



Sample – CPD Learning Plan

Member in Academia*

As a university accounting professor, Alistair has many opportunities to undertake PD activities that qualify as verifiable and unverifiable learning under the new CPD requirements. Under the new standards, a minimum of 120 hours of CPD must be completed over three years, including at least 60 hours of verifiable learning and at least 20 hours each year.

Here is Alistair's plan.

Year 1

In the first year of his plan, Alistair will spend **150 hours** on research that will lead to a publication on capital market behaviour. This research will count as a verifiable learning activity. An avid reader of professional and academic journals, Alistair will also log **70 hours** of unverifiable learning, bringing his total PD hours to 220 for year one. At this point, Alistair has already exceeded the three-year requirement of 120 hours.

Year 2

Always interested in improving his teaching skills, Alistair plans to attend a two-day seminar on a new teaching methodology in year two of his plan, which will count for 12 hours of verifiable learning. He will also spend 60 hours writing his publication on capital market behaviour. Alistair's verifiable learning in year two is expected to total **72 hours** and his reading of CAmagazine and academic journals will add **60 hours** of unverifiable learning.

Year 3

Alistair has already been put on notice that, during year three of his plan, he will be asked by the editor of a quarterly peer-review accounting journal to review an article on economic theories of accounting and accounting-based equity valuation models. He expects the review to take 15 hours. He will revise and finalize his publication and present it at a major conference, where he will also sit on a panel discussing capital markets. These activities will total **68 hours** of verifiable learning activities. Alistair's regular reading of CAmagazine and professional and academic journals will total **60 hours** of unverifiable learning.

With a projected total of 480 PD hours over three years, including 290 verifiable hours, Alistair expects to have no difficulty meeting the new CPD requirements.

	Verifiable	Unverifiable	Total
Year 1	150 hrs. (Research project)	70 hrs. (Reading)	220 hrs.
Year 2	72 hrs. (Teaching methodology seminar, drafting research publication)	60 hrs. (Reading)	132 hrs.
Year 3	68 hrs. (Peer review for article, finalize research publication, discussion panel at conference)	60 hrs. (Reading)	128 hrs.
	290 hrs.		480 hrs.

**This example is for illustrative purposes only.*