

CPD record submission

**How to complete and submit your
continuing professional development record**



**LEADING TREASURY
PROFESSIONALS**

CPD record submission

You have been selected to provide your CPD record to the ACT.

A random sample of members are being contacted to provide their CPD record. You have been chosen to provide your record under this random selection. These guidance notes are intended to help you understand the process. However, please do contact a member of the membership team on +44 (0)20 7847 2516 if you have any questions or we can help in any way.

CPD submission.

You have been selected to provide your CPD for the year **1 May 2018 to 31 April 2019**.

About this document.

We have split the information in this document into three sections:

Section 1: Submitting your CPD record

This section provides a quick guide on putting together your record.

Section 2: What happens next

This section tells you what you can expect after you have made your submission.

Section 3: The ACT's CPD system

This section covers general CPD information.

Appendix

The appendix provides examples of potential CPD records for a Group Treasurer, Treasury Manager and Treasury Assistant.

Section 1: Submitting your CPD record

We ask all members to complete a CPD record cover sheet and send this, along with your CPD record, to cpd@treasurers.org or CPD, The Association of Corporate Treasurers, 69 Leadenhall Street, London EC3A 2BG, United Kingdom.

In this record you should show how you have worked through the three-stage CPD cycle of Identify, Action and Reflect as outlined in Section 3 below.

Format for submissions.

You can record your CPD activity in any format you would like, including:

1. CPD activity log – you can print off the information you have in the interactive log at www.treasurers.org/membership/cpd/mycpd
2. Word document – you can send in the ACT CPD word document at www.treasurers.org/membership/cpd/mycpd which is based on our CPD cycle.
3. Other professional body logs – you can provide the CPD record for another professional body. Where the dates are different from our CPD year please send the most recently completed/submitted version.
4. Your way – you can provide your record in another format, such as diary entry notes, your appraisal, your own word or excel document.

You should complete your CPD record cover sheet and submit this with your record. If you are unemployed or on a career break you do not need to complete Section A of the CPD record cover sheet.

Telephone submissions.

If it is easier, we can do your submission by telephone. We would talk through the developments you have made over the last year and a note of the conversation would be recorded. Please contact Louise Tatham on cpd@treasurers.org to arrange a telephone submission.

Deadline for submission.

You have until 9 September 2019 to provide your documents or to have completed your telephone submission.

Amount of information needed

Our CPD system is flexible, giving you the chance to develop your skills and apply them to the real world. There are no units to count or hours to complete and you decide how much you need to complete.

The CPD review team look at your record using the following criteria:

1. Has the member demonstrated they have worked through the ACT's CPD cycle?
2. Has the member completed a cover sheet with three CPD activities?
3. Has the member shown they have planned their CPD activity appropriately?
4. Has the member reflected on the activities that they have undertaken?
5. Is the CPD activity appropriate and relevant to the members' role during the review year?

The amount of information you submit to support this is up to you.

Examples of CPD records

Examples of CPD records are attached in the Appendix below. Please note these are just examples to show what information we would normally expect to see in a record.

The CPD record cover sheet should be submitted along with your CPD record.

Need help?

If you would like to speak to a member of the membership team please call +44 (0)20 7847 2516.

Section 2: What happens next

You will receive email confirmation of receipt of your record within two weeks of submitting the record. You will receive email confirmation of the outcome within four weeks of the submission.

All CPD records must be received by the 9 September 2019.

What happens if...

... you need to defer your CPD submission?

We recognise that, very occasionally due to unavoidable circumstances, you may need to ask us to defer your submission. This may be as a result of illness or family circumstances.

To request a deferral you need to write to us and ask for a deferral setting out your reasons.

We will look at your situation and will write to you to tell you whether your deferral request has been successful.

...we do not receive your record?

We will send you a reminder three weeks after we have requested your record. We will send another reminder one week before the deadline.

Completing CPD is an essential part of being a member with the ACT. We will work with you to ensure that you understand what you need to complete and how you can submit your record.

... your record does not meet or partially meets the CPD programme?

Your record will be passed to the CPD Audit Panel, who will review what has been submitted and come back with suggestions or questions. Following this we will contact you to arrange a follow up to discuss any outstanding issues and to check whether your CPD record does reflect the ACT's CPD cycle.

Need help?

If you would like to speak to a member of the membership team at any point in this process please call +44 (0)20 7847 2516 or contact us by email at cpd@treasurers.org.

Section 3: The ACT's CPD system

What do you need to do?

