might differ if you were the treasurer or not) and would also be balanced by those expected of the other trustees and if any professional advisers are appointed by the charity such as an independent examiner or an auditor.

ICAS would generally expect members who are assisting charities:

- to be familiar with the requirements issued by OSCR (for Scottish charities) or the Charities Commission (for charities in England & Wales),
- to be aware of the guidance available for members on the ICAS website (which can be found at <http://icas.org.uk/Charities/>), and
- to keep abreast of issues relevant to the charities that are being assisted.

The charities section of the ICAS website should be able to provide you with most of the information you require.

I help at a small local charity – do I need to do CPD?

The examples below illustrate what is meant by ‘fully retired for the purposes of exemption from the ICAS CPD requirements’ for those members assisting charities on an unpaid basis.

A. A member begins to help out a charity by selling books in a charity shop and collecting cash from members of the public on charity days in the local high street.

The member is fully retired for the purposes of exemption from CPD.

B. The member in example A is asked to count the cash collected by various volunteers on charity days.

The member is fully retired for the purposes of exemption from CPD.

C. The member in examples A or B is asked to be treasurer of the charity, preparing accounts for sending to the charities regulator. The appointment is unpaid.

*The member is **not** fully retired for the purposes of exemption from CPD and must comply with the ICAS CPD Scheme.*

D. The member in examples A, B or C is asked to be an independent examiner for another local charity.

*The member is **not** fully retired for the purposes of exemption from CPD and must comply with the ICAS CPD Scheme.*

In cases of doubt please contact the ICAS CPD department on 0131 347 0282.

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