



# Changes to Continuing Professional Development (CPD)

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*Frequently Asked Questions*

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# Changes to Continuing Professional Development (CPD)

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## *Frequently Asked Questions*

### GENERAL

#### What is CPD?

Continuing professional development (CPD) supports your career, equipping you with the knowledge and skills that you need to stay up to date in your field. CPD hours can be gained through a range of educational activities, such as conferences, courses, workshops, technical discussion groups, webinars, mentoring, in-house training or self-directed learning. You can now tailor your CPD with a blend of online, face-to-face or on-the-job training.

#### Who needs to do CPD?

All members except provisional members of Chartered Accountants Australia and New Zealand (CA ANZ) are required to undertake continuing professional development (CPD). Lifelong learning and professional competence are the cornerstones of the profession and are vital to ensure members continue to maintain quality and to be the preferred trusted advisor.

#### Where can I find what my CPD requirements are?

All members are required to maintain professional competence under the Code of Ethics. To support this, Regulation CR 7 details the specific CPD requirements for all full members. [Read more](#)

#### Why are the CPD obligations changing?

It had been some time since Regulation CR 7 was last reviewed, and with the revision of the international education standard that applies to professional accountants, it was an appropriate time to do so. The reason for the changes is to provide consistency across the membership and flexibility for members to stay up to date, (including recognition of on-the-job training). It also ensures compliance with the international standards.

#### When does the new regulation take effect?

The revised Regulation CR 7 is effective for trienniums beginning from 1 July 2021. Members are permitted to adopt the changes earlier if they prefer, however, they must adopt all the changes on a pro-rated basis for the remainder of their triennium, if they do so. This means that the existing requirements will need to be applied on a pro-rated basis for the first part of your triennium. There is more information on trienniums below.

#### Why have my CPD requirements been increased?

We are looking to provide consistency across the membership. All members within the same designation will be subject to the same CPD requirements regardless of their location, age or length of membership. Going forward, there will be more flexibility in how you undertake and record your learning.

#### Are these changes going to increase my costs of maintaining my membership?

Not necessarily. The changes will simplify and introduce greater flexibility in how you undertake and manage your CPD. You can now tailor your CPD with a blend of online, face-to-face or on-the-job training. Changes include the introduction of on-the-job training as verifiable CPD, recognising that a significant amount of professional development occurs in your professional roles. Verifiable on-the-job training may make up to half of your total verifiable CPD requirements. Members can access a range of complimentary verifiable CPD through CA ANZ e.g. Sharing Knowledge Webinars. The changes will also add value to your knowledge and skills.

#### I'm retired. Do I need to do CPD?

If you have permanently withdrawn from the workforce, you are not required to comply with the requirements as set out in Regulation CR 7, however, you must still continue to maintain competence to undertake any professional activities that you choose to do in accordance with the Code of Ethics.



### **I don't work as an accountant, do I need to do CPD?**

Yes. Regulation CR 7 applies to all members, regardless of the work they do. CPD must be relevant to the type of work you currently do, or are planning to do, in the near future. It does not necessarily need to be technical accounting.

### **Do I still need to keep a CPD log?**

Yes. All members are required to maintain a CPD log which details their verifiable and non-verifiable CPD. They must also retain evidence of verifiable CPD.

Members are able to keep their CPD log in any form that they prefer as long as it records the relevant information as required under Regulation CR 7, but they may wish to use the online CPD log in their My CA profile.

### **What information do I need to include in my CPD log?**

Your CPD log should include:

- details or a description of the activity undertaken;
- the date/s on which the activity was undertaken;
- the provider of the activity;
- details of the relevance of the activity to the member's current or future professional development;
- whether it is verifiable CPD or non-verifiable CPD;
- if verifiable CPD, a copy of the verifiable evidence;
- whether the CPD is relevant to the member's obligations associated with holding certain registrations or specialisations; and
- the number of CPD hours attributed to the activity.

### **Does web-based training qualify as verifiable CPD?**

Yes, provided the training is relevant to your current or future expected roles and provided you have verifiable evidence that you completed the training.

### **How do I record my on-the-job training?**

A fundamental change to Regulation CR 7 is to allow members to claim on-the-job training as verifiable CPD. However, to be considered verifiable, the prescribed form must be completed and saved. On-the-job training is limited to 50% of your verifiable CPD over your triennium.

## **GENERAL REQUIREMENTS**

### **CHARTERED ACCOUNTANTS (CAs)**

#### **I live outside of New Zealand. What are the key changes to my CPD requirements?**

- The description of the categories of CPD has changed from formal and informal hours to verifiable and non-verifiable hours. Verifiable hours are explained below.

The hours requirement remains the same (90 verifiable, 30 non-verifiable per triennium).

