

# On-the-job CPD

## supporting evidence form

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This document must be used to record your on-the-job activities that you wish to include as verifiable continuing professional development. Your CPD activities must support the development and maintenance of your professional competence and be relevant to your current role and expected future role, as well as your ongoing development needs.

Refer to the guidance notes for examples of appropriate professional development activities. On-the-job training can count for up to a maximum of 50% of your verifiable CPD.

To complete this form you will need to identify the aim of your CPD activities and why they are important or relevant to your continuing professional development.

### 1. Member details and activity summary (Mandatory)

Member Name

Membership Number

Date

Description of on-the-job activities

Verifiable CPD hours

CPD activities are relevant when they are closely aligned with the responsibilities of your role or future expected role and help to develop and maintain the professional competence to perform that role.

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### 2. Purpose of the CPD activity (Mandatory)

What were you seeking to achieve from the above activity?

### 3. Professional capability related to this activity

Select as many as required

Personal	Leadership	Business	Technical
Ethics and integrity	Agility and change	Communication	Tax
Critical thinking and judgement	Leading others	Collaboration and relationships	Financial planning
Adaptive mind-set	Driving results	Problem solving and decision-making	Superannuation
Self-management and learning	Future focus	Customer focus	Audit and assurance
Regard for others	Innovation	Digital fluency	Insolvency
	Governance and risk	Data analysis	Corporate finance
Other (provide details below)			Financial reporting

Summarise the development activities and how they helped develop and maintain your professional capabilities.

Consider the following:

- What development activities did you undertake (brief description/s please)?
- How did the CPD activities improve your professional capability?
- How are you using your new knowledge and/or skills?

### 4. Confirmation of CPD activities to support verifiable CPD declaration (Mandatory)

I confirm that the information provided in this form is accurate and that the CA ANZ member completing this form has completed the professional development activities as described.

Name \_\_\_\_\_ Title \_\_\_\_\_

Organisation \_\_\_\_\_ Phone/email \_\_\_\_\_

The following guidance notes are provided to help you complete the On-the-job CPD supporting evidence form.

### Purpose of the On-the-job supporting evidence CPD form

Members are required to complete Continuing Professional Development (CPD) to develop and maintain the professional competence necessary to provide high quality services to clients, employers and other stakeholders and thereby to strengthen public trust in the accounting profession.

This form can be used for the collection of verifiable evidence of CPD development activities for on-the-job development. Verifiable evidence is objective, capable of being proven and can be retained. Development activities such as on-the-job training, research or reading may be measurable but not easily verified. These activities may still be evidenced and documented through self-assessment or reflection activities and supported by reports or sign off by a supervisor or manager.

### Establishing your CPD needs

Your CPD needs can be established from a variety of sources. Some examples of how a CPD need can be identified are provided below:

#### Self-assessment

- You can use the [CA ANZ Capability+](#) tool to uncover any skill or knowledge gaps.
- You can self-identify a knowledge or skill gap, for example by researching new legislation (e.g. emerging privacy legislation) to determine applicability to current or emerging business needs.

#### Feedback

- Results of a performance assessment.
- Feedback from a critical incident review.
- Informal performance feedback from peers or managers.
- Asking peers to observe your performance and provide feedback.

### Completing the On-the-job CPD form

#### 1. Member details and activity summary

CPD activities are relevant when they are closely aligned to the responsibilities within a member's role or future expected role and help to develop and maintain the professional competence necessary to perform that role. Only time spent on genuine learning and development can be included in the hours you declare.

Examples of CPD activities aligned to role and responsibilities are shown below:

- Implementing and using new accounting software for the first time – using a combination of formal and informal instruction and practical application.
- Investigating impact of and applying a specific accounting standard for the first time and modelling the impact on the business entity.
- Preparing for and performing staff appraisals for the first time.
- Learning how to audit specific areas of financial statements.
- Preparing tax returns for the first time.

#### 2. Purpose of the CPD activity

The aim/s of your CPD can be expressed through identifying the skills or knowledge you need and why it is important for you to develop them. On-the-job development is an acceptable form of CPD where evidence can be provided linking development outcomes to individual development needs identified.

In this section you are asked to describe the situation that led to you identifying a knowledge or skill gap. You are also required to describe why addressing this gap is important to the development or maintenance of your professional competence and why that is important in the context of your role. For example:

- 'I completed the Capability+ self-assessment, and found a need to...'
- 'I wanted to extend my knowledge of... in preparation for working on a new project which required knowledge to...'
- 'Feedback from my recent performance review indicated that I needed to improve my skills in...'
- 'I have commenced a new role in a new industry and wish to learn more about that industry.'

#### 3. Professional capability related to the activity

The aim of this section is to describe the development activities and how they support the development and maintenance of your professional capabilities. In this section you show how your CPD activities are aligned to CA ANZ professional capabilities. There are two elements to this section:

- a. The first element relates to clarifying how the CPD activity developed or maintained your professional competence relevant to your professional activities.

One method for measuring professional capabilities is to use the CA ANZ capability framework known as [Capability+](#). Using the framework will help you determine whether your CPD activities align with the professional capabilities required of our members.

You can use the drop-down list to review CA ANZ capabilities and select those that align to your activity(ies). Further information on CA ANZ capabilities can be found [here](#).

- b. The second element relates to summarising how the CPD activities support the development and maintenance of your professional capability and are relevant to your current as well as your future expected role and development needs.

'Normal' (i.e. day-to-day) work activities cannot be included as CPD. Development activities must focus on developing new knowledge or skills or extending existing knowledge or skills.

Examples of on-the-job CPD development activities include:

- researching new legislation to determine applicability to current or emerging business needs
- receiving on-the-job training, for example on a new IT system
- working with a specialist to address a human resources issue in my team

#### 4. Confirmation of CPD activities

This section is to be completed by a person who is in a position to confirm you have undertaken the activities listed in the form. This person may or may not be a CA ANZ member.

#### Retaining this form

In accordance with the Continuing Professional Development regulation (CR 7) the completed form should be retained for a period of six years. If you are selected as part of CA ANZ's continuing professional development monitoring program you will be requested to provide this form to CA ANZ as evidence of any on-the-job training claimed as CPD as required by CR 7.