



CIMA CPD product accreditation scheme

Application form

CPD product accreditation scheme – application form

Contact details

Organisation name

Name of primary contact

Address

Job title

Tel

Email

Tel

Name of secondary contact

Website

Job title

Tel

Email

Organisation details

Please provide the organisation's mission statement (if relevant):

Please give details of the legal entity (partnership, limited company, public limited company etc.):

Please give details of how long the organisation has been established and operating for:

Please list and provide information on the primary products or services that the organisation specialises in:

Please state where the organisation is primarily based:

Please give a brief description of the organisation's primary strategic activities:

Product details

Product name

What does the product/service set out to achieve and how does it propose to do so?

Please tick to indicate the category/categories that the product or service type falls into:

- | | |
|--|--|
| <input type="checkbox"/> Consultancy | <input type="checkbox"/> Printed learning resource |
| <input type="checkbox"/> E-learning course | <input type="checkbox"/> Qualification |
| <input type="checkbox"/> Face-to-face course | <input type="checkbox"/> Webcasts/webinars |
| <input type="checkbox"/> In-house bespoke course | <input type="checkbox"/> Other (please state) |
| <input type="checkbox"/> Mentoring/coaching | |
-

Please tick to indicate which of the following competencies are covered by the product/service.

(For more information on the CGMA Competency Framework visit: [cgma.org/competency-framework](https://www.cgma.org/competency-framework))

Technical skills:

- | | |
|--|---|
| <input type="checkbox"/> Financial accounting and reporting | <input type="checkbox"/> Risk management and internal control |
| <input type="checkbox"/> Cost accounting and management | <input type="checkbox"/> Accounting information systems |
| <input type="checkbox"/> Business planning | <input type="checkbox"/> Tax strategy, planning and compliance financial accounting |
| <input type="checkbox"/> Management reporting and analysis | <input type="checkbox"/> Organisational management |
| <input type="checkbox"/> Corporate finance and treasury management | |

Business skills:

- | | |
|--|---|
| <input type="checkbox"/> Strategy | <input type="checkbox"/> Business relations |
| <input type="checkbox"/> Market and regulatory environment | <input type="checkbox"/> Project management |
| <input type="checkbox"/> Process management | <input type="checkbox"/> Macroeconomic analysis |

People skills:

- | | |
|--|---|
| <input type="checkbox"/> Influence | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Negotiation and decision-making | <input type="checkbox"/> Collaboration and partnering |

Leadership skills:

- | | |
|---|---|
| <input type="checkbox"/> Team building | <input type="checkbox"/> Motivating and inspiring |
| <input type="checkbox"/> Coaching and mentoring | <input type="checkbox"/> Change management |
| <input type="checkbox"/> Driving performance | |

Product details (continued)

Please tick to indicate whether the product/service is targeted towards individuals, organisations or both:

- Individuals Organisations Both
-

Please tick to indicate what industry sectors are targeted by the product/service:

- | | |
|--|---|
| <input type="checkbox"/> All industries | <input type="checkbox"/> Management consultancy |
| <input type="checkbox"/> Aerospace, defence and military | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Agriculture, fishing and forestry | <input type="checkbox"/> Marketing and advertising |
| <input type="checkbox"/> Automotive | <input type="checkbox"/> Media and entertainment |
| <input type="checkbox"/> Banking | <input type="checkbox"/> Not-for-profit/charity |
| <input type="checkbox"/> Education and training | <input type="checkbox"/> Oil, gas and energy |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Pharmaceutical and medical |
| <input type="checkbox"/> Financial services | <input type="checkbox"/> Property and construction |
| <input type="checkbox"/> FMCG | <input type="checkbox"/> Public sector |
| <input type="checkbox"/> Healthcare/NHS | <input type="checkbox"/> Recruitment |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Retail |
| <input type="checkbox"/> IT and telecommunications | <input type="checkbox"/> Transport and logistics |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Travel and tourism |
| <input type="checkbox"/> Leisure and hospitality | <input type="checkbox"/> Other (please state) |
-

Please tick to indicate how long the product or service has been in operation:

- | | |
|--|---|
| <input type="checkbox"/> Not yet launched | <input type="checkbox"/> Under five years |
| <input type="checkbox"/> Under one year | <input type="checkbox"/> Over five years |
| <input type="checkbox"/> Under three years | |
-

Please tick to indicate the experience level that the product/service is aimed towards:

- Foundational Intermediate Advanced Expert
-

Please give details of any prerequisites required in order to enrol and/or use the product or service, such as qualifications or experience:

Please give details relating to the price and price discount bands of the product/service:

Please provide details of any user assessments involved including how these are conducted:

Product details (continued)

Please provide details of any quality monitoring procedures for the delivery of the product/service:

Please provide details about any outside agencies/personnel used to help deliver the product/service (this may include venues):

Please provide details of how the introduction of new subjects will be decided if it is planned that the subject matter of the product will change over time:

Please provide details of any other professional body or accreditation scheme membership that the organisation or product has:

Product details (continued)

Please provide details on the key benefits for users using the product/service:

Please give details of how presenters or lecturers or other staff are trained or monitored:

Please provide the dates and locations for which the course will run (if applicable):

Please give details on the duration of each course:

Supporting documents

Please tick which documents have been included to support the application in accordance with the Accreditation Guidelines and Policy:

- | | |
|--|---|
| <input type="checkbox"/> Business registration documents and core financial statements such as an annual review or similar | <input type="checkbox"/> Satisfaction survey results (if such research exists) for the product or service |
| <input type="checkbox"/> Details for independent access to the product or service for quality assurance purposes | <input type="checkbox"/> Copies of advertisements and any other marketing literature used to support the product, if applicable |
| <input type="checkbox"/> Evidence relating to the history of the product's operation, if applicable | <input type="checkbox"/> Copies of any policies in place to support the product or service |
| <input type="checkbox"/> Details of membership to any other professional bodies or accreditation schemes, if applicable | |

Additions for courses:

- | | |
|---|---|
| <input type="checkbox"/> Syllabi details for courses | <input type="checkbox"/> Details of how any training and development will be conducted |
| <input type="checkbox"/> Briefs into presenter's professional background, including a biography | <input type="checkbox"/> Evidence to demonstrate the suitability of any venue and/or location |
| <input type="checkbox"/> Evidence of any policies and procedures that are in place to determine the suitability of presenters | <input type="checkbox"/> Samples of learning materials such as workbooks |

Additions for qualifications:

- | | |
|--|--|
| <input type="checkbox"/> Syllabi details for qualifications | <input type="checkbox"/> Pass levels and rates |
| <input type="checkbox"/> Details of assessment or grading structures | |

Payment of application fee

- Please invoice

Purchase order number:
.....

Contact name
.....

Invoice address (if different to above):

Company name
.....

Address
.....
.....

Town
.....

County
.....

Postcode
.....

Email
.....

Telephone
.....

- I declare that all of the information set out within this application form is accurate and correct.

- I have read, understood and will abide by the CIMA CPD Product Accreditation Scheme obligations and code of practice as set out in the Application Guidelines and Policy.

- I have read the application requirements in the Application Guidelines and Policy and have enclosed the necessary documentation as requested.

Name
.....

Job title
.....

Organisation
.....

Date
.....

Please email the completed application form together with any supporting materials to:
cpdaccreditation@aicpa-cima.com



E. cpdaccrreditation@aicpa-cima.com

cimaglobal.com/cpd

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