



CIMA Professional Development Record Form Guidelines

1 What is CIMA Professional Development?

The systematic maintenance, enhancement and continuous improvement of the knowledge, skills and ability, often termed 'competence', that is expected of a Chartered Management Accountant.

From 1 January 2006, all members will be required to perform and record their CIMA Professional Development and may be chosen for inclusion in the annual monitoring processes (excluding fully retired members).

2 Why is it important?

New concepts of career, changes in the employment relationship and increasing expectations on professionals all call on CIMA members to maintain and develop their skills and knowledge. As a result, this places an emphasis on the ability to adapt to sometimes radical new demands and practices. A key outcome of CIMA Professional Development (CPD) is that you are better able to secure and enhance your employability.

3 CIMA's Monitoring Policy

CIMA's full monitoring policy is available on our website at www.cimaglobal.com/cpd but key points are highlighted below.

CPD will be mandatory for all members (excluding fully retired members) with effect from 1 January 2006. The monitoring process will begin no later than 2007 where a sample of members will be selected and required to submit their CPD Records on an annual basis. It will not be necessary for members to provide a formal annual declaration.

Compliance with CIMA's CPD requirements is specified as a condition of membership within the Royal Charter, Byelaws and Regulations. Members will be expected to continue to comply with Byelaw 15 and Members' Regulation 15 and any other Byelaws and Members' Regulations that are directly relevant to CPD.

Byelaw 15: CIMA PROFESSIONAL DEVELOPMENT

Every Member shall, as a condition of membership, undertake CIMA Professional Development ("CPD") and shall participate in the system for monitoring and enforcement of this requirement in accordance with Members' Regulations. Such Regulations shall specify the means by which Members are required to demonstrate CPD compliance, and by which the Institute may verify such compliance.

Members' Regulation 15: CIMA PROFESSIONAL DEVELOPMENT (Byelaw 15)

15.1 CIMA Professional Development ("CPD") is a mandatory condition of membership of the Institute. Members are required to undertake the CPD Cycle outlined in guidelines issued by the Institute ("the Guidelines"), and will be required to keep CPD records for a minimum of three years on a rolling basis.

15.2 CPD compliance is based on trust and whilst CIMA offers support to Members, it is



the responsibility of Members to assess their development goals and needs, select the most appropriate activities, and design their CPD programmes accordingly.

- 15.3 A sample of Members' CPD records will be selected each year for verification. This selection may be weighted to include an appropriate proportion of Members having high levels of responsibility, including direct contact with the public.
- 15.4 Members selected for monitoring will be asked to demonstrate that they have undertaken the CPD Cycle, and will be required to provide evidence of their CPD in any of the formats detailed in the Guidelines.
- 15.5 Members who have not complied with CPD requirements may be given additional time within which to comply and will, if they request it, be given assistance by CIMA, and will be monitored again after the time allowed has elapsed.
- 15.6 Any Member who fails to comply with CPD requirements will be referred to a Panel of CPD Assessors who will determine what action to take. The Panel may refer cases to the Investigation Committee when wilful and persistent non-compliance is suspected

Monitoring

CIMA will select a sample of the membership each year to monitor. This sample is likely to include a greater emphasis on those considered to have a high level of responsibility, including members who have direct contact with the public. Members who have fully complied with the monitoring process will not be monitored two years in a row.

If you are selected for monitoring purposes, you will be required to provide evidence of your CPD in any one of the following formats:

- The CPD action plan contained within the online CPD Planner
- The CIMA CPD Record Form that can be submitted in soft copy (electronic) format
- Confirmation of being on an accredited employer scheme (within CIMA Development)
- A completed employer's appraisal form or personal development plan
- A CPD Record Form provided for another professional body (additional information may be required to satisfy CIMA's CPD requirements)
- A Record Form in a format of your own choice (ensuring it satisfies the CPD Cycle requirements).

Initially you will be required to provide evidence of CPD activities from the previous and/or current year (previous 12 months). However, CIMA's policy means you should keep your CPD records for three years as it is likely that evidence of CPD activities for up to three years may be required in the future.

Verification

CIMA's requirements state that CPD will be a self-verification scheme. Therefore, you are not required to include copies of course certificates (or equivalent) to verify CPD undertaken.



