CIMA Training and Development accreditation scheme

Attract the **best**

Develop the **best**

Retain the **best**

Drive sustainable business success
Better business

To achieve sustainable business growth you need the right people but the market for talent has never been more competitive.

Not all accounting is the same

Chartered Global Management Accountants (CGMA®) is the global designation for management accountants to which CIMA members are automatically entitled. CGMA® designation holders add value to your business by blending financial expertise with business insight.

They build on financial accounting, adding value through their understanding of how the different parts of a business come together. They take a strategic perspective, looking outside the organisation and to the future. They manage performance, challenge constructively and provide an objective view informed by their ethical standards.

Get the best out of your CIMA members and students

The CIMA Training and Development accreditation scheme, which recognises and promotes your support for lifelong learning, offers a great opportunity to attract, develop and retain CIMA members and students into your organisation.

Assessment for CIMA Training and CIMA Development partners is rigorous, but balanced with the needs of your particular organisation; accreditation sends a clear message to both potential employees and current employees that you are serious about lifelong development and that your business benefits from access to best practice insights into how to support your finance professionals. This is a partnership which will help your business to get ahead, and stay ahead, of the competition.

Stand out from the crowd; help your CIMA people to greater exam success, application of learning, job fulfilment and better results. Attract the best, develop the best and retain the best talent.

Help your business achieve sustainable and responsible growth by applying for accreditation today.
Framework for excellence

Use this framework of quality standards for your business.

**Define**

- policies and put plans in place to support your staff.

**Assess**

- individual development needs.

**Design and Act**

- allocate sufficient resources to support the development of CIMA members and students.

**Reflect**

- on progress against plans and implement individual/company-wide action plans as necessary.

**Evaluate**

- the success of the scheme and incorporate feedback to make it better.

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**Additional quality standards for CIMA**

- **Training Quality Partner award**
  - Demonstrate a commitment to supporting students through to CIMA membership.
  - Provide a written policy for students studying CIMA that covers financial support, study leave, exam leave and tuition, ideally with a CIMA-approved provider.
  - Identify roles and responsibilities for CIMA training, allocate staff and discuss expected outcomes with all stakeholders.
  - Provide students with suitable opportunities to obtain experience through the member’s career and personal development needs.
  - Offer guidance on the resources and availability of resources and expectations to all stakeholders.
  - Conduct individual performance reviews at least once a year.

- **Development Quality Partner award**
  - Establish a clear policy for learning and development.
  - Conduct individual performance reviews at least once a year.
  - Provide access to appropriate guidance and training.
  - Discuss and note skills gaps and learning opportunities as part of the performance review process. Agree a personal development plan.
  - Set specific, measurable and time-bound (SMART) learning and development objectives in the personal development plan.

- **Foundation standards for the development of CIMA members and/or students**
  - Conduct individual performance reviews at least once a year.
  - Provide access to appropriate guidance and training.
  - Discuss and note skills gaps and learning opportunities as part of the performance review process. Agree a personal development plan.
  - Set specific, measurable and time-bound (SMART) learning and development objectives in the personal development plan.

- **Additional quality standards for CIMA**
  - Give each student an individual CIMA training plan which reflects their personal development needs, including how CIMA’s Practical Experience Requirements will be met.
  - Discuss and note skills gaps and learning opportunities as part of the performance review process. Agree a personal development plan.
  - Assess and develop individual career aspirations and opportunities at review meetings and provide access to appropriate guidance and training.

- **Additional quality standards for CIMA**
  - Discuss and note skills gaps and learning opportunities as part of the performance review process. Agree a personal development plan.
  - Set specific, measurable and time-bound (SMART) learning and development objectives in the personal development plan.
  - Discuss career development aspirations and opportunities at review meetings and provide access to appropriate guidance and training.

- **Additional quality standards for CIMA**
  - Discuss and note skills gaps and learning opportunities as part of the performance review process. Agree a personal development plan.
  - Set specific, measurable and time-bound (SMART) learning and development objectives in the personal development plan.

- **Foundation standards for the development of CIMA members and/or students**
  - Give guidance on the resources available to CIMA members and students to develop themselves.
  - Commit some financial resource to underpin training and personal development plans.
  - Give students time off to sit CIMA exams.*
  - Provide a structured and supportive environment in which CIMA students can take responsibility for their own training and practical experience.*

- **Additional quality standards for CIMA**
  - Communicate the learning and development policy, procedures, availability of resources and expectations to all stakeholders.
  - Offer structured study support in line with local availability and student preference e.g. face-to-face tuition, distance/blended learning, e-learning, online learning, revision courses etc.
  - Make a significant contribution to essential costs i.e. exam entry, exemption and tuition fees. Consider additional financial support e.g. registration, subscription and membership application fees.
  - Grant paid study leave. As a minimum, CIMA would expect 1.5 days per paper per year (excluding the day of the exam).
  - Give students paid time off to sit CIMA exams.
  - Develop a support network for CIMA students e.g. study groups and mentoring.