To complete your CPD you need to follow our three-stage cycle:

Step 1 IDENTIFY

You need to show how you have identified any personal or professional development throughout the CPD year – both technical and personal. These would become your Objectives.

One way to do this is to make a note of your current role and aims and ask yourself the following questions:

- What are my development goals?
- What do I need to do to achieve these goals?
- Where can I improve at work?
- What resources do I need?

Step 2 ACTION

You need to list what activities you have undertaken to meet your Objectives.

You should think about the type(s) of CPD you would like to participate in and how effectively they will meet your training needs. There is no prescribed list of CPD activities, but this may provide you with some ideas as to how you could meet the training and development needs you have identified above.

- Reading and considering relevant The Treasurer articles
- Attending courses, conferences and seminars
- Distance learning courses
- In house training supplied by employer
- Academic or professional study
- Production of a dissertation
- Research of a finance topic
- Preparation and delivery of training courses
- Work shadowing
- Coaching or mentoring
- Participation in a Committee or Working Group
- Writing articles for colleagues, in-house magazines, The Treasurer etc..

Step 3 REFLECT

You need to reflect on the activities you have done.

For each planned activity that you undertake as part of your annual CPD, you could consider the following questions and use these to write a short statement which evaluates the relevance of the activity to your area of practice:

1. What was the activity?
2. What was the learning outcome? (i.e. what did you learn from the activity)
3. How is this activity relevant to your role?
4. How far did the activity meet your intended development needs?
5. If you have already used this learning in practice, how have you done this?
6. If you have not yet applied the learning in practice, how do you expect to?

We ask you to pick the three activities you think had the most positive impact on your work, your employer or clients and complete this on the cover sheet.



ACT CPD record cover sheet

You can send your CPD record in any format, with this cover sheet attached.

Name:Membership number:.....

Job title and company:

12 month period covered by this CPD record: **1 May 2018 to 30 April 2019.**

A. Please list the key responsibilities for your work role (normally between 4 and 6 responsibilities) that your CPD activities support. Please note if you are unemployed or on a career break you do not need to complete this section.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

B. Reviewing the CPD record that you have attached to this cover sheet, which 3 CPD activities do you think had the most positive impact on your work, for you, your employer or clients and why?

- 1.
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.....
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- 2.
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.....
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- 3.
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I confirm that this is a true reflection of my development needs over the last 12 months.

Signed: _____ Date: _____

ACT CPD record form: Group Treasurer

Membership number	First name	Last name
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DATES	IDENTIFY AND PLAN	ACT	REFLECT	RATING
Dates you worked on this objective	What do I need to know or be able to do? What is the best way for me to learn?	Plan and carry out your CPD activities. What am I already doing? What do I need to do?	What have I learnt? Reflect on the impact of your learning.	Rate how effective the learning was
1 May – 30 April	How can I raise the profile of Treasury at Board level?	<ul style="list-style-type: none"> - Work with a treasurer from another company - Review existing corporate governance codes to identify treasury related topics that are likely to be important to board members eg http://www.frc.org.uk/Our-Work/Codes-Standards/Corporate-governance.aspx - Carry out a benchmarking exercise on the perception and value of the treasury department and circulate 	<p>Working with another treasurer not in my company allowed me to reflect on my company's structure and approach to treasury issues. I was able to consider how different companies view the value of the treasury function and this has helped me to improve how treasury is viewed in my company.</p> <p>Carrying out a benchmarking exercise allowed me to reflect on how treasury was perceived outside the department and how other treasury teams (in other organisations) are viewed.</p>	<p>4.5 / 5</p> <p>4/5</p>
1 June – 30 November	Reviewing the whistleblowing process	<ul style="list-style-type: none"> - Desktop research on current procedures - Establish 'no guilt' or 'identity free' fault reporting system 	Our processes had not been reviewed for a while and it was interesting to see the different approaches adopted by different companies. Having reviewed other policies we have implemented a 'no guilt' reporting system.	4/5
1 May – 31 April	Keep up-to-date with the latest changes in treasury and related areas	<ul style="list-style-type: none"> - Read the Financial Times, The Treasurer (technical pages), The Economist 	Kept me up to date with the issues I needed to be aware of – in particular The Treasurer's technical pages made me aware of the issues being discussed.	3/5

