

2012

CPD Rolling Cycle

Guidance document

This document was created to assist members in understanding various aspects of how the rolling cycle affects them and other guidance of interest



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1. The rolling cycle explained

Preamble

In terms of the initial SAICA CPD Policy drafted in 2004 and 2005, the first reporting cycle (3 year period) commenced 1 January 2006 and ended 31 December 2008. This cycle was a three year fixed cycle. This was not in line with the IFAC education standard on CPD which required a rolling cycle and the policy was subsequently amended after it was approved by the SAICA Board.

Effective 1 January 2009 reporting periods for recording of CPD no longer followed fixed three year cycles and instead three year rolling cycles were introduced. Instead of moving immediately to a three year rolling cycle it was agreed that the best way to implement this was to have the second cycle start 1 January 2009 through to 31 December 2011 and to do the “rolling” thereafter.

SAICA requirements

With effect from the second CPD cycle, members are therefore required to meet the following requirements in terms of the revised SAICA CPD Policy:

- Complete 120 hours of relevant CPD activity in a **three year rolling cycle**;
- Of which 60 hours should be **verifiable**; and
- A **minimum** of 20 hours (verifiable/non verifiable) of CPD activity completed in **each year**.

With a policy in place and with the requirement to remain competent in terms of the SAICA By-Laws, SAICA is effectively required (has an obligation) to assess whether members are meeting these requirements or not.

Previously (under a fixed cycle approach) this meant the following:

- End of Year 1 (2006) – member meets the minimum 20 hour requirement;
- End of Year 2 (2007) – member meets the minimum 20 hour requirement;
- End of Year 3 (2008) – member meets the minimum 20 hour requirement AND has achieved 120 hours of learning of which 60 hours are considered verifiable.

With the introduction of rolling cycles the assessment of meeting the requirements of the policy change as follows:

	Year	Measurement	Year	Measurement	Year	Measurement
Cycle 1 Measured in 2009	2006	Min 20 hours	2007	Min 20 hours	2008	<ul style="list-style-type: none"> • Min 20 hours, AND • 120 hours in total • of which 60 are verifiable
Cycle 2	2009	Min 20 hours	2010	Min 20 hours	2011	<ul style="list-style-type: none"> • Min 20 hours, AND • 120 hours in total • of which 60 are verifiable
Cycle 3	2010	<ul style="list-style-type: none"> • Min 20 hours, AND • 120 hours in total • of which 60 are verifiable 	2011	<ul style="list-style-type: none"> • Min 20 hours, AND • 120 hours in total • of which 60 are verifiable 	2012	<ul style="list-style-type: none"> • Min 20 hours, AND • 120 hours in total • of which 60 are verifiable
Cycle 4	2011	<ul style="list-style-type: none"> • Min 20 hours, AND • 120 hours in total • of which 60 are verifiable 	2012	<ul style="list-style-type: none"> • Min 20 hours, AND • 120 hours in total • of which 60 are verifiable 	2013	<ul style="list-style-type: none"> • Min 20 hours, AND • 120 hours in total • of which 60 are verifiable

To illustrate the above table the following example is used:

- A member joins SAICA in 2009 and is thus required to comply with CPD the year thereafter (2010);
- The members' first cycle is therefore measured over the period 1 January 2010- 31 December 2012;
- In this first cycle the member is to comply with the requirements by achieving a minimum of 20 hours CPD in year 1 and 2 (2010 and 2011) but has to achieve the minimum 20 hours AND the cumulative 120 hours by the end of year 3 (2012) of which a minimum of 60 CPD hours are to be verifiable;
- The "rolling" kicks in once the member has completed four years as a member as "rolling" averages out the preceding three years every year. This members second cycle effectively commences 1 January 2013 and the rolling will be based on 2011 – 2013 which represents their second rolling cycle period;
- This process then continues and measurement then takes place every year thereafter.

- Rolling is effectively the “averaging” of a member’s CPD for every preceding 3 year period. This is a big advantage to members and it promotes continual learning every year within some flexibility.

