

Exemption from CPD for fully
retired members



Continuing professional development (CPD) guidance from the CPD regulatory committee

Introduction

Continuing professional development (CPD) requirements apply whether members are in public practice or in industry/ commerce. 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.

One such exemption is available where the member is fully retired. This document aims to clarify what is meant by fully retired for the purposes of the exemption from the ICAS CPD requirements.

It is important to note that any member performing professional activities – paid or unpaid – or performing any activities for reward is not exempt.

Retired members who are, for example, trustees of charities, honorary treasurers or serving as non-executive directors are still obliged to comply with the ICAS CPD requirements.

A member will not be fully retired for the purposes of exemption from CPD if they:

- perform any activity which relies on their skills as a CA
- perform any activity where others rely or could reasonably be expected to rely on the member's skills as a CA
- hold themselves out to be a CA in performing any activity
- perform any activity which has a possibility of causing damage to the reputation of ICAS if the member did not have the competence to perform the activity.

For the avoidance of doubt

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Non-executive appointments

Any member with non-executive director appointments is not considered to be fully retired for the purposes of the ICAS CPD scheme.

A member serving as a non-executive director will be expected to keep up to date with any issues impacting on their role. These issues might include changes in corporate governance or company law and the member will be expected to demonstrate that their skills are being kept up to date in these areas if selected for monitoring purposes. Annual CPD compliance is required.

Charities

Any member assisting charities by performing any activity listed on the previous page is not considered to be fully retired for the purposes of the ICAS CPD scheme.

Further guidance for members assisting charities

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 who has retired from their previous full time role and only pursues personal interests and hobbies.

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

- B. The member in example A 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.

- C. The member in example B 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.

- D. The member in examples A, B or C 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.

- E. 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.

(Further information for members assisting charities is available on the ICAS website.)

Note that members who are retired such that they are no longer required to pay subscriptions to ICAS may not be fully retired for the purposes of claiming the CPD exemption.

In cases of doubt as to whether a member is fully retired for the purposes of an exemption from CPD, please contact the ICAS CPD department.

Claiming the exemption

A member may claim exemption from CPD by completing the declaration in the Annual Return or contacting the ICAS CPD department. ICAS will issue a letter which the member will be asked to sign and return. The letter seeks confirmation that the member is aware that the exemption is granted on the basis of a self-declaration. The exemption will be granted without time limit. It is the member's obligation to inform ICAS of any change in circumstances which may lead to the member no longer being entitled to an exemption from CPD. ICAS may, from time to time, communicate with members asking them to confirm that they are still entitled to the “fully retired” exemption from CPD.

Appendix

Regulatory requirements

Adherence to the ICAS rules and regulations

Members are bound by the rules and regulations of ICAS. In addition to this members are also bound by the Code of Ethics, a set of principles and standards laid down by the International Federation of Accountants (IFAC) and supplemented by additional guidance provided by the Consultative Committee of Accountancy Bodies in the UK.

IES 7 – Continuing Professional Education In May 2004 IFAC issued IES 7, Continuing Professional Education, requiring all member bodies of which ICAS is one, to implement mandatory CPD for all members as of 2006. IES 7 provides that member bodies may permit exemptions from CPD in certain circumstances.

CPD Regulatory Committee

The CPD Regulatory Committee is appointed by the Regulation and Compliance Board with a remit to:

- encourage CPD
- monitor CPD compliance, and
- impose sanctions for failure to undertake or evidence CPD.

The Committee is also expected to ensure the ICAS CPD policy and CPD scheme continue to have relevance and focus for all members and that appropriate guidance and support is offered to members to help them meet their requirements.

The CPD Regulatory Committee consists of members in practice, members in business and public interest members.

The CPD Committee will determine, where necessary, whether a member is fully retired for the purpose of exemption from CPD.



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