Non-compliance

If you have not complied with the CPD requirements you may be given an additional time frame within which to comply and will, where requested, be given assistance by CIMA. Any member who fails to comply will be monitored again after the time frame specified has passed. If they fail to comply after this time frame they will be referred to a Panel of CPD Assessors, consisting of a minimum of three members of CIMA, representative of the CIMA member profile.

The Panel of CPD Assessors will report into the Professional Standards Committee, and will review each case referred to them by staff to agree what further action to take. The Panel may agree various further actions, but will refer cases to the Investigation Committee as a formal complaint if wilful non-compliance is suspected.

4 Completing the CPD Record Form

The CPD Record Form has been designed to assist you in planning and recording your CPD. It is based on the CIMA Professional Development Cycle and takes into account the core requirements of assessing your development needs, defining and designing the relevant actions to take to meet these needs and then reflecting on the value gained from undertaking the actions defined.

As reflection is a key aspect of the CPD Cycle, you should record this information too. Reflection allows you to assess what you have learnt and how maximum benefit can be gained through professional development and carried forward to support your role in the future.

Evaluation is an extension of the reflection aspect, but focuses more on your overall progress towards goals and development you have identified throughout a defined period of time. This is particularly useful for long-term career planning. Records are likely to change during the year as new needs arise and some become redundant – this should also be reflected in the record.

If chosen as part of the annual CPD monitoring exercise, you will be required to provide evidence that you have undertaken the CPD cycle and also provide documented evidence of this – the CPD Record Form has therefore been developed to help you to monitor your own development and provide these details to CIMA if requested. The record keeping process should be simple to manage and not be time-consuming. Recording learning goals and outcomes should be a developmental activity in itself.

The **benefits of record keeping** include:

- It allows learning to be articulated and the value of learning to be made conscious. Therefore it allows better choices of development activity to be made
- Research on goal setting suggests competencies developed are higher quality and longer-lasting as a result
- The record can act as evidence of development for an employer and for career development
- It supports your institute in managing the CPD scheme and to meet its obligations as a professional body

CIMA would prefer these to be kept as electronic documents and to be emailed if submission is requested, or kept in a member's own personalised area of the website.

Each stage of the cycle is defined in more detail below to help you complete the form.



'Define' expectations on present and desired roles

- You are required first to gain an appreciation of what is expected of you in your current role. You are also encouraged, where appropriate, to consider your career aspirations and to gauge expectations of a future role and draw up brief descriptions of these roles and expectations.
- These descriptions should recognise and respond to expectations arising from employers, clients, regulators and the public, as well as expectations in terms of your own career development.

'Assess' development needs and outcomes

- You would then assess any capability (knowledge, understanding, skill or attitude) gaps by comparing what is expected of you in your present role, or a future role, against your actual current capability or level of competence.
- CIMA will provide support (CPD Planner, case studies and profiles) to support members in assessing your skills gaps. Alternatively, other methods such as employer systems or discussion with a mentor could be used.
- You should make brief and clear statements of the development outcomes needed to meet the various expectations outlined in the 'define' stage above.

'Design' a programme and 'Act'

- You can design your professional development programme around activities you believe are relevant to your role, which will satisfy the key identified needs and are realistic. You should make clear statements to document the key actions and activities selected to meet your needs.
- CIMA will offer a range of online support tools and resources to help in identifying and meeting development needs. These can be found on www.cimaglobal.com/cpd.
- The following is an indication of the potential development sources and activities members might consider:

<ul style="list-style-type: none"> ▪ Work-based learning ▪ Project work ▪ Academic and professional qualifications ▪ Internal and external training courses ▪ Conferences and events ▪ Reading technical reports, journals ▪ Interviewing and modelling experts ▪ Online training ▪ Giving new presentations 	<ul style="list-style-type: none"> ▪ Coaching ▪ Mentoring ▪ Case studies ▪ Delivering training and development ▪ Research ▪ Discussion groups ▪ Observation and feedback ▪ Secondments <p style="margin-left: 20px;">....and many more!</p>
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- Once you have defined the key activities chosen to meet your development needs, you must indicate the status and progress of these. For example, if you are undertaking long-term study that will support your career aspirations, the status for this action will be 'in progress' if it is not completed at the time you are asked to return your CPD Records. Otherwise, you can provide a 'date completed' once you have undertaken the activities selected, so you can track your progress and determine how successful the activities chosen were.