This may be better illustrated as follows:

<u>Measurement period</u>	<u>Year</u>	<u>Year</u>	<u>Year</u>	<u>Rolling effect</u>
1	2009 20 hours	2010 30 hours	2011 70 hours	Rolling effect (total preceding 3 years)* Sum = 120 hours
2	2010 30 hours	2011 70 hours	2012 30 hours	Rolling effect (total preceding 3 years)* Sum = 130 hours
3	2011 70 hours	2012 30 hours	2013 40 hours	Rolling effect (total preceding 3 years)* Sum = 140 hours
4	2012 30 hours	2013 40 hours	2014 50 hours	Rolling effect (total preceding 3 years)* Sum = 120 hours

* = Of the 120 hours required every three years, 60 must be verifiable CPD

SAICA is therefore required to assess compliance with the CPD Policy on an annual basis.

In order to do this, we are required to “lock” the SAICA CPD system at a point in time. This point in time is guided by the requirements in the SAICA By-Laws (section 30.6) where any member who has not complied with the SAICA CPD Policy will have four months from the reporting date (31 December each year) to comply with the requirements. Therefore the SAICA CPD system will be “locked” 1 May of every year for the previous year.

2. Rolling cycle per the CPD system

2.1. Where to find your rolling cycle

The screenshot displays the SAICA CPD system interface. At the top left is the SAICA logo (The South African Institute of Chartered Accountants). The main header area shows 'SAICA CPD' with a background image of a person sitting on a rock. Below the header, there is a navigation menu on the left and a main content area titled 'My CPD Activities ::'. A red box labeled '1' highlights the 'Current Cycle : 01 Jan 2010 - 31 Dec 2012' text. A red bracket labeled '2' encompasses a summary table of CPD hours. Below this table are dropdown menus for 'Activity' (set to 'ALL') and 'Verifiable/Non-Verifiable' (set to 'All'), along with a 'Retrieve Details Of CPD Logged' button. At the bottom is a detailed table of logged activities.

SAICA Hours Summary Table:

Type	Required Hours	Logged Hours	Outstanding Hours	Excess Hours
Total CPD hours for the cycle	120.00	46.00	74.00	0.00
CPD Hours for 2012	20.00	0.00	20.00	0.00
Verifiable for the cycle	60.00	42.00	18.00	0.00
Non Verifiable for the cycle	0.00	4.00	0.00	4.00

Activity Log Table:

Activity	Sub Activity	Activity Title	Other Title	Activity Description	Other Description	Completion Date	Provider	Duration	Verifiable
Edit Delete	Non-SAICA Activity	Reading		Other	Reading	Dec 14 2011	Business Day, Accountancy SA & Business Report	4.00	<input type="checkbox"/>
Edit Delete	Non-SAICA	Course		Other	Code of Banking	Sen 26 2011	ABSA Retail	8.00	<input checked="" type="checkbox"/>

1 Shows which current CPD cycle the member is in and rolls automatically each year

2 Table reconciles the members CPD for the current cycle. The colour code represents the follow: **RED** indicates the requirement has not been met as yet for the cycle or year and **GREEN** means the minimum requirements as per the policy have been achieved. This acts as a quick view for members to assess their compliance while they can access other reports and screens within the CPD system for more detail.

2.2. How to access the summary page on the CPD system

When you log into the CPD system via www.saica.co.za you will land on the below page.

Navigate to the window and select the relevant line as shown by **3**

CPD Activities ::

Log CPD Hours

Hours Logged

View / Edit CPD hours **3**

Mem View / Edit CPD hours

ALL

Add CPD Hour Log On Behalf Of Member

Edit	Activity	Sub Activity	Activity Title	Other Title	Activity Description	Other Description	Completion Date	
	Non-SAICA Activity		Reading		Other	Reading	Dec 14 2011	Bur Ref
	Non-SAICA Activity		Course		Other	Code of Banking Practice	Sep 26 2011	AB
	Non-SAICA Activity		Course		Other	Basel III Training	Aug 23 2011	AB
	Non-SAICA Activity		Course		Other	Blaze Simulation Training	Aug 2 2011	FIC
	Non-SAICA Activity		Conference		Other	Standard Bank Credit Conference	Mar 12 2010	Sta
	Non-SAICA Activity		Conference		Other	Standard Bank Global Leadership Part 2	Apr 3 2009	Sta
	Non-SAICA Activity		Conference		Other	Standard Bank Global leadership Programme Part 1	Mar 7 2009	Sta

2.3. How the system accounts for the rolling cycle

How the system currently works that the last year within the previous three year rolling cycle falls away in terms of the specific hours incurred for that relevant year.