- Up to 50% of verifiable hours can be met through on-the-job training. Details regarding how to record this are provided above.
- The age-based seniority exemption, which applied to all members who were over 60 who didn't hold a CPP, has been replaced with an exemption applicable to all members who have permanently retired from the workforce irrespective of age.
- All full members are required to undertake a minimum of 2 hours of verifiable ethics training per triennium. See guidance on ethics training below.
- A minimum of 20 hours of CPD are required each year. This can be any mix of verifiable and non-verifiable hours.

#### **I am a CA living in New Zealand. What are the key changes to my CPD requirements?**

- While the total number of hours of CPD in each triennium remains at 120 hours, the split between verifiable and non-verifiable has changed to 90 hours and 30 hours respectively.
- Up to 50% of verifiable hours can be met through on-the-job training. Details on how to record this are provided below.
- The minimum ethics training requirement has changed from 4 hours every 5 years to 2 hours each triennium.

### **ASSOCIATE CHARTERED ACCOUNTANTS (ACAs) AND ACCOUNTING TECHNICIANS (ATs)**

#### **I am an ACA. What are the key changes to my CPD requirements?**

- If you are an ACA who was admitted to membership prior to November 2006, you would have previously held an exemption from the CPD requirements detailed in Regulation CR 7. This exemption will be removed from 1 July 2021 and all ACAs will be subject to the requirements detailed in Regulation CR 7.
- The total required hours of CPD in each triennium remains the same at 90 hours, however the number of required verifiable hours has changed to 67 per triennium (and 23 non-verifiable). An ACA must still do a minimum of 15 hours of CPD per year.
- Up to 50% of verifiable hours can be met through on-the-job training. Details on how to record this are provided above.
- The minimum ethics training requirements has changed from 4 hours every 5 years to 2 hours each triennium.

### **I am an ACA admitted prior to November 2006. When does my triennium start and how much CPD do I need to do?**

- If you are an ACA who was admitted to membership prior to November 2006, you would have previously held an exemption from the CPD requirements detailed in Regulation CR 7. This exemption will be removed from 1 July 2021 and all ACAs will be subject to the requirements detailed in Regulation CR 7.
- The total required hours of CPD in each triennium is 90 hours. This must consist of at least 67 hours of verifiable CPD and 23 hours of non-verifiable CPD. An ACA must undertake a minimum of 15 hours of CPD per year.
- Up to 50% of verifiable hours can be met through on-the-job training. Details how to record this are provided above.
- The minimum ethics training requirement is 2 hours each triennium.

**Note:** ACAs admitted prior to November 2006 have had no specific CPD requirements in the past, however they have always been required to maintain professional competence in accordance with the Code of Ethics.

### **I am an AT. What are the key changes to my CPD requirements?**

- The total required hours of CPD in each triennium remains the same at 60 hours, however the number of required verifiable hours has changed to 45 per triennium (and 15 non verifiable). An AT must still do a minimum of 10 hours of CPD per year.
- The minimum ethics training requirement has changed from 4 hours every 5 years to 2 hours each triennium.

## **DEFINITIONS**

### **What does 'verifiable' mean?**

To meet the verifiable CPD requirements, the learning activity must be able to be objectively verified by a competent source. All members will need to keep evidence of CPD undertaken to meet this requirement. Examples of verifiable evidence include, but are not limited to:

- Certificate of completion
- Copies of course materials
- Copies of invoices or proof of attendance
- Calendar records
- Completed on-the-job CPD form

### **What counts as on-the-job training?**

This is training that a member receives while they are undertaking their professional role. There must be genuine professional development and you must obtain new or enhanced knowledge or experience. The training must be documented on the prescribed form and verified by the person you did the work for, usually your manager or supervisor.

For example, you may need to undertake some technical research for a specific tax-efficient structure and report back to your manager. This may include drafting a summary of the key points. In this case, there is genuine professional development and you could complete the prescribed form and request your manager verifies the form.

### **When is my triennium?**

Your triennium is determined by when you became a full member. If you were a member of ICAA or NZICA prior to the creation of CA ANZ, you may also need to consider the date when trienniums were introduced. These are detailed below.

If you were a full member of ICAA prior to 1 July 1994, your first triennium began on 1 July 1994. If you were a full member of NZICA prior to 1 July 2012, your first triennium began on 1 July 2012.

For the avoidance of doubt, if you were a member of ICAA or NZICA prior to the aforementioned dates, your next triennium begins on 1 July 2021.

If you became a member after these respective dates, your first triennium began on 1 July following your full membership approval date.

If you are unsure of your triennium, please log in to My CA. The CPD log on My CA always shows your current triennium.