- **Additional quality standards for CIMA**
  - Discuss and note skills gaps and learning opportunities as part of the performance review process. Agree a personal development plan.
  - Set specific, measurable and time-bound (SMART) learning and development objectives in the personal development plan.
  - Ensure the planning and review of learning and development is continuous throughout the member’s career. Link individual development to what the organisation needs, now and in the future.
  - Discuss career development aspirations and opportunities at review meetings and provide access to appropriate guidance and training. Link to succession planning.

- **Additional quality standards for CIMA**
  - Supply information on the processes, procedures and support available to help CIMA members meet their professional development requirements. This includes guidance on suitable learning and development activities – formal and informal.
  - Offer guidance to members on appropriate use of resources at work (e.g. internet usage, coaching, training courses etc).

- **Additional quality standards for CIMA**
  - Conduct an annual review of the scheme as a whole. This might include issues arising from the evaluation of all learning and development activities, training and personal development plans. Overall plans to be adjusted to reflect the outcome of the review.

- **Additional quality standards for CIMA**
  - Provide guidance on the resources and availability of resources and expectations to all stakeholders.
  - Conduct individual performance reviews at least once a year.
  - Provide access to appropriate guidance and training.
  - Discuss and note skills gaps and learning opportunities as part of the performance review process. Agree a personal development plan.
  - Set specific, measurable and time-bound (SMART) learning and development objectives in the personal development plan.
  - Discuss career development aspirations and opportunities at review meetings and provide access to appropriate guidance and training.

- **Additional quality standards for CIMA**
  - Discuss and note skills gaps and learning opportunities as part of the performance review process. Agree a personal development plan.
  - Set specific, measurable and time-bound (SMART) learning and development objectives in the personal development plan.
  - Review each member’s personal development plan at least once a year ensuring that the outcomes of all learning and development activities – formal and informal – have been recorded. Use this insight to plan future development activities.
  - Monitor longer-term career progression and personal development needs as part of this review process. Take action as appropriate.
Key benefits

‘Our business is experiencing great change and, as well as bringing in new employees, our training programmes support succession planning activities. We also have diversely located teams and activities, so it is important that we have a sound structure to keep our finance professionals up to date, wherever they are based – being CIMA accredited has provided us with a number of ideas which have been invaluable to our planning.’

Paul Marshall, ACMA, CGMA
Route Finance Director
Network Rail

‘It is paramount that our finance professionals understand the importance we place on their long-term education and in return we receive dedicated work from people who genuinely feel part of our brand – being CIMA accredited is a fundamental part of this strategy.’

Paul Pomroy
Chief Executive Officer
McDonald’s UK

CGMA professionals powering your business

The CIMA Training and Development accreditation scheme is designed to help your business help its CIMA members and students to succeed.

This means that you get more CGMA professionals in your business, providing you with the talent you need to drive growth.

Features
- Structured support programme
- Use of partner logo
- Benchmarking for Quality Partners
- Exam results service for Quality Partners
- Linked student and member accreditation
- Single sign off for Professional Development

Benefits
- More passes, fewer resits, saving your business time and money
- More motivated students
- Get more CGMA designation holders in your business, quicker
- Effective recruitment tool to attract and retain the best
- Quality mark to promote status
- Measure progress against other employers
- Access to best practice
- Simple-to-access results
- Determine success of internal processes
- Recognise and reward high performing employees
- Simple application process
- Lifelong learning opportunities to aid retention
- Recognition of internal performance management process
- Retention of the best employees
- The best talent focused on business
CIMA Training Partner accreditation is available to any employer who can confirm that they meet the foundation standards for the training of CIMA students.

CIMA Training Quality Partner is available to any employer who can demonstrate that they meet the foundation standards for the training of CIMA students plus the quality standards for student training and input targets.*

CIMA Development Quality Partner is available to any employer who can demonstrate that they meet the foundation standards for the development of CIMA members plus the quality standards for member development.

CIMA Premier Partner is automatically awarded to employers who have achieved Quality Partner for their support for initial student training and continuing member development. It will be presented as an award for ‘excellence in supporting lifelong professional development’ and reflects the importance we place on career-long training and development.

* The standards for student training include 4 key input measures, which all employers must meet:

1. Study leave – grant a minimum of 1.5 days per paper per year (excluding the day of the exam).

2. Financial support – make a significant contribution to essential costs to include exam entry, exemption and tuition fees. Consider additional financial support e.g. registration, subscription and membership application fees.

3. Tuition support – offer structured study support in line with local availability and student preference.

4. Exam leave – give paid time off to sit exams.

Use the framework of standards to help you determine whether your business can become an accredited partner in the scheme.