For example:

A member who was previous in their second CPD cycle (1 January 2009 – 31 December 2011) and now commences with their third cycle (1 January 2010 – 31 December 2012) will notice that the hours accumulated in the 2009 year will no longer be added in to the CPD table as shown in 2.1 point **2**

However the data for the relevant year is still accessible on the CPD system for review and reconciliation purposes.

3. Generating reports from the CPD system for a rolling cycle

The CPD system allows for a report to be generated for a specific cycle.

The report is accessed as follows on the CPD system:

Activity	Activity Title	Other Title	Activity Description	Other Description	Completion Date	
Activity	Reading		Other	Reading	Dec 14 2011	Bu Re
Non-SAICA Activity	Course		Other	Code of Banking Practice	Sep 26 2011	AE
Non-SAICA Activity	Course		Other	Basel III Training	Aug 23 2011	AE
Non-SAICA Activity	Course		Other	Blaze Simulation Training	Aug 2 2011	FIC
Non-SAICA Activity	Conference		Other	Standard Bank Credit Conference	Mar 12 2010	Stt
Non-SAICA Activity	Conference		Other	Standard Bank Global Leadership Part 2	Apr 3 2009	Stt
Non-SAICA Activity	Conference		Other	Standard Bank Global leadership Programme Part 1	Mar 7 2009	Stt

Once you have selected the above summary report then you will be directed to the below screen. To generate the report for a specific cycle you need to capture the first year of the relevant cycle in the as shown by point **1** as per the screen shot below.

For example if you require a report for the cycle 1 January 2009 – 31 December 2011 you would then capture 2009 in the start year section of the report.

Once you have selected the relevant start year for the cycle then click “View Report” as per point **2**

If the report is not generated first time please click the button again.

SAICA CPD

Home > Reports > Summary Report

Home

CPD Hours

Exemption/Reduction

GAA

Questionnaires

Questions

Membership Type

Reports

Member Administration

CPD Maintenance

ASA Verifiable CPD Maintenance

User Administration

Help Packs

Exit CPD

StartYear: 2009

View Report

The below report is then generated.

SAICA CPD

Home > Reports > Summary Report

Home

CPD Hours

Exemption/Reduction

GAA

Questionnaires

Questions

Membership Type

Reports

Member Administration

CPD Maintenance

ASA Verifiable CPD Maintenance

User Administration

Help Packs

Exit CPD

StartYear: 2009

View Report

1 of 1

100%

Find | Next

Select a format

Export

SAICA

THE SOUTH AFRICAN INSTITUTE OF CHARTERED ACCOUNTANTS

develop.influence.lead.

CPD Activity Report

Date: 08 Jan 2012

Cycle: 01 Jan 2009 - 31 Dec 2011

Name & Surname

Member Self Compliance:

Summary:

Hours Required :

Total hours outstanding : 0.00

Hours Completed :

Verifiable hours : 122.00

Non verifiable hours : 4.00

Verifiable hour reduction : 0.00

Non verifiable hour reduction : 0.00

The above report then summarizes all the CPD hours for the relevant cycle selected **3** per the relevant CPD requirements **4**

Another useful function is the ability to export the above report in a variety of formats such as excel & PDF which can be used for your own records as well as to reconcile and view your CPD for the relevant period if required. Export functionality denoted by **5**

4. Assessing compliance for 2nd cycle (1 January 2009 – 31 December 2011)

Members who have recently moved from their 2nd cycle rolling cycle into their 3rd rolling cycle may still want to assess the status of their compliance for the 2nd cycle as they will have until 30 April 2012 to make any changes to their CPD for the 2011 year.

As shown by the summary view as per 2.1 of this document, this shows your current cycle (in this example the 3rd CPD rolling cycle 1 January 2010 – 31 December 2012). You will notice that the 2009 CPD hours will no longer form part of this summary due to the rolling effect.

Options available to assess compliance for 2nd cycle:

- Generate a report as per point 3 of this document for the 2nd CPD cycle
- To assess what CPD hours were recorded for 2009 then export the report to excel and then sort the entries by 2009.