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| AAT CPD PolicyAAT CPD policyThe principles of AAT’s CPD policy are:1. CPD is a mandatory requirement for every AAT full and fellow member. Members are required to undertake appropriate CPD to ensure that they remain competent for the work that they do, and to meet their career aspirations, whether their work is of an accounting/financial nature or not.
2. The only exemption from the mandatory CPD requirement is for members who have indicated that they are fully retired and will not be returning to the workforce in any capacity at any stage in the future.
3. CPD is not measured in hours. Instead it is measured by the outcomes and benefits that members derive from doing CPD. This approach changes the emphasis from focusing on the quantity of CPD that members do, towards focusing on the quality of the CPD.

The Three RoutesThere are three routes to meeting the AAT's CPD requirementsThe Personal Route1. The personal route - where members are personally responsible for their learning and development and asked to use the CPD cycle to:

**Assess** their learning and development needs and goals,**Plan** appropriate activities that will meet these needs and goals,**Action** the plan, and afterwards **Evaluate** whether the undertaken activities really did fully meet the requirements, and whether any further or subsequent learning needs to take place.1. Members are required to maintain adequate records of the conclusions that they have reached whilst using the CPD cycle, and of subsequent learning that they do. The AAT is flexible about the form that these records must take but has also developed CPD planners and online CPD recording system which members can choose to use.
2. In addition to the requirements outlined above, members in practice (MIPs) are also required to review their CPD using the CPD cycle at least twice during the year. When reviewing their CPD MIPs are required to particularly consider:

                    -    Each of the areas they are approved to offer                    -   Their business/practice management skills                    -   Changes in legislation and the accountancy world.The AAT Accredited Employer Route1. The AAT accredited employer route – where employers are able to obtain recognition if their learning and development practices meet the AAT’s CPD requirements. Members employed by these employers are not required to take any additional action to meet the AAT’s CPD requirement.
2. AAT has developed criteria for assessing employers’ suitability to be AAT Accredited Employers. Employers apply for this status by completing and submitting an application form in which they provide information about their planning, support and resourcing of staff learning and development against a detailed assessment matrix/checklist. The AAT provides approval based on this submission.
3. A simplified accreditation process has been created for employers who are already accredited CPD employers with an IFAC full member body.
4. AAT provides Accredited Employers with a special designation and logo which they can use in publicity, and maintains a list of such employers which can be publicly accessed from the AAT’s website. These employers are also provided with some dedicated services if they opt to receive them.
5. Accreditation needs to be renewed every 3 years.
6. To mitigate against the possibility that members working for small organisations will not be afforded the opportunity to take advantage of an accredited CPD employer route, every effort is made to ensure that the application process is as straightforward as possible. The availability of this route has also been carefully communicated and promoted to employers, so that as many members as possible have access to this route.
7. Members in practice can become accredited but will still need to maintain own CPD records.

The IFAC Body Recognition Route1. The IFAC body recognition route – where members who also hold full or fellow membership with an IFAC (International Federation of Accountants) full member body, such as ACCA, CIMA or ICAEW, can elect to comply with the CPD scheme of that body and are given credit for meeting the CPD requirements of the AAT’s CPD scheme.
2. Members are required to inform AAT immediately if their membership with the IFAC body in question lapses, or if they are failing to meet that body’s requirements.
3. Members in practice who are full or fellow members with an IFAC full member body are still required to comply with the policy via the personal route.

The CPD Monitoring1. An appropriate CPD monitoring process has been developed for all three routes. A proportion of members is randomly selected each year and asked for confirmation of their compliance with the AAT’s CPD policy. The onus is on the members to demonstrate to the AAT’s satisfaction that they complied with the AAT’s CPD Policy.
2. The criteria that are used to assess the personal route records include:
	* the seniority and responsibilities associated with the members’ role
	* the risks presented in their work if the member were to become out-of-date/ incompetent
	* the members’ experience in their role
	* the members’ career aspirations
	* the conclusions reached by the member when **assess**ing their learning and development needs, and whether these conclusions seem consistent with the above
	* the activities that the member has **plan**ned following an assessment of their needs, and consideration of whether the activities planned appear likely to meet the needs that were identified
	* whether the member has carried out (**action**) their plan systematically and appropriately
	* whether the member has undertaken a spread of different CPD activities to meet their needs if this was appropriate
	* whether the member has **evaluate**d the learning that they have undertaken, and has reached conclusions that seem consistent with the needs that were assessed and the activities undertaken
	* how often has the CPD cycle been used, and whether this seems appropriate
	* does the evidence provided of the CPD undertaken appear consistent with the output claimed
	* whether members in practice considered all their approved areas and practice management as part of the CPD cycle.
3. AAT members who do not comply with the CPD policy are helped and coached to comply. Only cases of persistent and wilful non-compliance or non response to monitoring correspondence are subject to disciplinary proceedings.

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