



## 1. Preamble

- 1.1 The Board of Directors of the Institute of Public Accountants (**IPA**) issues Pronouncement 8 *Continuing Professional Development – Affiliate & AAT Designations* (**Pronouncement**) pursuant to clause 53.2(a) of the Constitution of the IPA. In accordance with By-law 2.1.3(e), Members of the IPA are obligated to abide by this Pronouncement.
- 1.2 Pronouncement 8v1.0 was approved by the IPA Board on the 6 September 2022.
- 1.3 To align with Pronouncement 7 *Continuing Professional Development* (CPD), the first three-year CPD period for Pronouncement 8 is deemed to have commenced on 1 July 2021 and will conclude on 30 June 2024.
- 1.4 This Pronouncement is promulgated to enhance the knowledge of IPA Members and promote life-long learning.
- 1.5 IPA Members are at the forefront of the accounting and business community and are considered to be a client's trusted adviser. The regulators, standard setters, government and the public all rely on the professional expertise, competence and ethics of IPA Members. Through undertaking the relevant CPD activities, Members maintain and develop the skills and competence to ensure their ability to deliver in their role as the trusted adviser throughout their career.
- 1.6 There have been significant developments in CPD across the accounting profession with the International Accounting Education Standards Board (under the auspices of the International Federation of Accountants) issuing the *Handbook of International Education Pronouncements*, IES 7 Continuing Professional Development (2020). This promotes a more holistic CPD program which includes technical competence, professional skills, professional values, ethics and attitudes. These are considered essential skills in the public interest and will enhance consumer protection. There is also an emphasis on outcomes-based learning with the appropriate levels of assessment. This holistic approach follows the legal, financial advice and other professions, which have established categories of CPD to ensure a balanced approach to life-long learning.

## 2. Scope and application

- 2.1 This Pronouncement sets out the requirements for Members to maintain their CPD obligation and comply with clause 4.6 of the Constitution and clauses 2.1.3(a) and 3.1.1(e) of the By-laws.



### **3. Members required to complete CPD**

3.1 The following Members are required to complete CPD pursuant to this Pronouncement:

- Affiliate
- MIPA (AAT)
- FIPA (AAT)

3.2 The following Members are not required to complete CPD pursuant to this Pronouncement:

- Associate IPA (AIPA)
- Graduate Associate (AIPA)
- Member IPA (MIPA)
- Fellow IPA (FIPA)
- Joint members
- Academic members
- Retired members
- Honorary members
- Life members
- Student members.

### **4. CPD competency areas**

4.1 Affiliate, MIPA (AAT) and FIPA (AAT) Members are encouraged to complete a holistic CPD program which includes technical competence, professional skills, professional values, ethics and attitudes. These are considered essential skills in the public interest and will enhance consumer protection.

4.2 Affiliate, MIPA (AAT) and FIPA (AAT) members are not required to meet the CPD requirements of the three competency areas as mandated in Pronouncement 7.

### **5. CPD hours required**

5.1 Members must complete a minimum of 90 hours CPD over each three-year CPD period. Each three-year CPD period is based on financial years of 1 July to 30 June.

5.2 Members must complete at least 20 hours of CPD in each financial year.

5.3 Members are not permitted to carry forward CPD hours from one three-year CPD period into the next three-year CPD period.

- 5.4 Existing Members are permitted to meet the CPD requirements for the first three-year CPD period under this Pronouncement on a pro-rata basis, being nil hours required for the 1 July 2021 to 30 June 2022 period and 60 hours of CPD required for remainder of the current three-year CPD period, being the 1 July 2022 to 30 June 2024. This is due to this Pronouncement being promulgated on 6 September 2022, which is well into the current three-year CPD period.
- 5.5 New Members are permitted to meet the CPD requirements in clauses 5.1 to 5.3 on a pro-rata basis. This is based on the date they joined the IPA, which is as follows:
- Join on 1 Jul 2022 – 31 Dec 2022 requires a minimum of 45 hours CPD
  - Join on 1 Jan 2023 – 30 Jun 2023 requires a minimum of 30 hours CPD
  - Join on 1 Jul 2023 – 31 Dec 2023 requires a minimum of 15 hours CPD
  - Join on 1 Jan 2024 – 30 Jun 2024 requires a minimum of 10 hours CPD.