For example:

- John Smith's full CA ANZ membership application was approved on 25 August 2016. John's first CPD triennium begins on 1 July 2017 – 30 June 2020. His 2nd triennium is 1 July 2020 – 30 June 2023 and 3rd triennium 1 July 2023 – 30 June 2026.
- Jane Fraser became a full ICAA member on 12 March 1987. Jane's first triennium began on 1 July 1994 – 30 June 1997, then 1 July 1997 – 30 June 2000 and so on. Jane's new triennium starts on 1 July 2021.
- Sophia Jones became a full CA ANZ member on 30 April 2017. Sophia's first triennium began on 1 July 2017 – 30 June 2020, then 1 July 2020 – 30 June 2023 and so on.
- Fred Andrews became a full NZICA member on 14 March 1999. Fred's first triennium began on 1 July 2012 – 30 June 2015, then 1 July 2015 – 30 June 2018, and so on. Fred's new triennium starts on 1 July 2021.

### **I am in the middle of my triennium. What are my CPD requirements this year?**

If you are in the middle of a triennium, you can continue to complete your current triennium under the existing requirements. However, you are able to adopt the new requirements from 1 July 2021 if you prefer. If you do adopt the revised requirements early, then the revised Regulation CR 7 will apply on a pro-rated basis to the remainder of your triennium. The existing requirements will apply on a pro-rated basis to the first part of your triennium to 30 June 2021.

## ETHICS REQUIREMENTS

### Why do I need to do ethics training?

Extending mandatory ethics training to all members demonstrates the critical importance CA ANZ places on ethics and is consistent with community expectations and the responsibility of our members to act in the public interest.

### What type of training can I do to meet the ethics requirement?

Ethical behaviour is fundamental to our profession and as such we require all members, regardless of designation to comply with our Codes of Ethics and to undertake ongoing ethics training. All full members are required to undertake a minimum of 2 hours of verifiable ethics-related training over their triennium. This will count towards your total verifiable CPD requirement.

Any professional development that is relevant to your role and relates back to the fundamental principles of the Code of Ethics can be claimed as ethics training. The training can be delivered by any provider and it does not need to specifically mention the Code of Ethics, but it does need to relate to the fundamental principles as appropriate to your role.

Below are some examples of what may constitute ethics-related CPD. To ensure that it can be claimed as verifiable CPD, you must remember to keep verifiable evidence.

- You have completed the elearns and 2-day workshop of the Public Practice Program (PPP) as you intend to apply for your Certificate of Public Practice soon. The elearn component includes an 'Acting Ethically in Public Practice' module and therefore can be counted as ethics-related CPD. In addition, the activities and learning outcomes of the PPP workshop indirectly include consideration of the fundamental principles of professional behaviour, professional competence and due care, and confidentiality. Therefore, you would be able to claim at least 2 hours of your total time spent undertaking the PPP as meeting your ethics requirements for your current triennium.
- You work as part of the finance team at a multinational bank. Regulatory requirements mean that you need to undertake quarterly in-house training on various regulatory matters, but they include annual compliance training on confidentiality and control of information. Confidentiality is one of the fundamental principles of the Code of Ethics and is relevant to your role and therefore can be claimed as ethics CPD.
- You are a public practitioner in regional Western Australia and your practice supports local small to medium businesses. You register for and attend an online webinar provided by an external provider focussed on managing conflicts of interest. A conflict of interest creates a threat

to the fundamental principle of objectivity and therefore is directly related to the Code of Ethics. The training is relevant as you are in public practice and support local businesses where there could be a risk of a conflict of interest so this training can be claimed as meeting your ethics CPD requirements.

- You register and attend the CA ANZ webinar outlining the changes to the Code of Ethics resulting from the changes following the Role and Mindset project. This training is relevant and can be claimed as meeting your ethics requirements as the changes in the Code impact all members regardless of professional role.

### Given the importance we place on ethics, is the 2 hour requirement enough?

The 2-hour requirement is a minimum requirement and cannot be pro-rated. For example, if a member works part-time they will still be expected to meet this requirement. Ethics is at the heart of the profession and all members are expected to maintain their understanding of the Code of Ethics as it applies to them. The 2-hour requirement is designed to ensure that members take time each triennium to reflect on their ethical obligations as a member.

## EXEMPTIONS

### Why have you removed the seniority exemption?

Many members retain full employment and hold significant positions after they have turned 60 years of age. We believe it is not appropriate to link exemptions to age. Lifelong learning and professional competence are the cornerstones of the profession and are vital to ensure members continue to maintain quality and be the preferred trusted advisor.

### I only work part time. What CPD do I need to do?

You may qualify for a partial exemption. To obtain an exemption, you should log into your My CA account, and submit a completed CPD exemption form, including as much detail as possible. Please note that exemptions are only applied for current trienniums. Please be aware that should you be selected for review as part of our annual monitoring activities, this will include any exemptions that you have claimed.

### How do I get a CPD exemption?

To obtain an exemption, you should log into your My CA account and submit a completed CPD exemption form, including as much detail as possible. Please note that exemptions are only applied for current trienniums.

### HAVE MORE QUESTIONS?

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