



ICBA
Institute of Certified
Bookkeepers and Accountants

CONTINUING PROFESSIONAL DEVELOPMENT

The Institute of Certified Bookkeepers and Accountants (ICBA) has been established as a professional body for the benefit of bookkeepers, accountants, office administrators and business financial managers employed in Commerce and Industry; however, there are an increasing number of members who are being engaged in private practice providing bookkeeping, accounting and related services to the public.

The change in the composition of the membership has therefore meant the ICBA has to be more aware of the public perception of its members.

In the foreseeable future it is unlikely that the flow of new accounting standards, legislation and acceptable accountancy practice procedures will diminish. Present and future members must be prepared to maintain high standards in the profession. Professional development does not end with an examination, a qualification, professional membership and a certificate on the wall. To give value to the ICBA designations, standards of knowledge and competence must be maintained. In addition, to enable the ICBA to register and retain its designations on the South African National Qualifications Framework, one of the requirements for registration is that members of the ICBA undergo Continuing Professional Development (CPD) training.

All members are required to be conversant with technical matters related to the profession and current legislation affecting them, their clients or employers. Accruing CPD points is a method of demonstrating continuing technical and professional competence.

We hope that after reading this document you will appreciate the benefits of completing CPD and the reason all professional bodies have the requirement for on-going learning of their members.

Requirements:

The Council of the ICBA believes all designated members should achieve, as a suggested minimum, 20 hours of CPD points in each calendar year. The individual member should retain a record of CPD activities. A portfolio of evidence should be maintained personally, showing receipts for learning materials and courses and containing attendance or completion certificates. The portfolio should be available to the ICBA upon request.

In the event of a complaint against a member, proof may be required that he/she has maintained awareness of current requirements. This may be provided by the CPD portfolio.

A mixture of both verifiable and non-verifiable points may be used to complete the suggested minimum requirement of 20 hours of CPD points in each twelve-month calendar period. Eight (or twelve, for Technical Financial Accountants and Financial Accountants) should be verifiable. Every member of the ICBA needs to ensure that they have a valid Tax Clearance Certificate at the time of submitting their proof of CPD.

CPD Points- Verifiable and Non-verifiable:

There are two types of CPD points that may be gained, **Verifiable and Non-verifiable**. CPD points are accrued at one point per hour of learning.

Verifiable = Gaining knowledge, directly relevant to the professional work of the member, whether employed or self-employed.

Examples:-

- i) Accredited meeting/seminars of the ICBA or another nationally recognised professional body or ICBA recognised third party e.g. Fasset, Pastel, SAAA.
- ii) Courses run by accredited training providers and organisations.
- iii) E-learning.
- iv) Academic study, e.g. an open learning or degree course, courses on a topic relevant to the member or further studies for professional examinations.
- v) Familiarisation with new software related to the preparation of accounts/payroll.
- vi) Ethics

Non-verifiable = Gaining knowledge of broad interest to the profession to keep abreast of current trends relevant to the professional work of the member.

Examples:-

- i) Preparation and presentation of lectures and seminars.
- ii) Planned technical reading (manuals, periodicals, Keeping Account, e-newsletters, technical articles).
- iii) Web-based research.
- iv) Technical discussions with colleagues and preparation of complex work.
- v) Attendance at a course not directly relevant to the work of the member.

Recording the CPD points

All members should maintain a portfolio of evidence as proof of CPD as indicated above.

Record sheets may be downloaded from the website or requested from the ICBA and must be submitted to the ICBA together with proof of their annual subscription fees **for renewal of membership**. Failure to submit or complete the required CPD points could result in membership not being renewed.