



**LEADING TREASURY  
PROFESSIONALS**

## **Continuing Professional Development (CPD) A quick guide**

Keep your career moving forward

**All active FCT 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.**

### ■ What is CPD?

In today's fast-paced business world knowledge quickly becomes out of date. This is exactly why continuing professional development is so vital.

CPD is a personal commitment to keeping your professional knowledge up to date and improving your skills. It focuses on what you learn and how you develop throughout your career.

### ■ Why is CPD important?

The credibility of our profession is based on the commitment of individual members to self-improvement.

As a professional, you need to keep your skills and knowledge up to date. CPD helps you to keep track of the things you are doing – identifying the opportunities you are taking and recording your career objectives. It's up to you how much you do – and the nature and scale of the benefits are up to you too.

### ■ How does the ACT CPD scheme work?

Our scheme is designed to put CPD in your hands. You use your professional judgement to assess what activities you should be doing to meet your personal development goals.

To minimise repetition, we will accept your CPD records for other professional bodies where relevant to your CPD needs.

The ACT's CPD scheme follows a three-stage cycle:

#### **Step 1: IDENTIFY**

Think about any skills you might be missing – both technically and personally. Then plan how to fill in the gaps, with a CPD activity programme.

If you're unsure which CPD activity you need, make a note of your current role and aims and ask yourself the following questions:

- a. What are my development goals?
- b. What do I need to do to achieve these goals?
- c. Where can I improve at work?
- d. What resources do I need?

#### **Step 2: ACTION**

There are a number of activities that count towards your CPD and help fill in your skills gaps, including:

- a. Work-based learning
- b. Secondments
- c. Reading technical reports and journals
- d. Research
- e. Joining discussion and networking groups
- f. External training, such as attending conferences
- g. Studying for a professional qualification.

### Step 3: REFLECT

Think about how much your activities have helped you progress towards your goals. Have you achieved everything you set out to?

Remember to update your CPD record with everything you've learnt and experienced. Make sure you record anything new, including anything you've learnt on an informal basis, or any key outcomes.

#### ■ CPD in your hands

With our CPD scheme, there is no set amount of hours or points to complete. We don't look at the number of courses you've attended. Instead, you judge for yourself how much time should be dedicated to your CPD activities.

#### ■ What activities count towards CPD?

People learn in different ways and the ACT's CPD scheme is designed to be as flexible as possible. We do not have a structured or unstructured CPD – members may stay up to date with developments by:

- Reading *The Treasurer* magazine and the financial press

- Attending and/or participating in the ACT's Annual Conference
- Attending workshops, regional groups, seminars, breakfasts etc.
- Learning about new developments in daily interactions with markets
- Researching a new topic

Please visit [www.treasurers.org/cpd](http://www.treasurers.org/cpd) for more examples.

#### ■ CPD self assessment

The CPD year runs from 1 May to 30 April. Each year, along with your membership renewal, you will be asked to complete a declaration. The declaration is simply confirmation that you have considered your development needs, undertaken appropriate activity and assessed the extent to which your CPD objectives have been met.

#### ■ Who should complete CPD?

Active FCT and AMCT members should complete CPD.

Career break/unemployed/maternity leave and retired members undertaking professional roles (such as

trustees or directors) should still complete a CPD declaration. The amount of CPD will depend on your circumstances and your CPD needs may simply involve keeping in touch and maintaining knowledge.

Other members, eg corporate representatives or student members, do not need to complete CPD.

#### ■ What assessment criteria can I provide?

Each year, we will ask a random sample of members to provide evidence to support their CPD activity for the year. If you're selected, you will need to show how you have worked through the CPD three-stage cycle.

How you record your activity is up to you. Whatever method you choose, it's good to keep your records for a minimum of three years – along with any supporting evidence.

#### CPD Activity Log

You can use the interactive Activity Log – available at [www.treasurers.org/cpd](http://www.treasurers.org/cpd) – to identify and plan your activities, assign a development activity to achieve your objectives and reflect on your learning. The Activity Log provides examples of some of the objectives you might want to use.

#### Word documents

You can use the word documents based on our CPD cycle.

#### Employer accreditation

If you are employed by an approved employer, your CPD needs will be met through your organisation's own development programme.

#### Other professional bodies

We accept CPD records for other professional bodies, where relevant to your role.

#### Your way

You can submit your CPD record in your own format, if you wish.

#### ■ Contact us

E [cpd@treasurers.org](mailto:cpd@treasurers.org) W [www.treasurers.org/cpd](http://www.treasurers.org/cpd)