

# Continuing Professional Development Policy 2019

for Members of

The Institute of Chartered Accountants of Bangladesh

**Gopal Chandra Ghosh FCA, FCMA, CPA**

Council Member and Chairman, CPD Committee, ICAB

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# Continuing Professional Development (CPD)

The lifelong **process** of learning and continuing personal development.

It's the **means** by which one can enhance and maintain knowledge and skills to complement both current role and

# Purpose

CPD supports individual professionals in developing and broadening their knowledge and skills, which can then -

- benefits clients and employers
- safeguards public interest
- contributes to the

# The Policy

Continuing Professional Development Policy (CPD Policy) sets out the CPD requirements for the members of The Institute of Chartered Accountants of Bangladesh (ICAB).

Provides guidelines to comply requirements by

# Approaches to CPD Programs

The learning programs must consider **input**, process and **output** and decide objectives, contents, methods, assessment. These are the key elements of a CPD program.

There are three approaches:



# Input Based Approach

Level of input provided is measured as evidence of CPD without considering as to whether the expected competence are achieved or not.

**Example:** ICAB conducted seminar is an input-based activity where the hours 6

# Output Based Approach

Output-based approach is concerned for results and shall require each professional accountant to demonstrate the development and maintenance of appropriate professional competence.

Example: An online CPD

## Combined Approach

It combines elements of the input and output based approaches, setting the amount of required learning activity and requiring demonstration of the outcomes achieved.

**Example:** An academic course where there are

# Effective Date

This Policy is made effective from 1st May 2019.

1st year under this policy is from 1st May 2019 to 30th April 2020.

# CPD Activities

Examples of CPD Activities:

- Lecture Series
- Seminars
- Problem solving
- Case Studies
- Role Playing and Simulations
- Management Games
- E-learning
- Panel Discussions
- Participants' Projects and Presentations
- Group Learning Workshops
- Consultative Workshops

# Compliance Requirement

## CPD Hours for Fellowship

Needs to fulfil the requirements of CPD hours for each of the last consecutive five years.

## CPD Hours for Certificate of Practice

While applying for Certificate of Practice, the members will require compliance of CPD hours<sup>11</sup>

# Requirement of CPD Hours

Current requirements: 12  
verifiable hours

New requirements: 20  
verifiable hours

20 non-  
verifiable hours

## Average Requirements

Complete at least 40 CPD  
hours of relevant

# Requirement of CPD Hours

All the members of the Institute are required to:

i. Complete at least 20 CPD hours of relevant professional development activity in each year, of which 10 hours shall be verifiable; and

ii. Complete at least 120 CPD hours of relevant professional development

# Rolling Three-year Period

Rolling Periods	2021-22		2022-23		2023-24	
	i.	ii.	i.	ii.	i.	ii.
2019-20	20 (10)	120 (60)				
2020-21	20 (10)		20 (10)	120 (60)		
2021-22	20 (10)		20 (10)		20 (10)	120 (60)
2022-23			20 (10)		20 (10)	
2023-24				20 (10)		

\* Numbers in brackets mean non-verifiable hours

# Requirements for f



## year

## for 2019-20

Member Categories	Types	Areas	Each Year	Rolling 2 Years
<b>Members in Business</b>	Verifiable	Non-specific	10	18
	Non-verifiable	Non-Specific	10	18
<b>Total hours:</b>			<b>20</b>	<b>36</b>
<b>Members in Practice</b>	Verifiable	Non-specific	7	15
		Specific*	3	3
	Non-verifiable	Non-specific	7	15
		Specific*	3	3
<b>Total hours:</b>			<b>20</b>	<b>36</b>

\* IFRS, ISA, Taxation and Corporate

# Requirements for s

## year



## for year 2020-21

Member Categories	Types	Areas	Each Year	Rolling 3 Years
Members in Business	Verifiable	Non-specific	10	36
	Non-verifiable	Non-Specific	10	36
<b>Total hours:</b>			<b>20</b>	<b>72</b>
Members in Practice	Verifiable	Non-specific	7	27
		Specific*	3	9
	Non-verifiable	Non-specific	7	27
		Specific*	3	9
<b>Total hours:</b>			<b>20</b>	<b>72</b>

\* IFRS, ISA, Taxation and Corporate

# Requirements for tICA

## year



## for year 2021-22

Member Categories	Types	Areas	Each Year	Rolling 3 Years
Members in Business	Verifiable	Non-specific	10	60
	Non-verifiable	Non-Specific	10	60
<b>Total hours:</b>			<b>20</b>	<b>120</b>
Members in Practice	Verifiable	Non-specific	7	45
		Specific*	3	15
	Non-verifiable	Non-specific	7	45
		Specific*	3	15
<b>Total hours:</b>			<b>20</b>	<b>120</b>

\* IFRS, ISA, Taxation and Corporate

# Roadmap to Comply

## Non-Practising Members

Periods	2019-20		2020-21		2021-22		2022-23	
Types:	Verifi able	Non- Veri	Verifi able	Non- Veri	Verifi able	Non- Veri	Verifi able	Non- Veri
2018-19	12	0	12	0				
2019-20	10	18	10	18	10	18		
2020-21			14	18	14	18	14	18
2021-22					36	24	36	24
2022-23							10	18
Sub-Total:	22	18	36	36	60	60	60	60
Total:	40		72		120		120	