1 May – 31 April	Ensure company is aware of and complying with EMIR	<ul style="list-style-type: none"> - Reading the latest information around EMIR - Speaking with third-party suppliers to understand what support mechanisms they have in place - Exchanging ideas and best practice with other treasurers 	The briefing notes and webinars provided by the ACT (especially www.treasurers.org/otc) were useful and helped to provide guidance on a complicated and unclear reporting mechanism. Speaking with other treasurers was particularly useful and speaking with banks provided good insight.	5/5
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ACT CPD record form: Treasury Manager

Membership number	First name	Last name
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DATES	IDENTIFY AND PLAN	ACT	REFLECT	RATING
Dates you worked on this objective	What do I need to know or be able to do? What is the best way for me to learn?	Plan and carry out your CPD activities. What am I already doing? What do I need to do?	What have I learnt? Reflect on the impact of your learning.	Rate how effective the learning was
1 May – 31 October	To produce a report on evaluating the cost of capital	<ul style="list-style-type: none"> - Write a report on WACC with the strengths and weaknesses in the approach. Think of 3 alternatives and circulate. - Benchmarking exercise with competitors 	<p>Report provided valuable insight and the outcome of 3 alternatives showed the different approaches we could take. The most appropriate way forward is being considered for adoption and the way forward is being analysed for implementation.</p> <p>Benchmarking exercise and resultant report provided a snapshot view – it would have been more valuable had I been able to spend more time on it.</p>	<p>5/5</p> <p>2/5</p>
1 May – 31 April	To develop my project planning skills	<ul style="list-style-type: none"> - Undertake a project and assess the effectiveness of the project using specified metrics such as budget/timeliness/projected outcome. - Get 360 degree feedback. 	360 degree feedback provided the most information as it showed where others thought my strengths and weaknesses lay. Have been able to put together an action plan on how to improve my skills going forward and what to look out for (ie bad habits I need to stop)	3/5

1 May – 31 April	To investigate appropriateness of the covenants of our loan agreements	<ul style="list-style-type: none"> - Reading the latest compliance information in The Treasurer - Build a model that investigates different scenarios. Estimate the chance of a covenant breach and circulate 	<p>Compliance information gave a useful framework for understanding what should be done.</p> <p>Model was a good idea but I didn't have time to look through all the scenarios – an objective I want to take forward to the following year.</p>	<p>4/5</p> <p>1/5</p>
1 May – 30 September	To understand cash flow forecasting	<ul style="list-style-type: none"> - Attend a training course on Working Capital Optimisation 	<p>Training course provided useful background and practical examples. Useful day and achieved objective.</p>	4/5

ACT CPD record form: Treasury Assistant

Membership number	First name	Last name
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DATES	IDENTIFY AND PLAN	ACT	REFLECT	RATING
Dates you worked on this objective	What do I need to know or be able to do? What is the best way for me to learn?	Plan and carry out your CPD activities. What am I already doing? What do I need to do?	What have I learnt? Reflect on the impact of your learning.	Rate how effective the learning was
1 May – 31 July	To gain an overview of the treasury profession	- Attend the ACT's training course: Treasury in a day	I understood the areas I was working in but the course helped me to understand the different areas within the treasury department and how they worked together. A lot to take in but extremely useful – plus has helped me think about what areas I should look at for my next career move	5/5
1 May – 31 April	To develop my network – how do I do this effectively and what fields do I want to build my network in?	- Attend ACT treasury network meetings - Attend bank led events	Treasury network group meetings have provided a good way for me to meet other professionals (for free). The only issue is that I have only been able to attend 2 in the year due to work commitments – my objective in the coming 12 months is to try to attend more. By contacting my bank I was able to establish myself as a potential 'key player' and have found the events they have invited me to extremely useful (although they are bank focussed as you would expect).	4/5 4/5

1 May – 31 April	To understand what financial risks are being managed outside Treasury	<ul style="list-style-type: none"> - Build a risk register - Visit two new locations 	<p>The risk register involved a lot of desktop research and the report I produced was circulated throughout the department. Many of my colleagues were aware of the issues highlighted but it was a very useful exercise for me.</p> <p>I was allowed to visit to UK based locations to see the different challenges they face. The task would have been better had I been able to assess sites in different countries.</p>	<p>4/5</p> <p>2/5</p>
1 May – 31 April	To keep up-to-date with the latest treasury issues	<ul style="list-style-type: none"> - Read the technical pages in The Treasurer magazine - Read the financial press 	The general financial press provided overviews on what was happening in the industry but I found The Economist, TMI and The Treasurer useful on specific issues. I also followed up on issues but listening to an ACT webinar on EMIR and by downloading some briefing notes from the technical section of the ACT website.	5/5

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