

Briefing Session on CPD Requirements

Summary

- Introduction
- CPD Requirements
- 3-year Rolling Cycle
- Verifiable CPD Activities
- CPD Exemption
- Annual Declaration
- Annual Audit
- Questions
- Demo

Mandatory Compliance

- Section 28 (2)(c) of the Professional Accountants Ordinance
- Statement 1.500
- Membership renewal is subject to CPD compliance

Why CPD?

- The ***maintenance of professional competence*** requires a lifelong learning approach – a continuing awareness and understanding of relevant technical, professional and business development.

Why CPD?

- CPD develops and maintains the capabilities that enable a professional accountant to **perform competently** within the professional environment.

CPD Requirements

- Minimum of **20** CPD hours each year (either verifiable or non-verifiable)
- Complete at least **120** hours in each rolling three-year period
- of which at least **60** hours are **verifiable**

Principles to calculate CPD

- Actual hour basis
- Repeated activity counts once
- Normal work activities are excluded

Acceptable CPD Activities

- Activities that are expected to
 - develop the professional knowledge, skills, values, ethics and attitudes of members;
 - relevant to their current and future work and professional responsibilities.
- HKICPA relies on members' professional judgment to decide

Training by other service providers

- It is up to members to decide what learning activities are relevant and appropriate to their work and professional responsibilities
- Training activities provided by any service providers can also be counted for CPD hours
- Remember to record, track and measure learning activities

First 3-Year Rolling Cycle

30 November 2008 marks the end of the first 3-year rolling cycle.

For members who joined Institute **before 1 Dec 2005**:

⇒ 120 CPD hours, of which minimum 60 hours are verifiable.

3-Year Rolling Cycle

Members joined HKICPA **on/before 30 Nov 2005**

- 2008 CPD declaration: 1 Dec 05 - 30 Nov 08 =1st cycle
- 2009 CPD declaration: 1 Dec 06 – 30 Nov 09 =2nd cycle
- 2010 CPD declaration: 1 Dec 07 – 30 Nov 10 =3rd cycle
- etc

Require total 120 hours CPD in each 3-year rolling cycle

First 3-Year Rolling Cycle

For members who joined between **1 Dec 2005 – 30 Nov 2006:**

=>minimum 20 CPD hours, verifiable or non-verifiable, for 2008 CPD declaration.

=> 1st rolling cycle starts on 1 Dec 2006 and ends 30 Nov 2009.

3-Year Rolling Cycle

Members joined HKICPA between **1 Dec 2005 – 30 Nov 2006**

- 2008 CPD declaration: 1 Dec 05 - 30 Nov 08 = min. 20 CPD/yr
- 2009 CPD declaration: 1 Dec 06 – 30 Nov 09 = 1st cycle
- 2010 CPD declaration: 1 Dec 07 – 30 Nov 10 = 2nd cycle
- 2011 CPD declaration: 1 Dec 08 – 30 Nov 11 = 3rd cycle
- etc

Require total 120 hours CPD in each 3-year rolling cycle

3-Year Rolling Cycle

Members joined HKICPA between **1 Dec 2006 – 30 Nov 2007**

- 2008 CPD declaration: 1 Dec 06 - 30 Nov 08 = min. 20 CPD/yr
- 2009 CPD declaration: 1 Dec 08 – 30 Nov 09 = min. 20 CPD/yr
- 2010 CPD declaration: 1 Dec 07 – 30 Nov 10 = 1st cycle
- 2011 CPD declaration: 1 Dec 08 – 30 Nov 11 = 2nd cycle
- etc

Require total 120 hours CPD in each 3-year rolling cycle

Verifiable and Non-verifiable CPD Activities

- **Verifiable activities:**

Objectively verifiable by a competent source

- **Examples: attendance records; written confirmation by organizer, employer, instructor, mentor, trainer; certificate of achievements; examination result**