## 6. Verified and unverified CPD

- 6.1 Members are permitted flexibility in selecting their CPD activities, however, they may be required to demonstrate how a particular CPD activity has assisted in maintaining the right skills or developing new skills.
- 6.2 CPD activities are classified into **verified activities** and **unverified activities**.
- 6.3 **Verified activities**
- 6.3.1 These activities have:
- An outline of the content to be covered;
  - Designated learning outcomes;
  - A timeframe allocated to complete the activity; and
  - Documentary evidence is available to prove the event has taken place.
- 6.3.2 Members must complete a minimum of 67½ hours CPD (out of 90 hours) as verified activities for each three-year CPD period.

6.3.3 Examples of verified CPD activities are attendance at:

- IPA National and State conferences
- IPA CPD seminars and workshops
- IPA online CPD, including webinars (live or recorded) and podcasts
- Units completed as part of the CAT Program
- Lectures, presentations, tutorials and studies delivered at a tertiary level by an IPA recognised education provider
- Discussion Groups and Divisional Advisory Council meetings
- Formal in-house training
- Research, writing and presentation of technical papers (limited to 22½ hours for each three-year CPD period)
- Serving on a technical committee or working group (limited to 11¼ hours for each three-year CPD period).

#### 6.4 Unverified activities

6.4.1 These activities are informal learning tasks that are initiated through reading or self-study that does not have a defined learning outcome or timeframe for the activity to be completed.

6.4.2 Members are permitted to complete a maximum of 25% or 22½ hours CPD as unverified CPD activities for each three-year CPD period.

6.4.3 Examples of unverified activities are:

- Self-paced learning with no assessment
- Technical and professional reading.

6.5 Regulators such as the Tax Practitioners Board (**TPB**), the Australian Securities and Investments Commission (**ASIC**) as well as other professional bodies may require designated CPD activities to be undertaken. These designated CPD activities may also meet the requirements of this Pronouncement.

6.6 Members must ensure they meet the CPD requirements mandated by regulators and in accordance with any statutory registrations they hold.

## 7. Recording of Member CPD activities

7.1 Members are required to keep a record of their CPD activities and maintain these records for a minimum of five years after the end of each three-year CPD period.

7.2 Members can maintain their own records for CPD substantiation or use the IPA Member web-based CPD recording tool located at: [CPD record](#).



- 7.3 CPD is recorded by the hour or parts of an hour. Most verified activities state the duration of the event, which usually correlates with the CPD hours a Member would earn by attending an event. Members are required to estimate in good faith the duration of unverified activities or any CPD which does not have a specified duration.
- 7.4 For measuring, reporting and audit purposes, Members are required to include the following details of CPD activities they complete:
- The name, date and provider of the event;
  - Number of CPD hours completed by attending the event; and
  - The type of learning – either a verified activity or an unverified activity.

## 8. Auditing of Member CPD activities

- 8.1 All IPA Members are subject to the IPA CPD audit process to verify compliance with this Pronouncement.
- 8.2 The IPA uses different systems and processes to undertake the CPD audit, which may include the Quality Review Program (QRP) or other processes used from time to time.
- 8.3 It is mandatory for all IPA Members to whom this Pronouncement applies to complete a CPD audit as required by the IPA.
- 8.4 Members who are non-compliant with the CPD audit will be required to become compliant, unless exempted pursuant to clause 9 below. Failure to achieve compliance within the specified time period may result in disciplinary action against the Member pursuant to the IPA By-laws and Pronouncements.

## 9. Member exemptions from Pronouncement 8

- 9.1 Exemptions from the requirements of Pronouncement 8, including a reduction in CPD hours, will be considered upon a written application from the Member, which should contain documentary evidence of the basis for the application.
- 9.2 Reasons for an exemption or reduction in hours may include: serious illness; parental leave; carers leave; career change; or extended holiday.

## 10. Dispute resolution

- 10.1 Members have the right to escalate any dispute relating to the application of this Pronouncement to the IPA Chief Executive Officer for final determination.

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