



# CPD in 2007

Long-standing members have recently joined *ACCA Realise*, which means that all members now need to complete CPD. Sara Llewellyn reveals the many and varied ways to achieve your CPD in 2007.

■ **It's been two years since *ACCA Realise* – ACCA's continuing professional development (CPD) scheme – was first introduced as a requirement of membership.**

The successful introduction of the CPD requirement, and the positive feedback received from members, is testament to members' commitment to advancing standards in professionalism and to safeguarding the reputation of the ACCA qualification.

#### **new to *ACCA Realise*?**

The final phase of members recently joined *ACCA Realise*, which means all ACCA members now need to complete CPD. If you are new to *ACCA Realise*, then you are encouraged to undertake the *ACCA Realise* e-learning starter course, which provides an overview of ACCA's CPD policy and details of the various resources and learning opportunities available to you. Available free of charge via your *myACCA* e-business account, the course

is the best way to obtain a clear understanding of your CPD requirements. The first time you use this e-learning resource (following the unit route) you can qualify for five verifiable CPD units, on the condition that you also complete a personal development plan.

#### **plan for success – making CPD happen**

To make sure you get the most out of your CPD, it is important to plan carefully. To facilitate this, ACCA has developed a unique online planning tool – the Professional Development Matrix (PDM). Acting as an electronic coach, the PDM is designed to help you identify your preferred learning styles and the knowledge, skills and expertise needed in either your current role, or in roles you may be interested in for the future. Specifically, the PDM can help you to:

- identify your CPD achievements to date
- clarify your present role and the

knowledge and skills you require to be effective in your role

- identify potential changes to your role and the resulting CPD needs
- meet your CPD needs and individual learning style
- produce a personal development plan
- review your personal development plan and remind you to revisit the PDM at a future date.

#### **ways to achieve your CPD in 2007**

Everyone learns in different ways. As a result, members' feedback is constantly monitored in order to provide a comprehensive range of learning and development resources.

The following activities highlight just some of the many ways in which you can achieve your CPD during 2007. For further information, and to access ACCA's dedicated CPD resources, visit [www.accaglobal.com/members](http://www.accaglobal.com/members)

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## CPD in 2007 (continued)

### e-learning

E-learning can be particularly attractive to members who may not have access to face-to-face training providers, can't spare the time away from the office or can't find the right support for a particular subject area. ACCA offers a range of ACCA-bespoke courses, which are free of charge to members, and over 150 discounted courses available from our e-learning partners – BPP, Mentor and Thomson NETg.

### CPD face-to-face events

Our extensive network of national offices and Registered CPD Providers, means that a host of CPD events are regularly organised. These events are specifically developed to meet local needs and cover a wide range of topics including technical, IT, business and soft skills. Our global events calendar is available online for your convenience.

### ACCA knowledge library

ACCA produces a wide range of technical and business related reference materials which can aid learning and development. Our online Knowledge Library draws these together in one highly-searchable resource and includes:

- technical updates
- research reports and consultation responses
- commentaries, opinion pieces and press releases
- magazine articles.

### update your ethics

It is important to remember that good conduct is good for business. Making the right decision based on a code of conduct can be good for you as well as your clients, colleagues and organisation. An ethical declaration also forms part of your annual CPD return.

ACCA's dedicated online ethics resource offers a variety of tools to ensure that you can confidently declare yourself in compliance with the *ACCA Code of Ethics and Conduct* and to assist you with CPD. This includes:

- free online courses and podcasts
- case studies
- CSR – ACCA perspective on corporate social responsibility
- guidance on how to create codes of conduct.

### online accounting standards

ACCA's exclusive online service provides members with free access to International Accounting and Auditing Standards and UK

Accounting and Auditing Standards. Developed in partnership with LexisNexis Butterworths, the online standards automatically incorporate updates as soon as amendments are issued or new standards introduced, making it one of the most reliable sources available. Accessed via ACCA's Knowledge Library, time spent reviewing and updating your knowledge and understanding of accounting and auditing standards can count as CPD provided it is relevant to your role.

### CPD in the workplace

Many of the activities that you complete in the workplace can count towards your CPD requirement. Taking on new tasks or roles of responsibility offers an opportunity to develop your skills. Involvement in coaching or mentoring colleagues or being coached or mentored yourself can result in developing new skills or maintaining existing ones.

You may also sit on a committee or working party, or be part of an industry group or network. ACCA will recognise these activities as CPD if they have contributed to your individual development and learning needs.

### additional ACCA qualifications

ACCA has a range of qualifications for members who want to specialise or expand their knowledge and skills. For convenience, each qualification has been allocated CPD units that take into account the time required for study and assessment. The following qualifications are available:

- MBA
- Diploma in International Financial Reporting
- Certificate in International Financial Reporting
- Certificate in International Auditing.

### specialist qualifications from ACCA's partners

In recognition of the diverse career opportunities open to our members we have partnered with the following renowned organisations to offer members access to a wide range of specialist qualifications:

- MBA and MSc with Oxford Brookes University
- Advanced Diploma in International Tax with Chartered Institute of Taxation
- Diploma in Financial Strategy in association with the Said Business School at Oxford University
- Securities and Investments Institute
- Post Graduate Diploma in Public Financial Management with the School of

African and Oriental Studies at the University of London

- MSc in Financial Management with Edinburgh Business School at Heriot-Watt University
- MA in Leadership with Exeter University
- Institute of Internal Auditors
- Chartered Director with the Institute of Directors

### magazines and journals

General reading of business and technical articles is another way to achieve CPD. ACCA has now taken this to the next stage by offering online tests on selected articles in *accounting&business* magazine. Members can read the article and then respond to multiple choice questions on ACCA's website. Successful completion of the test is recognised as CPD.

### ACCA Career Pathways

*ACCA Career Pathways* is ACCA's new online career and professional development resource initially introduced as a pilot for those working in the financial services sector. From industry news to learning opportunities and recruitment, *ACCA Career Pathways* offers the tools finance professionals need to effectively plan their route to career success.

### ACCA networks

ACCA facilitates networking between members through local groups and panels. These groups arrange a variety of events and activities including CPD courses and business lectures. It is also a great opportunity to meet like-minded peers and share ideas and opinions. For further information on ACCA networks, please contact your local ACCA office.

### volunteer work

In today's socially conscious business environment, an increasing number of employers encourage their finance professionals to help worthy causes. Not only does the not-for-profit organisation benefit from the injection of professional expertise, but the accountants involved invariably return to the office with new skills themselves and a fresh perspective on how they resolve various business issues. ■

**Get your 2007 CPD on track at [www.accaglobal.com/members](http://www.accaglobal.com/members)**

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