



CPD RECORD: MATERNITY LEAVE EXAMPLE (ABOUT TO END 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: Ms Black	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.
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 for most of my maternity leave but I will have a plan in place for my return.*

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.

During much of my maternity leave I will make myself aware of any changes – 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. This will focus 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?

During the last eleven months of maternity leave I have:

- ***Read monthly copy of CA Magazine, which kept me up to date with current developments***
- ***Followed ICAS, HMRC and other accountancy related social media accounts and read updates and articles posted to keep aware of what is going on in accountancy and tax***
- ***Watched business news and read some business press to keep up to date***

I am due to return to work in a month's time:

- ***I have attended a few KIT Days. I had a meeting with Management and was provided with details of policy changes that have taken effect whilst I have been away. We also planned two courses for me to attend on FRS 102 and Tax Update to be attended on my first month back at work.***
- ***In the last week I have started reading more accountancy and tax related articles from ICAS, HMRC and other accountancy news sites, which is keeping me up to date and I will continue to do so;***
- ***I have asked Management to set up various meetings for me for my return to work so I can find out what has been happening whilst I have been off.***



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

I feel I am generally up to date on developments which have happened whilst I have been off and feel that following the training courses that I have planned to attend, and go to the internal meetings that will be set up for me returning, I should be fully up to date.