EXECUTIVE SUMMARY

SAICA has introduced monitored compulsory continuing professional education (MCCPE) in order to further the culture of learning amongst its members and associates, to maintain the public recognition and value of the CA(SA), AGA(SA) and AAT(SA) designations and to comply with international developments.

SAICA subscribes fully to the International Federation of Accountants (IFAC) Guidelines on the objectives of a CPE programme, appropriate subject areas and responding to non-compliance.

SAICA believes that the effectiveness of members’ and associates’ CPE takes precedence over the extent of CPE they should obtain, and has alternative guidelines (to IFAC) on minimum individual commitment to CPE and mandatory CPE as a requirement. However, these alternative guidelines retain the essence of the IFAC guidelines.

It is recommended that the section on implementation of MCCPE be read in detail.

The MCCPE process is gradual and inclusive so that SAICA’s CPE requirements are not unnecessary, inefficient and are cost effective. Members and associates have
been and are requested to voice their opinions and provide feedback on a regular basis.

This circular replaces circular 1/92. It is the first SAICA circular on continuing professional education to comprehensively describe the history, the current situation, SAICA’s approach and the implementation of monitored compulsory continuing professional education (MC CPE). The process of introducing MC CPE is gradual and inclusive and therefore further circulars in this regard should be expected.

Introduction

.01 After reviewing recent local and international developments in the field of continuing professional education (CPE) for Chartered Accountants, SAICA’s Board believes it necessary to issue a new circular to members and associates in order to bring them up to date with these developments, and to inform them of the ongoing educational requirements and responsibilities that SAICA places on its members and associates in order that they maintain an adequate standard of professional competence.

.02 Continuing professional education can be defined as ongoing post-qualification education aimed at refreshing, updating and developing the knowledge and skills of professionals.

.03 The imperative for CPE comes from SAICA’s Code of Professional Conduct (ET), which states:

“Section 4 – professional competence
A member or associate should not undertake or continue with any professional services which he is not competent to carry out unless competent advice and assistance is obtained so as to enable him to satisfactorily perform such services. If a member, associate or student does not have the competence to perform a specific part of the professional service, technical advice may be sought from experts such as other members, associates or students, lawyers, actuaries, engineers, geologists, valuers.

.04 Whether a member or associate is in public practice, commerce, industry, academic life or the public sector, he has a responsibility to keep himself up to date in whatever field of activity he is engaged.
A member or associate should maintain his professional knowledge and skill. This requires a continuing awareness of developments in the accountancy profession including relevant national and international pronouncements on accounting, auditing and other relevant regulations and statutory requirements.

All members or associates should adopt a programme of continuing professional education. Guidance is issued by the Institute from time to time.

Section 22 – professional competence

A member or associate employed in commerce and industry, the public sector or education may be asked to undertake significant tasks for which he has not had sufficient specific training or experience. When undertaking such work the member or associate should not mislead the employer as to the degree of expertise or experience he possesses, and where appropriate expert advice and assistance should be sought.”

(Reference: Code of Conduct ET Section 4, Section 22)

While professional competence consists of more than merely the maintenance and updating of technical knowledge; nevertheless, the member who is not up to date with current technical knowledge applicable to his work area cannot provide a competent service.

Therefore a programme of CPE, insofar as it contributes to the maintenance and updating of professional knowledge and skills, is a vital element in preserving the standards of the profession and maintaining public confidence in members and associates of the profession.

*The term “professional” relates to the term “profession”, the characteristics of which are outlined in the code of conduct as:

(a) Mastery of a particular intellectual skill, acquired by training and education;
(b) Acceptance of duties to society as a whole in addition to duties to the client or employer;
(c) An outlook which is essentially objective;
(d) Rendering personal services to a high standard of conduct and performance.
Background

Circular 10/84

.11 In October 1984, SAICA issued Circular 10/84, which set out Council’s (now SAICA’s Board) views on CPE and made recommendations on how members should keep themselves up to date.

.12 Council recommended that each member should endeavour to obtain 120 CPE points per annum on the basis of 3 points per hour of structured learning and one point for each hour of unstructured learning.