- **Non-verifiable activities:**

Activities that have no evidence to substantiate the CPD hours claimed such as reading journals; newspapers (claim max. 5 hours per year); A-PLUS

No Territorial Boundary for Meeting CPD Requirements

Examples of CPD Activities, anytime, anywhere:

- E-Learning, e.g. E-seminars (verifiable)
- Study MBA (or other award bearing) course overseas or local (verifiable)
- CPD on CD-Rom training pack (verifiable)
- Online resources, e.g. Free Courseware offered by Open U (non-verifiable)
- Reading technical articles, newspaper, A-PLUS (non-verifiable)
- Financial and business news on TV / newspapers / Internet etc.
- Relevant documentaries or educational programmes on Pearl, Asian TV, CCTV, CETV, Now HK and university websites.

Examples of Verifiable CPD Activities

CPD programmes organized by HKICPA

- Evening Seminars, Management skills workshops
- Annual Update Conferences
- Goldies breakfast gathering
- Technical Evening Updates (TUE)
- Interest group forums / study trips / site visits
- E-seminars and E-managers
- CPD on CD-Rom

Examples of Verifiable CPD Activities (Cont'd)

Free of charge CPD activities

- Participation as QP facilitator
- Participation as Authorized Supervisor , External Authorized Supervisor or Counselor of an Authorized Employer
- Participation as a speaker or chairman in seminars, conferences, briefing sessions or discussion groups
- Participation and work on technical committees
- IAS Plus Deloitte on HKICPA web-site

Examples of Verifiable CPD Activities (Cont'd)

Free Of Charge CPD Activities

- Self-learning modules or organized on-the-job training for new software, systems, procedures or techniques for application in professional role
- Published professional or academic writing, technical articles, papers or books
- Research including reading journals, professional literature, for application in a professional role

CPD Exemptions

- Apply in writing under special circumstances, ideally by 15 December.
 - For example:
 - Career breaks
 - Serious illness
 - Retirement
 - No exemption for:
 - PC Holders
 - Directors of listed companies

Annual CPD Declaration

- File your CPD Declaration during Membership Renewal by 15 December.
- Update “MyCPA” \neq CPD Declaration
- You have to **SIGN** your CPD Declaration form or complete declaration **ONLINE**

Annual CPD Audit

- Randomly picked in May of every year
- Members selected for audit will usually not be picked again in the next 2 years
- What do you need to do?
 - Need to reply within one month
 - Submit CPD Record Form and a detailed record of the CPD activities

Annual CPD Audit

- Pursuant to Statement 1.500 of Member's Handbook, members are required to maintain records and documentary evidence of their verifiable CPD hours for a minimum of five years. You will be asked to produce such documentations if you are selected for the CPD audit.

New Update – GAA CPD requirements

- HKICPA member, except a PC holder, who is also a member of a GAA institute may fulfill the CPD compliance requirements of that GAA institute.
- Exemptions of other GAA bodies from CPD compliance are not recognized by the Institute.

New Update – Block Declaration

- Firms or organisations may, provided they meet certain criteria, make block declarations to the Institute of the CPD compliance of their staff.
- The criteria include:
 - i) keeping records of CPD which
 - ii) demonstrate compliance with the Institute's CPD requirements

Any Questions ?

Quick Guide (handout)

FAQ (HKICPA website)

i-help (Email us)

Enquiry hotline for CPD matters:

Fiona Ho at 2287 7098 or

Frances Pong at 2287 7054

E- Learning Demo Session

- CPD Learning Centre on HKICPA web-site
- E-seminars – if you have missed some hot seminars, e.g. Annual Update Conferences
- E-managers – soft skills, offer bundle discounts

New CPD product CPD on CD-ROM learning pack

- Offer single user and multiple users licences
- Single user – complete self assessment questions, return to HKICPA for CPD hours verification
- Multiple users – up to 10 users to claim verifiable CPD hours, verification taken care of by their in-house trainers or employers