'Reflect'

- You should reflect on the development activity chosen and consider how well it went, what you have learned, how you can apply it to your learning and any changes you would make next time, and provide clear statements detailing the outcome of each key activity and consider any further development required.
- CIMA will provide tools (CPD Planner) to support all members, but you can equally use conversations with colleagues or peers in conjunction with employer development systems or other recording templates.

'Evaluate'

- The final part of the CPD Cycle requires you to evaluate your actual development against the development outcomes defined and take any outstanding development into the next cycle. You must look at your annual record as a whole and verify that it is a true representation of your key development over the year (or last 12 calendar months).
- If you are selected for monitoring purposes, you will be required to confirm that the development cycle has been undertaken – evaluating your annual CPD Record is an important part of this process so you must ensure that a similar statement is included in your records if you are not completing CIMA's CPD Record Form.

5 Further Questions

If you have further queries about completing the CPD Record Form requirements or CPD monitoring, please contact us at cpd.monitoring@cimaglobal.com. Alternatively, you can telephone our Contact Centre at +44 (0)20 8849 2251 for further information.

6 Examples and Case Studies

The case studies presented should serve as indicative examples of how to complete a record and to what detail. When completing your own record, you should also indicate the variety of activity types you might consider for your development and how the policy requirements might apply to you in varying circumstances.

The full set of case studies is available in the Professional Development section of our website at www.cimaglobal.com/cpd. We would also like to include real examples of good practice from all members as the scheme develops.



Case Study Example: Finance Director

Contact ID	1-1231	First name	Finance	Last name	Director
DEFINE					
Job title		Key responsibilities			
Finance Director Mentor to finance controller for possible succession		Financial reporting and control Corporate financial planning and analysis Treasury and funding Supporting the audit committee Lead role in city and other key relationships			
ASSESS		DESIGN		ACT	REFLECT
Development need/learning objective What skills or knowledge gaps have I identified?		Date identified	Action e.g. development activity undertaken What activities have I undertaken to meet my needs and/or objectives?	Status: In progress or date completed	Reflect on the impact to your performance Did I achieve my objectives/what did I learn/ how did this impact on my work/team/career?
Add more value to the Board, particularly in terms of offering strategic options as part of strategic decision-making process		Jan 05	Coaching received from FD on Board of another company – 1 hour per month over year Networking more widely with other FDs such as through FEI – quarterly meetings 3 day specialist executive course delivered in-house by a business school Discuss CIMA strategic Scorecard and potential impact of implementation	In progress	Working with senior exec outside of my organisation allowed me to reflect on own approach to issues I am presented with and my interpersonal skills & consider more closely the transformation of the finance function in another company Gained theoretical and practical insights on how planning process can be improved and ideas for approaching challenges here Discuss developing strategic scorecard by piloting an implementation – with a view to improving the strategy - on hold till Feb next year
Improving financial planning process to reduce monthly closing of accounts to 4 days & focus Planning and Budgeting process externally & streamline		Jan 05	Re-design of processes and implementation of new version of R/3 and B/W to facilitate more efficient closing. Discussing with HR with a view to implementation	September 05	Working with x consultants helped deliver the outcomes required. Key learning point is the integration of key stakeholders on the project. Secondment to be considered next time on



		next year of a new rewards scheme not focused on the budget Better budgeting event held by CIMA/ICAEW		similar BPR and IS project Balanced scorecard implementation being considered and evaluated Provided an opportunity to view approaches in other companies. Interaction with peers generated some ideas and priorities for progress
Implement new accounts according to IAS and manage impact of Sarbanes Oxley	Jan 05	Training for those staff involved in accounting changes. Self to read up hard copy and web on changes and commentaries on impact	June 05	Preparedness for IAS was behind schedule but knowledge on IAS has been built
Keep abreast of key changes affecting role	Jan 05	Read Financial Times, Finance Director and corporate governance	In progress	Keeping up professional awareness

EVALUATE

I verify that this record is a true reflection of my development needs identified through the CPD cycle and undertaken over the past 12 months.
I confirm that I will take forward any relevant outstanding development needs to the next CPD cycle.