.13 After the issue of Circular 10/84 the knowledge and skills needed to function as a Chartered Accountant expanded and changed at a rapid rate. While Council felt that the CPE recommendations contained in Circular 10/84 had been useful in assisting members to keep up to date, by 1992 it believed that it was time to expand and increase the guidance given to members in this regard. This resulted in the issue of Circular 1/92, which sought the co-operation of members in undertaking sufficient CPE to ensure that they remained up to date and competent to carry out their functions.

Circular 1/92

.14 Circular 1/92 re-emphasised the belief that a programme of CPE, insofar as it contributes to the maintenance and updating of professional knowledge, is a vital element in preserving the standards of the profession and maintaining public confidence and then went on to recommend an awareness self-appraisal programme.

.15 Awareness self-appraisal is a method whereby members can assess their own levels of knowledge in those areas that are relevant to them in the carrying out of their professional activities. This enables them to identify those areas where their professional knowledge is below an acceptable level and in respect of which corrective action needs to be taken.

.16 The proposed self-awareness programme contained in Circular 1/92 can be summarised as follows:
• The member had to draw up an awareness form, listing the topics of professional relevance to herself/himself (the Institute provided a sample list of topics likely to be relevant to most members, as a guideline).
• The member then had to assess the degree of relevance of the topic to her/his professional activities.
• The member then had to assess her/his level of awareness and evaluate the adequacy of that level of awareness.
• Where the member's level of awareness of a particular topic was regarded as inadequate, the member was required to take the appropriate action to upgrade her/his level of awareness.
• Such action could be by attending courses (by the Institute or other course providers); studying relevant documents; or reading journals or articles.

In January 1992, at the same time that Circular 1/92 was issued, SAICA carried out a survey of members’ needs, incorporating a question as to whether CPE should be made compulsory. In this survey 43% of respondents felt that CPE should be compulsory for all members, whereas 73% believed that it should be compulsory for members in public practice.

As a result of this survey, combined with the international move towards making CPE compulsory, the CPE committee was asked by Council to make proposals on whether or not minimum levels of CPE should be required by SAICA and if so, what they should be, and how members' achievement thereof should be monitored.

This resulted, in November 1994, in the issue of DP 13.

**Discussion paper 13**

DP 13 proposed the following:

• Members should be obliged to undertake CPE in matters appropriate to their fields of practice or occupation. This included reciprocal members and overseas members, but excluded retired members.
• Those members obliged to undertake CPE should be required to meet a minimum of 120 CPE hours over a three-year period, of which at least 20 hours had to be completed annually. Over the
three-year period a maximum of only 30 hours of self-study and technical and business reading could be claimed as CPE.

- Members obliged to undertake CPE should be required to keep a personal record of the time spent on CPE activities to satisfy inquiries by SAICA, if required to do so. SAICA had to provide a form annually for this purpose.
- The monitoring of members’ compliance with CPE requirements could be done in two ways. The adherence of those members carrying out the attest function could be monitored as part of the practice review process. The compliance of the rest of the members could be tested annually through a random sample (say 500), with the members selected having to demonstrate that they had met the minimum requirements.
- If a member was found not to have met the requirements, she or he would be given a reasonable time to correct the deficiency.
- If the member failed to meet that requirement, it was proposed that should the circumstances warrant it, and after appropriate investigation, SAICA could withdraw membership from a member who refused to comply.

.21 The discussion paper recommended that qualifying activities for CPE purposes should maintain and expand members’ capacity to enable them to discharge their professional obligations, and should have the following characteristics:

- an organised orderly framework developed from a clear set of objectives;
- a structure for imparting appropriate basic and future knowledge of an educational, technical and practical nature;
- require involvement by the participant; and
- where appropriate they should be verifiable.

.22 DP 13 proposed that activities qualifying for CPE purposes include:

- courses, congresses, seminars, workshops, lectures, conventions and symposia offered by SAICA, members’ employers, educational institutions and other such organisations;
- attending meetings of technical committees and discussion groups run by SAICA, the societies or regions;
- researching and writing technical publications and/or the preparation and delivery of technical papers and seminars;
• service on technical or research committees;
• programmed self-study including videos, audio and computer software packages; and
• reading of technical and business literature.

Included in DP 13 were questions on specific issues on which the CPE committee invited responses.

