

## ACT CPD Approved Employer Route

### What is happening with CPD?

The ACT is changing its CPD (Continuing Professional Development) requirements for all active FCT, MCT and AMCT members, with effect from May 2013. From this date active FCT, MCT and AMCT members are required to undertake and record CPD activity and submit a declaration as part of the annual membership renewal.

### Why become an ACT accredited employer?

Many organisations provide comprehensive employee development programmes. The ACT accreditation scheme is designed to recognise this commitment to professional development.

The benefits for the organisation include:

- Organisation-wide accreditation for all members – decreasing the burden on employees to adhere to our CPD scheme in addition to the normal organisational development programme.
- Recognition via the ACT website that the employer is committed to its employees professional learning and development
- ACT support to meet employee development needs and to assist employees with goal setting
- Helps motivate employees
- Supports the development of talent and expertise
- Encourages strong work ethic and high personal standards to support the values of the employer
- Encourages employees to enhance their opportunities by actively engaging with the ACT's CPD

The benefits for the individual include:

- ACT CPD is supported by their employers' development programme
- No need to record additional information or re-record or re-do any professional training activity
- Shows commitment to their career and to excellence

### How does our employer scheme work?

Our employer accredited scheme will be a partnership programme, where we will work with employers to support our members within their own organisational development programme. We will focus on ensuring that our members have assistance from their employer through the following procedures:

- Clearly defined organisational strategy that is communicated to employees
- Comprehensive review system
- System for assessing training and development needs
- System for ensuring employees are provided with the appropriate level of support and development
- Mechanism for assessing and reviewing the outcome of that development
- Ethical support and guidance – including any whistle blowing policy

## **How do you become an approved employer?**

Initially we will meet with the employer to discuss:

- 1) The organisation's development programme
- 2) How the ACT CPD scheme could integrate with the organisation's existing system to achieve the best outcome for employees and employer
- 3) How the ACT could support the employer – this includes looking at the ACT resources that could be used in the organisation's professional development process

The meeting will discuss what further support the organisation may need from the ACT in order to ensure that our members' development needs are met. We may ask for some documentation at the outset to show how the organisations systems work – examples of these are shown in Appendix 1.

Accreditation would be renewable every three years, with a face-to-face meeting with an organisational representative. Ideally we would ask a member to attend that meeting too, so that we can understand how the process works from the point of view of the member (if this is not possible we would contact our members separately).

## **Who would be covered?**

Once an employer is approved by the ACT we would expect that approval to be appropriate for all employees – irrespective of their job title, department or location.

## **Further information**

Please see Appendix 1 for further information on how the employer route could work and examples of evidence.

If you would like to discuss the CPD accredited scheme please contact Ria Robinson on email [rrobinson@treasurers.org](mailto:rrobinson@treasurers.org) or telephone +44 (0)20 7847 2555.

## Appendix 1: Support framework for employers

We would recommend that approved employers provide the following checklist to all managers with responsibility for ACT members.

### 1) Organisation structure: the organisation is committed to the development of its employees

Criteria	Evidence	Examples of evidence
a. Strategies, policies and systems are in place to support employee personal development		- Performance development policy document
b. A review system is in place which includes at least one annual performance review		- Performance review forms given to managers and employees
c. Employees personal development is linked to company's overall goals/aims or objectives		- Explanation of how a company ensures it's strategy relates to an employees role and objectives

### 2) Assessment: employee training and development needs are regularly assessed

Criteria	Evidence	Examples of evidence
a. Employees have a clear job description and allocation of responsibilities		- Job description or organisational chart
b. Employees are supported in developing their own personal development plans and have a mentor/manager or colleague to discuss their development		- Guidance issued to employees to help them get the maximum benefit from the performance review process - Information on any mentoring schemes available to employees - HR representative or Head of Department has up to date contact details for ACT team to know who to contact for policy and technical information/events/training etc

### 3) Support: employees are provided with access to a range of development opportunities including ACT resources

Criteria	Evidence	Examples of evidence
a. Resources are made available to the employee to enable them to meet their development objectives		- Performance review forms show how development needs progress to development activities. Latter can include a range of activities such as internal or external courses. ACT resources include: - certificate papers

		<ul style="list-style-type: none"> <li>- training courses</li> <li>- bespoke courses</li> <li>- conferences and events</li> <li>- regional group network</li> <li>- e-learning resources, especially access to the study materials</li> <li>- newsletter</li> <li>- The Treasurer magazine</li> <li>- website, especially the technical resources</li> <li>- The International Treasurers' Handbook</li> <li>- blogs</li> <li>- Employers encourage access to relevant information</li> </ul>
b. The organisation assesses the quality and effectiveness of event or training providers		<ul style="list-style-type: none"> <li>- Employers evaluate the effectiveness of any event or training provider through post event evaluation forms or verbal feedback</li> </ul>

4) Monitoring: employees development activity is recorded and monitored

Criteria	Evidence	Examples of evidence
a. Employees record all development and assess its effectiveness		<ul style="list-style-type: none"> <li>- Review and assessment sections in the performance review forms</li> </ul>
b. The organisation monitors development to ensure the individual is on track		<ul style="list-style-type: none"> <li>- Interim/ongoing evaluation forms</li> </ul>

5) Review: the effectiveness of the activity is assessed and future actions are specified

Criteria	Evidence	Examples of evidence
a. Have the goals been met?		<ul style="list-style-type: none"> <li>- An assessment of the objectives against the actual outcome</li> </ul>
b. Further action required?		<ul style="list-style-type: none"> <li>- An assessment of gaps and action taken if anything needs to be addressed</li> </ul>
c. How is improved performance recognised by the organisation?		<ul style="list-style-type: none"> <li>- Company reward policy</li> </ul>

6) Ethics: employees are encouraged to develop their professional judgement and adhere to ethical standards

Criteria	Evidence	Examples of evidence
a) Employees are made aware of		<ul style="list-style-type: none"> <li>- Copies of ACT Ethical Code and</li> </ul>

the ACT Ethical Code and Disciplinary Rules		Disciplinary Rules are provided to all AMCT, MCT and FCT employees as part of their induction <ul style="list-style-type: none"><li>- Equivalent standards embedded into company policies</li><li>- Copies of the Company Ethical Policy, whistle blowing policy etc</li></ul>
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