

## Quick start guide for the IPD pilot -3 steps to success

This guide aims to help you get an overview of what is required for the Initial Professional Development (IPD) pilot and the new membership application process.

### 1. Pilot confirmation

You will be confirmed on the pilot between 24-30 June by email. We may not be able to confirm all students. If you are not confirmed on the pilot, you will get an email to let you know this.

- Sign up to an information webcast being held on [13 July](#) and [14 July](#). If you can't attend we will send you a link to the recordings
- Get your IPD supervisor/s on board. They will need to complete and sign off [Appendix A](#)
- Read the [guidance for applicants](#) and bring any questions to the webinar
- Start filling out the [Record of My Initial Professional Development form](#)

### 2. Completing the Record of My Initial Professional Development form

- Set aside time to work through the form. Some students have suggested it takes up to 2 hours per section
- You need to complete the following sections:
  - Personal details
  - Employment history and IPD supervisor details
    - Complete for each role you are using to demonstrate your core activities and skills and behaviours
    - The word count for each role should be 250-300 words
  - Core work activities
    - Complete 3 of the 5 core activities using the STAR template
    - Each STAR template should be 500-600 words
  - Skills and behaviours
    - Complete all 5 of the skills and behaviours using the STAR template
    - Each STAR template should be 500- 600 words
- Send the Record of My IPD form to each of your IPD supervisor/s verifying your relevant experience and/or skills and behaviours, along with [Appendix A](#). Ask your supervisor/s to review your application, sign off the relevant sections, save as a PDF, and send back to you. Allow plenty of time for your supervisor/s to review and complete their sections before you submit

Read and sign the declaration on the Record of My IPD form

### 3. Submitting the Record of My IPD form

- Use the checklist on the application form to check that you have completed all sections correctly.
- Save the Record of My IPD Word template as one PDF. Include appendix A from each of your IPD supervisor/s in the PDF.
- Use the file name: contact id-your-name-ipdpilot.pdf (e.g. 1-NG89F-zahara-smith-ipdpilot.pdf)
- Email your completed application form by the deadline 31 August 2021 to [ipdpilot2021@aicpa-cima.com](mailto:ipdpilot2021@aicpa-cima.com). You will receive email confirmation that we have received it.
- Pay the £50 fee via your MyCIMA account. You can do this at any time once you are confirmed on the pilot.
- Complete the feedback survey which will help us ensure the new process is fit for purpose
- Wait for confirmation of your membership decision (6-8 weeks). This will be via email.

The IPD landing page has more information, guidance document and FAQs. The FAQs will be regularly updated throughout the pilot. If you can't find the answer to your question, please contact us at [ipdpilot2021@aicpa-cima.com](mailto:ipdpilot2021@aicpa-cima.com)