



CPD RECORD: MATERNITY LEAVE EXAMPLE (JUST GOING ON LEAVE)

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: Mrs Brown	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 work as a finance manager in a small services company. I am currently on maternity leave and will be returning to work in a year's time.

I am aware that my Membership of ICAS requires me to undertake CPD activities and that I am not exempt. It is not practical to do very much CPD now but I have a plan in place of how I will get back up to date nearer my return to work.

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.

For now, I am required to make myself aware of any changes, and to ensure my personal skills are maintained – I don't have much time so this is limited to reading CA Magazine, reading accountancy posts and updates on social media and watching the news.

When I return I will need to have a plan in place to get up to speed, in particular on UK GAAP changes and tax changes.

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

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 during mat leave:

- ***Read CA magazine***
- ***Watch the news and keep an eye on business press.***

Plan for shortly before my return to work:

- ***Keep in Touch (KIT) days***
- ***Review ICAS website for current articles***
- ***Follow ICAS and HMRC social media posts for topical updates***
- ***Plan courses for my return to work- I will need to plan accounting and tax updates shortly after my return to work – I will liaise with my employer as part of Keep in Touch days.***

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?

I have been able to do very little CPD as I am a full-time mum currently. I have generally kept up to date with news developments and via CA magazine and ICAS and other accountancy related social media updates – this means I know what I need to do when I return to work to get back up to speed. I also have a plan for my return.

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

Generally keeping an eye on accountancy developments through CA Magazine and ICAS and other accountancy social media updates means I know what I need to obtain training on when I go back to work.