



**LEADING TREASURY  
PROFESSIONALS**

### **ACT CPD Approved Employer Route**

The ACT is changing its Continuing Professional Development (CPD) scheme for all active FCT, MCT and AMCT members, with effect from May 2013. From this date active FCT, MCT and AMCT members should undertake and record CPD activity through the easy 3-step cycle of Identify, Action and Reflect and submit a declaration as part of their annual membership renewal.

#### **Become an accredited employer**

Many organisations provide comprehensive employee development programmes. The ACT accreditation scheme is designed to recognise this commitment to professional development. Our employer scheme is a partnership. We work with you to support our members within their own organisational development programme.

Becoming an accredited employer has a number of great benefits, including:

- **Organisation-wide accreditation for all members.** Which means less pressure on employees to adhere to our CPD scheme, as well as their organisation's development programme.
- **The recognition you deserve.** Everyone visiting the CPD pages will see that you're committed to your employees' professional development.
- **Our support,** to help you help your employees as they work to achieve their goals.
- Extra **motivation** for your employees to be successful, with you on their side.
- The development of **talent and expertise**, within your company.
- **Encouraging a strong work ethic** and high personal standards throughout your organisation.

#### **How does our employer scheme work?**

We make sure our members have the support they need at work in the following ways. We ask accredited employers to have:

- A clear commitment to the professional development of employees linked to the organisational strategy and embedded in the organisation's culture
- A comprehensive review system
- A system for assessing and delivering training and development needs
- The opportunity to provide ethical support and guidance – including any whistle-blowing policy

#### **How to become an accredited employer**

Ideally we would like to meet with you and, if possible (or appropriate) someone from your HR /Learning & Development team to discuss:

1. Your development programme.
2. How our CPD scheme could integrate with your existing system, to help you and your employees achieve your goals.
3. How we'll support you through the process.

We'll talk about any further support you think you'll need from us to ensure our members' development needs are met. We may ask for some documentation to show how your systems work.

Accreditation would be renewable every three years.

**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

### 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

### 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.
b. The organisation assesses the quality and effectiveness of event or training providers		- Employers evaluate the effectiveness of any event or training provider through post event evaluation forms or verbal feedback

### 4) Monitoring: employees development activity is recorded and monitored

Criteria	Evidence	Examples of evidence
a. Employees record all development and assess its effectiveness		- Review and assessment sections in the performance review forms

b.	The organisation monitors development to ensure the individual is on track		- Interim/ongoing evaluation forms
----	--	--	------------------------------------

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?	- An assessment of the objectives against the actual outcome
b.	Further action required?	- An assessment of gaps and action taken if anything needs to be addressed
c.	How is improved performance recognised by the organisation?	- Company reward policy

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