



INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF UGANDA

GUIDELINES ON CONTINUING PROFESSIONAL DEVELOPMENT (REVISED)

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Plot 42 Bukoto Street, Kololo, P.O. Box 12464, Kampala, UGANDA
Tel. 041-4540125, 031-2262333, 031-2265590, Fax: 041-4540389

icpau@icpau.co.ug

www.icpau.co.ug

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ABOUT ICPAU

The Institute of Certified Public Accountants of Uganda (ICPAU) was established in 1992 by The Accountants Act, Cap 266. The functions of the Institute, as prescribed by the Act, are to regulate and maintain the standard of accountancy in Uganda and to prescribe or regulate the conduct of accountants in Uganda.

Vision

To be a world class professional accountancy institute.

Mission

To develop and promote the accountancy profession in Uganda and beyond.

Core Values

- 1) Professional Excellence.
- 2) Integrity.
- 3) Commitment.
- 4) Good Governance.
- 5) Social Responsiveness.

International Affiliations

The Institute is a member of the International Federation of Accountants (IFAC) and the Pan African Federation of Accountants (PAFA).

1. INTRODUCTION

All Institute of Certified Public Accountants of Uganda (ICPAU) members are required to develop and maintain competence relevant and appropriate to their work and professional responsibilities.

Continuing Professional Development (CPD) is the means by which ICPAU ensures that its members improve, maintain and broaden their professional knowledge, professional skills and professional values, ethics, and attitudes throughout their professional lives.

Under the CPD programme, members are expected to continue updating their professional knowledge and competence to be able to cope with the ever-changing environment and to protect the public interest by providing quality service at all times.

The knowledge needed to function effectively as a professional accountant continues to grow. ICPAU members face increased expectations to display knowledge and skill. Continued development of professional competence and lifelong learning are critical if ICPAU members are to meet public expectations.

The CPD programme aims at:

- a. Fostering a commitment to lifelong learning among professional accountants;
- b. Facilitating access to CPD opportunities and resources for ICPAU members;
- c. Establishing benchmarks for developing and maintaining the professional competence necessary to protect the public interest; and
- d. Monitoring and enforcing the continuing development and maintenance of professional competence of professional accountants.

2. DEFINITION OF CPD

Continuous Professional Development (CPD) can be described as a scheme under which participants can access information for the betterment of their professional services.

It is important to note that CPD is an extension of the initial development process that led to qualification as a professional accountant. After qualification, the professional accountant should continue to develop and refine their professional knowledge, professional skills, values, ethics and attitudes so as to meet the demands of their professional activities and responsibilities.

CPD refers to learning activities that develop and maintain capabilities to enable professional accountants to perform competently within their professional environments.

3. TYPES OF CPD:

3.1 Structured CPD:

Structured CPD may be obtained by attending classroom-based courses for instance seminars, workshops, conferences, lectures, etc.

These courses, seminars or workshops can be organized by professional accountancy bodies that are members of the International Federation of Accountants (IFAC).

They can also be organized by other institutions such as practising firms, banks, insurances, universities and colleges etc.

Structured CPD are normally evidenced through Certificates of Attendance.

For programmes organized by institutions, other than the professional accountancy institutes, there will be an evaluation procedure by the Institute to determine the number of hours qualifying for CPD recognition.

3.2 Unstructured CPD:

ICPAU members may access information on their own, say by reading professional literature or journals, research, online communication, video viewing, setting examinations, lecturing, attending board meetings etc. These constitute unstructured CPD.

4. PROFESSIONAL REQUIREMENT OF CPD

IES 7 - 'Continuing Professional Development: A Program of Lifelong Learning and Continuing Development of Professional Competence' requires member bodies to promote the importance of continuous maintenance and development of competence and a commitment to lifelong learning for all professional accountants.

From 1 January 2005, all professional accountants were required to develop and maintain competence relevant and appropriate to their work and professional responsibilities. The responsibility for developing and maintaining competence rests primarily with each professional accountant.

CPD is applicable to all professional accountants, regardless of sector or size of the organization in which they operate, because all professional accountants have an obligation of due care to their clients, employers, and relevant stakeholders, and are expected to demonstrate their ability to competently discharge this responsibility.

5. NUMBER OF CPD HOURS

The minimum required number of hours for CPD is a total of **40** (forty) hours per year.

A member is allowed to take credit/compensation for extra/shortfall in a particular year; as long as the member can make at least 120 hours in a batch of three consecutive years.

6. COMPOSITION OF HOURS PER YEAR

- Out of the 30 hours of structured CPD, not less than 10 hours, should be from the ICPAU CPD programmes, for members resident in Uganda. Non-resident ICPAU members may acquire the 10 hours from other member bodies of IFAC.
- Out of the 40 hours per year, not more than 10 hours, should be unstructured CPD.

