



Sample – CPD Learning Plan

Member in Industry – Accounting Position*

As a CA working for a medium-sized company that makes packaging materials, Alex is responsible for all finance and accounting functions. When the new CPD standards were announced, Alex was concerned he would be required to undertake many additional hours of PD. But once he read the new requirements in detail, he realized he would be able to meet them in the course of his regular PD activities.

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. To be sure that he would meet the requirements, Alex examined the types of learning that qualify as PD and compared them to the activities he had undertaken over the past year. He then mapped out a PD plan for the remaining two years.

Year 1

A member of the Chamber of Commerce, Alex regularly attends the Chamber's breakfast seminars on business and financial topics. The six one-hour seminars Alex attended over the past year count as verifiable PD. Over the past year, Alex also completed a 12-hour GAAP update online and attended a one-day in-house human resources seminar. As part of his unverifiable learning activities, Alex included the hours he spent reading CAMagazine, CICA Handbook releases and industry trade magazines. Alex's verifiable learning activities for year one total **24 hours** and his unverifiable learning activities total **30 hours** for a total of **54 hours** – far exceeding the 20-hour annual minimum.

Year 2

One of Alex's major projects next year is to develop training materials for the company's new accounting software and train his colleagues to use the new system. Because it requires him to undertake research that applies to his professional role, Alex can include this 60-hour project as a verifiable learning activity. Alex also knows that he will be making a presentation to staff on the profession's new standards on financial instruments, so he counts the 20 hours he will need to prepare and present it. In addition to his regular reading, Alex includes his review of the budget summary/technical update newsletters from the company auditors. For year two, therefore, Alex expects his verifiable learning to total **80 hours** and his unverifiable learning to total **40 hours**.

Year 3

In year three, Alex plans to attend a two-day conference on security issues relating to information technology, which will count for 10 hours of verifiable learning. In addition to his regular reading, he knows he will be reading about the upgrades to the software that was introduced the previous year. This brings his year three total to **10 hours** of verifiable and **50 hours** of unverifiable learning.

With a projected total of 234 PD hours over three years, including 114 verifiable hours, Alex expects to have no difficulty meeting the new CPD requirements.

	Verifiable	Unverifiable	Total
Year 1	24 hrs. (Breakfast seminars, e-learning GAAP update)	30 hrs. (Reading)	54 hrs.
Year 2	80 hrs. (Develop training materials, staff presentation)	40 hrs. (Reading)	120 hrs.
Year 3	10 hrs. (IT Conference)	50 hrs. (Reading)	60 hrs.
	114 hrs.		234 hrs.

**This example is for illustrative purposes only.*