development support

your guide to CIMA Professional Development
Useful contacts

To view all information and to download relevant forms visit the CIMA website:

www.cimaglobal.com/cpdcentre
(you will need your CIMA contact ID and password to log in)

T. +44 (0)20 8849 2251
E. cima.cpd@cimaglobal.com
cpd.monitoring@cimaglobal.com

If your professional development is monitored via your employer appraisal scheme, your employer might like to talk to a CIMA representative about becoming a Development Partner. This would streamline the two schemes making it easy for you to record your CPD and avoid any duplication of effort.

Visit www.cimaglobal.com/cimadevelopment or you can email the CIMA Development Manager at cima.development@cimaglobal.com

The online CIMA Professional Development Centre is your guide to structuring and recording your professional development.
CIMA Professional Development

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Where do you see yourself in five years time?

If you are asking yourself this question and you have an idea of where you would like to be, then CIMA Professional Development can provide you with a plan of how to get there.

It does not matter if you see yourself as the next chief executive of a global company, as the management accountant in a small business, or if you are content in your current role; we all need a structure to follow in order to achieve our goals and maximise our potential.

You may think you are not going to have the time to undertake CPD, but you are already doing it in so many ways without realising it.

This is where CIMA Professional Development is different to many other forms of continuing professional development. CIMA Professional Development is output based. This means that it focuses on the outcomes of your development activities and what you have learnt. You decide what is the correct level of development work you need to do and the sort of activities in which you want to partake. CIMA does not prescribe the number of hours or units. Therefore it is not about simply attending courses. It includes the literature you choose to read, what you download from the internet, the newspaper you read, networking, mentoring; the everyday things you do will contribute to your development.

"I find that the template provides a structured approach splitting the previous year’s development activities into: on the job, on-line, other events, mentor relationships, ad-hoc reading. I find it a very useful record of my career development, it makes you think about what you have achieved and what activities you would like to develop / improve during the year to come."

Samantha Devereaux, UK SMSG P&L Manager, Microsoft Ltd

All CIMA members have to record their CPD (a condition of membership within the Royal Charter, Bylaws and Regulations) and this brochure will help you to realise not only how easy it is to keep your records up-to-date but how beneficial CIMA Professional Development is to you as an individual and as an employee. CIMA provides guidance and advice on how to go about planning your CPD as well as a range of products and services which are outlined in the following pages.

Visit www.cimaglobal.com/cpdcentre and view a webcast of a presentation by the CPD Manager on how to go about recording your CPD.
What CPD means to you

It is important that the value of CPD is maximised for every CIMA member. It should be seen as an opportunity to fulfil your potential, not simply as extra administration. It can only make you more competent in your job as you complete development activities which will nurture your skills and further your career.

The framework for CIMA Professional Development has been developed with you in mind. According to our research you, as a CIMA member, want a blended approach to learning that is practically useful and easy to apply to your role. CPD provides a framework of options to help you develop in your role and you choose what best suits you as an individual and as a professional in business.

Not everyone learns the same way. CIMA Professional Development gives you the freedom to choose how you are going to develop. This could be via online courses, reading articles in a magazine, attending a local event, debating on an internet chat room; there are a myriad of options providing you keep a record of the activity and reflect on what this activity has done for you and your stakeholders. The variety of options means that CPD is not dependant on cost.

As a CIMA member you are not pigeonholed into a specific role and the completion of your development record will help you and your employer to identify opportunities for growth in the future and ensure your competence and professionalism in your current role. As a result you will feel self-aware and in control of your future.

‘Maintaining professional competence and ethical awareness is the main benefit of undertaking CPD for three-quarters of the membership.’
(Source: NOP members’ survey 2006)

The CPD cycle has been developed to help you work through the scheme. Find out more on page 7 or visit www.cimaglobal.com/cpdcentre
Members in Business

By completing the CIMA Professional Development Cycle (page 7) your employer will be confident in your technical ability, knowledge and competence in carrying out your work role. This should include a sound understanding of professional ethics. Likewise, your CV will be more focused and will assist with either promotion or change of job.

If your employer chooses to sign up to the CIMA accreditation scheme to become a CIMA Development Partner, you will be demonstrating your employability by highlighting your capability and knowledge in your role, while your employer demonstrates their commitment to career-long learning. If this is the case you can use the learning and development forms provided by your employer in your performance management documentation and appraisals to record your professional development activity. If you are chosen to be monitored all you have to do is tell CIMA that your employer is a CIMA Development Partner.

