

On-the-job CPD

Supporting evidence form

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, expected future role or your ongoing development needs.

Refer to the **Guidance notes** (page 3) for examples of appropriate on-the-job professional development activities. On-the-job training can count for up to a maximum of 50% of your verifiable CPD.

Verifiable On the Job Training means training that you receive, usually in your place of work, while you are doing the professional role that you are being trained for. Verifiable On the Job Training specifically excludes structured training for which there is verifiable evidence, which should be classed simply as Verifiable CPD.

Verifiable On the Job Training **excludes**:

- Performing normal business as usual activities; and
- Providing on the job training.

On the Job Training is considered to be non-verifiable CPD unless:

- The training is documented and verified by an appropriate person on the CA ANZ On the Job evidence form; and
- The training does not account for more than 50% of the member's minimum verifiable hours; and
- The training pertains to your current role.

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.

Section 1 – Member details

Member name

In submitting this form I consent that CA ANZ may contact the person/s authorising the on the job training detailed on this form.

Please sign and date

Signature

Date
(DD/MM/YYYY)

Section 2 – Verifiable on the job CPD log

Date undertaken	Hours	Learning objective	Relevance to your current role	Verifiable evidence
/ /				Name of authorising person Role of authorising person Signature of authorising person
/ /				Name of authorising person Role of authorising person Signature of authorising person
/ /				Name of authorising person Role of authorising person Signature of authorising person
/ /				Name of authorising person Role of authorising person Signature of authorising person
/ /				Name of authorising person Role of authorising person Signature of authorising person
/ /				Name of authorising person Role of authorising person Signature of authorising person
Total hours				

[Guidance notes](#) overleaf >

Guidance notes

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

1. 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 must be used for the collection of verifiable evidence of CPD activities for verifiable on-the-job CPD. Verifiable evidence is objective, capable of being proven and can be retained. On-the-job training may be measurable but not easily verified. The purpose of this form is to provide such verifiable evidence of on the job training by tying the on the job training to the member's current role and recording independent authorisation by a supervisor or manager.

2. Establishing your CPD needs

Your CPD needs can be established from a variety of sources. These should be reflected in the learning objectives of your on the job training. These should directly relate back to the requirements of your current role. 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.

3. Verifiable on the job CPD activities

CPD activities are relevant when they are closely aligned to the responsibilities within your 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. Simply doing your job is not CPD.

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

- Implementing and using new accounting software for the first time – by one-on-one instruction or with reference to training material that a supervisor can sign off to confirm that you have done.
- Investigating impact of and applying a specific accounting standard for the first time where a supervisor can confirm that you have spent time in research.
- Learning how to audit specific areas of financial statements where you code such learning time to an on the job training code in your firm's time management system.
- Receiving instructions on preparing tax returns for the first time where you code such learning time to an on the job training code in your firm's time management system.

4. Verifiable on the job CPD log

On-the-job development is an acceptable form of CPD where evidence can be provided linking your learning development to the requirements of your current role and where there is independent verification of this either from an authorised person who is in a position to verify your achievement, or from your firm's time management system (which is subject to management approval within your firm). As for other verifiable CPD, verifiable on the job CPD need not be technical accounting or financial related, as long as it enhances your ability to do your role.

5. 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.

If you use the CA ANZ CPD log to record your CPD, you can attach this form to the relevant entry on that log.