# Special Requirement

## For Practising Members

Out of the requirements, the members who are holding Certificate of Practice are subject to following specific requirements:

- Complete at least 6 CPD hours in each year in the areas of IFRS, ISA, Taxation and Corporate Laws, of which 3 hours

# Roadmap to Comply

## Practising Members

Periods	2019-20		2020-21		2021-22		2022-23	
Types:	Verifiable	Non-Veri	Verifiable	Non-Veri	Verifiable	Non-Veri	Verifiable	Non-Veri
2018-19	12	0	12	0				
2019-20	10 (3)	18 (3)	10 (3)	18 (3)	10 (3)	18 (3)		
2020-21			14 (6)	18 (6)	14 (6)	18 (6)	14 (6)	18 (6)
2021-22					36 (6)	24 (6)	36 (6)	24 (6)
2022-23							10 (3)	18 (3)
Sub-Total:	22 (3)	18 (3)	36 (9)	36 (9)	60 (15)	60 (15)	60 (15)	60 (15)
Total:	40 (6)		72 (18)		120 (30)		120 (30)	

\* Numbers in brackets mean special hours on 20<sup>th</sup> APR 2023

# Verifiability of CPD Hours

- CPD activities that can be verified with reference to **external sources** such as records of participation or registration, course materials or certificates of attendance etc.
- **Quality** of facilitators' profiles, programs and

# Evidences for verification

## Input-based approach

- Registration and attendance records of courses plus materials or course outline.
- Confirmation of participation by a provider, instructor, employer, mentor, or tutor plus the learning<sup>22</sup>

# Evidences for

# verification

## Output-based approach

- Evaluation or assessment by a reviewer.
- Assessment of learning outcomes achieved like certification.
- Evidence of output from the process such as a research activity.
- Publication of a

# Categorization of verifiable and non-verifiable

- Categorization will be decided as per the **guidelines** prescribed in sub-section 12.4
- Verifiability depends on the **quality of records** and evidences maintained.
- If there is **insufficient evidences** to prove that

## Evidences for CPD - Institutional

Records of participation in CPD Programs will be considered as verifiable evidence if conducted by:

- ICAB; and
- IFAC permanent member Institutes.

CPD certificates issued by IFAC member bodies will be

# Measurement of CPD Hours

- The activity needs to be fallen under the purview of CPD Activities (called **Learning Activities**) as per the provisions (Section 13.1) of the Policy.
- Once recognised as CPD Activity, the **measurement**

# Exemptions to CPD Hours Requirements

Following members are exempted:

- ill or incapacitate so that the member cannot perform normal work.
- retired from practice or business.
- members who apply for exemptions for any other

## Award of CPD Hours

The matters will be dealt with by the concerned department of the Institute.

In case of ambiguities, the cases will be referred to the CPD Committee advice.

CPD Committee holds the right of:

- declaring any activity as learning activity for the

# Learning Activities

- Seminar, Conferences, Congresses, conventions
- Training courses and workshops
- Video conferences, online learning/CPD programs
- Developing or delivering courses or CPD session
- Participation as a speaker in conferences
- Tertiary (university)

# Learning Activities

- Discussion group meetings on professional issues:
- Job specific trainings provided/ facilitated by employers
- ERP Project implementation for any entity
- Reading professional literature or journals, Vetting, reviewing, updating background material

# Online CPD Program

- Through Institute's website or webinar or similar other types of arrangements.
- Input based and verifiable CPD will be awarded.
- Circulations should be made at least 7 days before the date of availability.
- Kept available for a definite and suitable period of time (minimum 5 days).
- CPD resources like presentation, narrative papers and videos of the events will be made available.
- After studying the materials, videos and audios, the participants need to proceed through the MCQ sessions.

- Each program should have Multiple Choice

Where text reading, audio or video are involved (section 13.2), CPD hours will be measured using the Word Count Formula (WCF).

**Text Reading:** number of words of required reading and should exclude any material not critical.

**Questions:** total number of review questions, quizzes, MCQs exercises and final

# Claiming CPD Hours for Learning Activities



THE INSTITUTE OF  
CHARTERED  
ACCOUNTANTS  
OF BANGLADESH

## organized by third parties

Claim CPD hours achieved through participating learning activities organized by third parties through:

- The Institute's website or in paper application
- Within 6 months of earning the CPD hours
- The date of completion will be considered for the purpose of determining periodic compliance
- Maintain evidences and satisfy

# Evidence to be maintained

Documents (electronically or paper based) to be maintained should include, but not limited to, as far as practicable the following:

- CPD program sponsor name, description and contacts
- Names and addresses of organizers; and venue with contacts
- Course title and field of study
- Duration of the course and

# Actions in the event of non-compliance (Sec 14)



- Following disciplinary action may be taken for non-compliance:
- Advise the member to recover the shortfall of CPD hours within a specified period of time;
- Imposing additional CPD requirements during the current or immediate future period;
- Issue of warnings;
- Suspension of membership for

# Thank you