‘The immediate benefit that I can think of is the elimination of duplication of the administration by the members. We already have a robust system in place in our company where we promote and monitor development – which is in principle in line with CIMA’s requirements. Becoming a CIMA partner now means that our employees don’t have to duplicate the effort in terms of the administrative burden. It was very positively perceived by our employees.’

Jeanette White, Head of UK Regulatory Reporting, XL Capital Ltd & Subsidiaries

Members in Practice

The benefits to CIMA Members in Practice are multi-dimensional. You have sole responsibility for your professional development. You not only need to be up-to-date to ensure that your work is of a high standard but you also need to be able to prove your technical and ethical knowledge to your clients.

‘I decided to develop my own form in Excel as I am so comfortable using this software. I have it on my computer desktop and when I have done something which can contribute to CPD I just click it up and fill in the relevant boxes. If I am a bit short on time I simply put the date and the activity down and go back to evaluate it later. This method of CPD suits me so much better than ticking boxes. As a sole practitioner I am continuously developing in terms of advising clients and therefore checking tax laws, VAT laws etc.

I didn’t realise how much CPD I was doing until I started to write it all down. The flexibility of choosing the format of the activity is so much better for me as I do not have the time to attend a lot of courses which means travelling and time away from the business and home. I strongly advise any member struggling to get to grips with CPD to contact CIMA for advice. I attended a seminar organised by my local branch and everything clicked into place.’

Chris Pitson FCMA
How to plan and record your CPD

It’s up to you how you plan your CPD. CIMA is here to empower, advise and provide products and services to you but not to tell you how to go about your career development.

The CPD Centre on the website has an extensive list of products and services which you can either access online or use to find links to the information you require. If after looking at the website you would like to talk to an advisor at CIMA about recording your CPD, please email cima.cpd@cimaglobal.com

You may find it useful to divide your development needs into segments, targeting the different areas of your skills which you would like to focus on. Your first port of call could be the CPD Planner which will help you understand your needs. Then, you can subdivide your requirements and choose from an extensive list of products and services to help you meet your targets. These are illustrated in the diagram on page 6.

‘CPD Planner considered the most important membership benefit/service’.
(Source: NOP members’ survey 2006)

Once you have decided what you would like to do, then you need to record it. This can be done in several formats:

- the action plan contained within the online CPD planner
- a CIMA CPD record form that can be submitted electronically (available from the website)
- a completed employer’s appraisal form or personal development plan
- a CPD record form provided for another professional body
- a record form in a format of your own choice
- confirmation that your employer is accredited through the CIMA CPD employer accreditation scheme, CIMA Development.

Once you have chosen a format that suits you, you simply record all activity undertaken and how far it meets your goals in terms of development. If the activity does not meet your requirements you just record that you undertook the activity and were disappointed with the results and identify an alternative means of learning more about that subject.

‘I am using a Word document that CIMA sent to me to maintain my CPD records. I have a handful of development activities each year which don’t take long to record in this document. I find it a useful record, matching my development needs with my development activities, and reminding me of any outstanding needs. It is also useful to think about and plan my development activities at the start of and throughout the year, as it focuses my attention.’
George Green, ESSC Six Sigma

To see examples of development records completed in the CIMA CPD record format please visit the CPD Centre online.
Products and services

As a member undertaking professional development we want to ensure you have a one-stop-shop for all your professional development needs. Log on to the CPD Centre to find everything you need to know such as the CPD Planner, relevant forms, examples of completed forms, information on development activities and the policy and guidelines. You will also find a wealth of resources available at your desktop to help you learn.

‘As an employee but also as a manager it provides extra structure to our thinking around development to ensure individuals concentrate on accounting and personal development during the year and provides a sensible consistent way to discuss it and see priorities for the year ahead. I use the CIMA website to receive regular emails and to track activities I may want to consider. I have signed up to listen to online discussions.’

Justin Bedingfeld, UK and I DD Controller, Microsoft
Policy and monitoring

Compliance with CIMA’s Professional Development requirements is a condition of Members Regulation 15 within the Royal Charter, Bylaws and Regulations.