One of those questions was whether CPE should be made compulsory for all members, or only those members in public practice. The results showed that 54% believed that CPE should be made compulsory for all members, an additional 13% believed it should be compulsory only for members in public practice, and 33% felt that CPE should not be compulsory at all.

SAICA’s Council decided not to adopt the DP13 proposals and SAICA’s position on CPE remained based on the self-awareness programme set out in Circular 1/92.

Recent developments

Developments, both locally and abroad, have resulted in it being necessary for SAICA to re-examine the obligations of its members and associates with regard to CPE.

IFAC International Education Guideline 2 (IEG 2)

In April 1997 the International Federation of Accountants (IFAC), the international umbrella organisation of various accountancy institutes (including SAICA) issued an exposure draft on continuing professional education, which was succeeded by the IFAC International Education Guideline 2 (IEG 2) in May 1998.

IEG 2 sets out recommendations "for the establishment and operation by member bodies of an effective programme of continuing professional education (CPE) to maintain and improve the professional competence of accountants and to meet public expectations about the quality of their work" (Reference: IEG 2 paragraph 1)

These recommendations are broadly to:
• “address the objectives of CPE; the subject areas that should be consistent with those objectives; and the extent of the CPE commitment appropriate for professional accountants in public practice, industry, commerce, education and the public service
• establish the goal of mandatory CPE as a requirement for all member bodies on a worldwide basis
• explain the necessity of appropriate disciplinary mechanisms to assure compliance with CPE requirements”.
(Reference: IEG 2 paragraph 2)

.30 The IFAC Guideline emphasises the point that career-long competence is already a requirement of the profession. Paragraph 16 of the IFAC Code of Ethics for Professional Accountants states that a professional accountant has a “continuing duty to maintain knowledge and skill at a level required to ensure that a client or employer receives the advantage of competent professional service based on up-to-date developments in practice, legislation and techniques”.

.31 By acting on this guideline member bodies will help significantly in the broad objective of IFAC, which is "the development of a co-ordinated worldwide accountancy profession with harmonised standards". (Reference: IEG 2 paragraph 7)

.32 Furthermore the IFAC guideline notes that “the effectiveness of national CPE programmes are, and will continue to be, a significant factor in any dialogues related to international reciprocity” (Reference: IEG 2 paragraph 8)

.33 The IFAC Guideline's specific recommendations are incorporated in this circular in the section dealing with the implementation of MC CPE in South Africa.

SAICA’s strategic plan
.34 The recommendations contained in the IFAC Guideline are consistent with the SAICA Strategic Plan.

.35 Incorporated in the SAICA Strategic Plan are, among others, the following objectives:
• to be known for pre-eminent professional standards, including : harmonisation with international standards, and
monitored compulsory CPE.

The Nel Commission
In its submission to the Commission of Inquiry into the affairs of the Masterbond Group and investor protection in South Africa (the Nel Commission), in May 1998, SAICA undertook to introduce monitored compulsory CPE for practising members and to investigate the feasibility of introducing monitored compulsory CPE for non-practising members. The Commission was called upon to report on, inter alia,

- whether persons who had been entrusted with professional duties had neglected their duties towards the Masterbond Group or its investors and creditors.
- whether any functionary seized with statutory duties neglected any duty to look after the interests of investors or the public.
- the adequacy of investor protection with special reference to legislation relating to …companies…intermediaries, auditors and directors, officers and managers of companies.
- recommendations regarding new legislation or amendments to existing legislation and the common law to provide investors with better protection.

Current situation
After the issue of the IFAC International Education Guideline 2 in May 1998, SAICA’s Board (then the Council) asked the CPE committee to make recommendations on the implementation of the IFAC Guideline in South Africa.

The CPE committee convened a compulsory CPE sub-committee, which submitted a proposal to SAICA’s Board in January 1999. The proposal contained the principles on which MC CPE should be implemented in South Africa. These are as follows:

- MC CPE in South Africa should be comparable to international trends.
- MC CPE should be practical.
- MC CPE must be capable of being properly and effectively implemented.
- MC CPE should be standardised and applied consistently across membership constituencies, except for retired members.
• The purpose of CPE is to equip members and associates to confidently declare that they are competent to perform their job function to an expected professional standard.

• The emphasis of MC CPE should be on assisting members and associates to comply with requirements. However should it be necessary, disciplinary measures must be taken against recalcitrant members or associates.