Case Study Example: Semi-retired Member

Contact ID	1-1224	First name	Semi-retired	Last name	Member
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DEFINE

Job title	Key responsibilities
Retired member working on a voluntary basis for a local charity Non-executive director on small company board	Prepare accounts for local charity Advise, guide & challenge executive decisions

ASSESS

DESIGN

ACT

REFLECT

Development need/learning objective What skills or knowledge gaps have I identified?	Date identified	Action e.g. development activity undertaken What activities have I undertaken to meet my needs and/or objectives?	Status: In progress or date completed	Reflect on the impact to your performance Did I achieve my objectives/what did I learn/how did this impact on my work/team/career?
Keep up to date with Charity Commission rules and SORPs	Jan 05	Read updates on websites Follow news in financial press Attend Branch event Employment Law Update	In progress	Able to track and note changes throughout the year
Develop understanding of the role of a NED	Jan 05	Attend Branch event on combined code revision Read CIMA executive briefing on The role of Non-Executive Director: Making Corporate Governance Work	March 05	Gave a useful framework for understanding NED role and helped in knowing where challenges needed to be focused.

EVALUATE

I verify that this record is a true reflection of my development needs identified through the CPD cycle and undertaken over the past 12 months.
I confirm that I will take forward any relevant outstanding development needs to the next CPD cycle.





Case Study Example: Member in Practice

Contact ID	1-1256	First name	Member	Last name	In Practice
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DEFINE

Job title	Key responsibilities
Member in Practice	Advise SME clients Undertake VAT returns and financial accounting for small business clients Implement new cost management approach for above Company secretary for a small limited company

ASSESS**DESIGN****ACT****REFLECT**

Development need/learning objective What skills or knowledge gaps have I identified?	Date identified	Action e.g. development activity undertaken What activities have I undertaken to meet my needs and/or objectives?	Status: In progress or date completed	Reflect on the impact to your performance Did I achieve my objectives/what did I learn/ how did this impact on my work/team/career?
To be up-to-date on company law and taxation changes	Jan 05	Money laundering VAT Records management and retention schedules	June 05	Satisfied myself and client that I am aware of changes in these areas. Delivered a short workshop for staff on implications of money laundering legislation
To refresh knowledge on Company secretarial practice	Jan 05	ICSA one day seminar on Company Secretarial Practice	February 05	Useful day and achieved objective. Also made some useful contacts.
To remain up to date on Corporate governance issues	June 05	Use financial press Combined code provisions for small companies	In progress	Fulfilled obligations to my client and recommended changes to reporting process
To manage my business more effectively, to network and to promote	July 05	Biz.Net event on Consulting and self-employment Deliver Mastercourse on Cost Management	November 05	Implemented some new ideas but need more on the marketing side. Goal for next year. Positive feedback on course and ideas to develop further for next year

EVALUATE

I verify that this record is a true reflection of my development needs identified through the CPD cycle and undertaken over the past 12 months.
I confirm that I will take forward any relevant outstanding development needs to the next CPD cycle.





Case Study Example: Member on maternity leave

This member is not required to do any activity because she is not working as a professional in an organisation. She therefore poses no risk to employer or public interest through lack of knowledge or skill. However, she is keen to return to her role as a business analyst in 18 months time and plans to keep herself in touch with developments in regulations, business environment and management accounting techniques by reading.

Contact ID	1-1288	First name	Member	Last name	Maternity
DEFINE					
Job title		Key responsibilities			
No work role - on maternity leave					
ASSESS		DESIGN		ACT	REFLECT
Development need/learning objective What skills or knowledge gaps have I identified?		Date identified	Action e.g. development activity undertaken What activities have I undertaken to meet my needs and/or objectives?	Status: In progress or date completed	Reflect on the impact to your performance Did I achieve my objectives/what did I learn/ how did this impact on my work/team/career?
To keep in touch with changes in regulation and Management Accounting techniques		April 05	Monitor IASB website for changes in IAS once a month Read CIMA Insight to follow relevant news and articles – once a fortnight Read Financial Management – any relevant articles	In progress	
EVALUATE					
I verify that this record is a true reflection of my development needs identified through the CPD cycle and undertaken over the past 12 months. I confirm that I will take forward any relevant outstanding development needs to the next CPD cycle.					