CIMA selects a statistically valid sample of the membership each year to monitor.

Development records must be kept for a rolling three year period. An annual declaration of CPD is not required as the policy is built on mutual trust and your responsibility as a member.

CIMA Professional Development is a self-verification scheme. You are not required to include copies of course certificates (or equivalent) to verify that CPD has been undertaken.

If you are also a member of another professional body or follow employer-specific CPD schemes, we recognise that you may wish to undertake a different CPD scheme. In addition to the requirements of your chosen scheme, you should also indicate that you have undertaken the CIMA Professional Development Cycle.

If your employer is a CIMA Development Partner there is no need to submit your records. Just inform CIMA of your employer’s partner status.

If you do not comply with the CPD requirements you may be given extra time within which to comply and, if you request, be given assistance by CIMA. You will be monitored again once the extra time has passed and if you still fail to comply you will be referred to a panel of CPD Assessors.

If you feel that you are struggling to meet the CPD requirements just contact CIMA for help and advice.

The CIMA Professional Development Cycle

The CIMA Professional Development Cycle has been designed to assist you in developing, undertaking and learning from your professional development activities on a regular basis throughout the year.

By progressing through the Development Cycle, and recording as you do so, you will be formalising your development and complying with CIMA’s CPD policy.
Frequently asked questions

Q I’m aware that CIMA has begun the monitoring process. How do I know if I need to submit anything?
A Every year CIMA will select a random sample of the membership to submit their records for monitoring assessment. If you have been selected you will be contacted in writing by CIMA requesting that you return your development records to us by a certain date.

Q I retired from full-time employment and only work a few hours a month as a part-time consultant – am I exempt from CPD?
A You are not exempt from CPD, as you work a few hours a month you will still need to do sufficient CPD to maintain your professional competence.

Q I haven’t done any formal CPD this year, I keep-up-to-date with local business issues and industry news therefore have nothing to submit for CPD – what do I do?
A Formal and informal learning is acceptable for CPD, and all activities can be recorded. The CPD Centre (www.cimaglobal.com/cpdcentre) lists all the resources CIMA provides to members as part of their learning and development activities.

Q I have undertaken certain training courses this year for CPD but feel that I can expand upon what I’m doing, subject to available time. What other activities would you recommend?
A CIMA has a large and diverse membership of varying roles and occupations and so we cannot prescribe set activities for any of you – we believe you are the best placed to judge this! This is why we adopted an output-based CPD model where you decide what development you need and what activities will help you bridge the gaps in your competencies. Visit the CPD Centre online for a full list of products and services that you can incorporate and use in your development plan. Alternatively, if you know an area you need to develop and want suggestions other than training courses why not use Topic Gateways. These are also online in the CPD Centre and are an effective signposting tool that will help you develop further in the area including suggested activities and reading lists.

Q At 56 I’m looking forward to retiring, not developing my career, how is CPD relevant to me?
A Even though you are not looking to develop your career, CIMA members are expected to remain competent in their role, even changes in processes and procedures might require you to undertake training or development that should be recorded for CPD purposes.

Q I undertake short-term project work for abc company and have no areas to focus any development needs – how can I meet the CPD requirement?
A You will probably be learning new information and knowledge as you work. To meet your CPD requirement you should record any activity you undertake to be competent in completing the projects.
Useful websites

CIMA branch events  www.cimaglobal.com/events
CIMA CPD Centre  www.cimaglobal.com/cpdcentre
CIMA Development  www.cimaglobal.com/cimadevelopment
CIMA Ethics  www.cimaglobal.com/ethics
CIMA Mastercourses  www.cimamastercourses.com
CIMA Members in Practice  www.cimaglobal.com/mips
CIMA Online Courses  www.cimaonlinecourses.com
CIMA Publishing  www.cimapublishing.com
CIMA Research  www.cimaglobal.com/research
CIMA Resources  www.cimaglobal.com/resources
CIMA Technical Information Service  www.cimaglobal.com/tis

‘CPD is certainly beneficial, and provides a clear direction to record and review progress made. It is easy to maintain records and is just updated whenever I do a relevant course. The main benefit is that CPD provides a direction/template for recording, managing, maintaining and developing professional competence resulting in the skills and knowledge necessary to support current position and employability in the future.’

Ronan McElroy ACMA, Xerox