

(Revised November, 06, 2010)

Terms of Reference (TOR)

CPD Committee

1. “Continuing Professional Development refers to reviewing activities that develop and maintain capabilities to enable professional accountants to perform competently within their professional environment”
2. The Code of Ethics states that it is the professional duty of the individual members not only to maintain professional competence, but also to strive continually to improve their competence.
3. In order to contribute to the profession’s objective of providing quality services to meet the needs of the stakeholders, the CPD Committee shall have the following objective:
 - (a) foster a commitment to lifelong learning among professional accountants;
 - (b) facilitate access to continuing professional development opportunities and resources;
 - (c) establish minimum requirements or benchmarks for developing and maintaining the professional competence of members considered necessary to meet the expectation of the stakeholders; and
 - (d) monitor and enforce the continuing development and maintenance of professional competence of professional accountants.
4. The main responsibility of the CPD Committee will be in the sphere of policy making, planning and monitoring conduct of CPD activities such as seminars, workshops, courses would be that of Regional Committees and CPD sub-committees in the North. Courses may be outsourced by the CPD Directorate upon identification of proper resources such as competent course providers.
 - a. Implement CPD requirement as an integral component of Professional accountant’s continued membership and consider and recommend appropriate sanctions for non-compliance of CPD requirements (failure to report and failure to maintain competence) and ensure their enforcement.
 - b. Assist members in meeting their responsibility for life long learning by providing relevant CPD programs for professional accountants or facilitate access to programs offered by others.

- c. To monitor the CPD activities undertaken by the regional committees and ensure that :
 - i. the programs are well prepared and conducted by qualified persons;
 - ii. the learning objectives are appropriate for intended participants;
 - iii. the learning objectives are achievable within time allotted for the program;
 - iv. the materials to be provided to the participants are comprehensive and properly designed; and
 - v. the registration/attendance information and any output based measures such as assessments are made available to members.
 - vi. Annually review CPD arrangements.
- d. Assist members to identify competency or learning gaps and then draw up competency maps and learning plans to meet their need.
- e. To plan, develop, monitor and support CPD programs for overseas members which could be input or output based or combination of the two.
- f. To develop web based programs for members which could be input or output based
- g. Assisting the regional committees in Identifying the personal resources and course providers for the conduct of activities.
- h. Arrange special programs, national and international conferences as and when required by the committee.

The Council revised the Term of Reference in its 221 meeting held on November 06, 2010