

REVISED Continuing Professional Development (CPD) POLICY

Effective date: January 2021 (for the 2020 year under reflection)

V1.0	First draft developed by Laine Katzin	Laine Katzin
V1.1	Reviewed and updated	Mandi Olivier
V1.2	IPD Committee feedback incorporated	Mandi Olivier
V2	Final IPD Comments included and version is ready to be presented to the SAICA Board for approval. SAICA Board approved 27 September 2018	Mandi Olivier

1. Objective

To ensure that members and associates¹:

- maintain and develop their professional competence relevant to their current and future roles;
- take responsibility for reflecting on and undertaking relevant CPD activities to remain competent in their current and future roles; and
- take responsibility for recording CPD activities to demonstrate that they have undertaken relevant and appropriate learning activities for their circumstances.

2. Policy Statement

2.1 Member requirements

2.1.1 *All SAICA members and associates are required to:*

- a) Undertake relevant Continuing Professional Development activities on an annual basis.
- b) Follow an output-based measurement approach to Continuing Professional Development by demonstrating the maintenance and development of relevant competence by generating an annual Continuing Professional Development reflective plan.
- c) Keep a record of the completed Continuing Professional Development reflective plan for a period of the most recent three calendar years.
- d) Submit a Continuing Professional Development reflective plan to SAICA when required to do so through SAICA's monitoring process.
- e) Submit an annual declaration to SAICA reporting on compliance with the Continuing Professional Development policy.

¹ Associate General Accountant (SA) and Accounting Technicians (SA)

- f) Undertake compulsory Continuing Professional Development as directed by SAICA from time to time.

2.1.2 *Members who are also members of other professional bodies through a formal agreement or are regulated by bodies other than SAICA*

- g) SAICA members who are also members of a professional body with whom SAICA has a formal reciprocity agreement (reciprocal membership agreement) or a Pathways to membership agreement may elect to satisfy the Continuing Professional Development requirements and obligations relating to that professional body's CPD policy². **Members who select this option are required to declare this on SAICA's annual declaration form.**
- h) Members who are required to fulfil certain additional requirements set out by an external regulator operating in the specialist area in which the member or associate is working, must take responsibility for satisfying the obligations for continued registration with this regulator / oversight body. In some cases this may require additional reporting or submissions of declarations. It is the members' responsibility to meet both SAICA and the regulators requirements.

2.1.3 *Exemptions*

- i) There will be no exemptions for the submission of annual declarations. All members and associates are required to detail their professional circumstances on the annual declaration.

2.1.4 *Re-instatements*

- j) Members who wish to have their membership reinstated after an absence of three years or more will have to submit a declaration similar to the annual declaration as well as a Continuing Professional Development reflective plan in order to demonstrate to SAICA that they are up to date and competent for the work they wish to undertake.

2.2 SAICA's duties

- a) SAICA will monitor members' compliance with the CPD policy on an annual basis.
- b) The size of the sample to be monitored will be dependent on developments in the profession, the risk profile of certain members of the profession and other relevant industry developments.

² See SAICA website for a list of bodies

CPD website content

- c) SAICA may publish certain compulsory areas for CPD from time to time.
- d) SAICA will refer members who are non-compliant with the CPD policy to the Legal, Compliance and Discipline Department. Non-compliance means not submitting an annual declaration or not submitting the CPD reflective plan for monitoring purposes.

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