

REACHING YOUR POTENTIAL



The ACT's CPD scheme allows you to develop your skills in your own time and on your own terms, says Ria Robinson

In this first CPD (continuing professional development) year we take a look at the CPD scheme, how to record your CPD and how to make a declaration.

What's involved?

With our CPD scheme, you're in control. Our members are employed in a wide range of roles, and the emphasis of the scheme is on flexibility. There are no units to count or hours to complete. The system gives you the chance to develop your skills and apply them in the real world – on your terms.

Who needs to do CPD?

All active AMCT, MCT and FCT members are asked to undertake and record CPD activity. Even if you no longer work in treasury, are on a career break or work part time, you should evaluate your needs and record what is right for your professional development.

Recording your CPD

All active members will be asked to make a declaration,

but only a small sample will be asked to submit their records. You can use any method you like to record your CPD – from Word and Excel documents, to diary entries. We also accept CPD records from other professional bodies.

The CPD team is happy to offer advice and guidance. One way to complete CPD is to use the online CPD log. It's based on our three CPD cycle steps and starts with objective setting, followed by development activities and, finally, an analysis of the activity. The log includes some sample objectives and development activities but there is no 'one size that fits all', so you can add or replace information with your own objectives and activities. In addition, anyone who has attended an ACT event, training course or regional group will have this attendance automatically logged within the development section of their own activity log. This enables you to assign an objective to this activity as part of your CPD log.

Do you work for an accredited employer?

We know that many organisations provide structured and supportive professional and personal development programmes. The ACT accredited employer scheme recognises this commitment – it's free to join and, once accredited, the accreditation lasts for three years. With more than 60 companies signed up already, see if your organisation is on the accredited list at www.treasurers.org/cpd/employerlist. If not, contact cpd@treasurers.org to get started.

How to declare

You can declare using the information sent with your membership renewal invoice (sent to all members in April), by calling +44 (0)20 7847 2540 or going online. If using the online system, simply log on to the declaration page www.treasurers.org/cpd/declaration and either:

- check that the details we hold for you are correct, and then confirm you

have looked at your CPD requirements for the year ending April 2014; or

- if you work for an accredited employer, simply confirm you still work for that employer.

Supporting members – new member services

The CPD webpages www.treasurers.org/cpd provide information on how to complete CPD, different ways of learning, access to articles, webinars and services, as well as information on upcoming events.

In addition, we have joined up with two external providers to give further support:

- ◆ **accountingcpd.net**, an online accountancy course provider. Members receive a discounted rate on all courses – see www.treasurers.org/cpd/accountingcpd
- ◆ **Renovo**, a career and job-search support service. Members and students have access to free webinars on topics such as interview techniques, writing CVs and covering letters, and can also use Renovo's coaching packages at a discounted rate – see www.treasurers.org/careers/renovo

NEED MORE INFORMATION?

How to declare

- Tick the relevant section on the information sent with your membership renewal invoice
- Visit www.treasurers.org/cpd/makedeclaration
- Call the membership team on +44 (0)20 7847 2540

Further information

Visit the CPD website www.treasurers.org/cpd for information on:

- How to plan and get the most out of your CPD
- Guidance on what counts as CPD

- Information about CPD opportunities, including regional events, conferences and training
- Answers to frequently asked questions

Contact the CPD team

Call the team on +44 (0)20 7847 2540 or email cpd@treasurers.org



Ria Robinson is membership secretary at the ACT