7. QUALITY OF CPD

The CPD activity and outcome must be relevant, verifiable and measurable.

CPD should help the members to develop and maintain capabilities that can enable them to perform competently in their professional services.

The CPD should ensure that the members, clients or employers receive value of competent professional services, based on current developments in practice, legislation and techniques.

8. RELEVANCE OF CPD

Members may attend different programmes. It is necessary to identify the topics and hours spent on programmes, which have relevance to the accountants work. Only the relevant part of a training programme will be accepted as CPD coverage.

9. CPD AVAILABLE IN UGANDA

	STRUCTURED	UNSTRUCTURED	TOTAL
Required	30 hrs	10 hours	40 hours
Comment	Not less than 10 hours should be obtained from ICPAU.	Not more than 10 hours should be unstructured CPD.	Structured and unstructured taken together.

9.1 Structured CPD

These are readily available in form of:

- a. Participation in seminars, conferences or workshops organised by Professional Accountancy Institutes. ICPAU organizes a number of CPD seminars every year. Certificates of attendance are issued.
- b. In-house training by institutions, such as audit firms, etc. It is necessary to have certification of attendance so that the participants get verifiable evidence.

For ease of assessment, it will help if a copy of the programme and presentations are availed to the Institute.

c. General

The demands to the present accountant are not confined to accountancy issues. Exposure to different areas of knowledge is welcome and encouraged by the Institute. So a member is free to submit attendance of presentations or participation in other areas provided the member can prove justification and relevance to his/her work/service.

Other Examples of Structured Learning Activities

- Self-learning modules or organized on-the-job training.
- Published professional or academic writing.
- Participation and work on Committees of ICPAU.
- Developing or delivering a course or CPD session in an area related to professional responsibilities.
- Formal study related to professional responsibilities.
- Participation as a speaker in conferences, briefing sessions, or discussion groups.
- Writing papers or books or writing articles for ICPAU's journal/magazine.
- Professional re-examination or formal testing.
- Workplace learning.
- Receiving professional development support from a mentor or coach.

Structured CPD hours may be evidenced by:

- Course outlines, teaching materials.
- Attendance records.
- Independent assessments that a learning activity has occurred.
- Confirmation by an instructor, mentor or tutor of participation.
- Confirmation of participation by an employer in an in-house program.

Note:

1. One single, repetitive activity, for example, teaching the same topic in accounting to different audiences, cannot constitute a members total structured learning activity.

2. Attendance of a postgraduate course i.e. Post Graduate Diploma, Masters Degree or Doctorate Degree programme, earns one a maximum of 50 CPD hours annually.
3. Other training programmes, courses or professional qualifications will be evaluated on a case-by-case basis.

9.2 Unstructured CPD

A member may submit CPD attendance provided it is verifiable and relevant. The duration can be agreed on with the Institute.

CPD also includes informal learning activities such as coaching and mentoring, networking, observation, feedback and reflection, and the self-directed and unstructured gaining of knowledge.

10. RECORDING OF CPD HOURS

By 31 March of the following year, for the period ending 31 December of every year, each member is required to submit:

- a. A declaration as to whether they meet their professional obligation to maintain the necessary knowledge and skills to perform competently.
- b. A declaration confirming their compliance with the CPD Guidelines.

Members are responsible for:

- a. Retaining appropriate records and documents related to their CPD, and
- b. Providing sufficient evidence to demonstrate their compliance with the CPD Guidelines when requested to do so.

Members are encouraged to get into the culture of recording their CPD attendance immediately upon occurrence.

For ease of record keeping, members are requested to make their returns to the Institute as early as possible.

11. MONITORING OF CPD COMPLIANCE

- a. ICPAU will audit a random sample of professional accountants to check for compliance with CPD requirements.
- b. Accountants in Public Practice are required to include implementation of CPD programmes at their firm.
- c. Every year, all accountants in Public Practice will be checked for compliance with CPD requirements.
- d. The review of CPD compliance has been incorporated into the Institute's audit monitoring programme.

12. DISCIPLINARY ACTION FOR CPD NON-COMPLIANCE

The Institute, as a member of IFAC, PAFA & ECSAFA has the responsibility to enforce the compliance.

For that reason, the Institute will take disciplinary actions against its members, who fail to comply with the CPD programme.

Names of professional accountants who wilfully fail to comply with CPD requirements will be published in the Institute's magazine.

13. EFFECTIVE DATE

These guidelines become effective on or after **1 January 2012**.