SAICA’s Board adopted the above principles.

Implementation of monitored compulsory CPE

SAICA’s Board believes that the profession is on a learning curve with regard to the introduction of MC CPE and it is for this reason that the approach of SAICA’s Board and the CPE Committee is to implement MC CPE in an inclusive and gradual manner. The present principles and actions take into account recommendations received from members and associates. The CPE Committee has also taken into account a number of issues, in addition to the factors previously mentioned:

• Other leading Institutes (e.g. England & Wales, Scotland, Ireland, Australia and the USA) have all introduced MC CPE, some prior to 1990. (The requirements of each of these institutes are set out in Appendix A.)

• Some members feel that all members and associates should continually maintain the professional knowledge and skills required for admittance to SAICA. Others feel that members and associates should focus on the knowledge and skills required for their current work.

• CPE can require considerable investment of money, time and effort. While it is possible to recommend that all members and associates undertake the same CPE programmes, in many cases this might involve great cost for little effective value.

• The professional educational requirements of those members in commerce or industry can be quite different to those members in public practice. This poses difficulties in setting a CPE curriculum.

• Once a member or associate works in a field outside public practice and financial management, it is difficult for SAICA to evaluate the knowledge and skills required of that member or associate.
- Not only must the monitoring of CPE be fair and effective, but it must be cost efficient as well.

SAICA’s approach to the implementation of MC CPE has been to apply the principles proposed by the CPE committee, taking into account the background, recent developments, the current situation and the issues stated above. SAICA has considered the guidelines put forward by IFAC in its International Education Guideline 2 (IEG 2), and has implemented MC CPE in accordance with these guidelines. Where SAICA has deviated from the IFAC guidelines it will be clear from the discussion below.

**Objectives of a CPE programme**

IFAC’s Guideline:
Member bodies should establish and operate or otherwise make available CPE programmes that:

a) maintain and improve the technical knowledge and professional skills possessed by their members;

b) assist members of the profession to apply new techniques, to understand economic developments and evaluate their impact on their clients or employers and on their ownwork, and to meet changing responsibilities and expectations; and

c) provide reasonable assurance to society at large that members of the profession have the technical knowledge and professional skills required to perform the services they undertake to provide.

SAICA’s Guideline:
SAICA subscribes fully to the IFAC Guideline on the objectives of a CPE programme.

**Appropriate subject areas**

IFAC’s Guideline:
CPE should contribute to the professional ability of the individual member and, therefore, acceptable CPE courses or activities should be relevant to the work of the member concerned. It is not necessary for member bodies to go beyond that general guideline by mandating specific topics for a programme of CPE. It is reasonable to rely on members to select subject areas from the body of knowledge for accountants that are appropriate for them.
SAICA’s Guideline:
.44 SAICA subscribes fully to the IFAC Guideline on appropriate subject areas.

Minimum individual commitment to CPE

IFAC’s Guideline:
.45 Member bodies should establish reasonable norms for the extent of CPE that their members should obtain in the form of structured learning activities.

.46 IFAC recommends, in its discussion on this guideline, that the reasonable norm for the extent of CPE should be stated in hours, and the majority of these hours should be spent on structured learning.

.47 IFAC suggests that each member who is active as an accounting professional should participate in a minimum of 30 hours per year of "structured learning activities", or a minimum of 90 hours in every three-year period. “Structured learning activities” are measurable verifiable activities that are designed to impart specific knowledge. Examples would include courses presented by educational institutions; member bodies or employers; individual study programmes (e.g. correspondence courses, audio tape or videotape packages; computerised learning programmes) that require some evidence of successful completion by the member; and participation as a speaker or attendee at conferences, briefing sessions or discussion groups.

.48 IFAC’s recommendation that structured learning activities be made an obligatory part of a member’s CPE programme was, to a large extent, influenced by the relative ease and effectiveness of measuring and monitoring structured learning activities, by hours and evidence submitted of courses completed.

SAICA’s Guideline:
.49 SAICA considers that the effectiveness of members’ and associates’ CPE takes precedence over the extent of CPE they should obtain.
SAICA believes that the purpose of CPE is to achieve an outcome of professional competence, and that structured learning (or any other type of learning) is no automatic guarantor of professional competence. Recording the number of hours will provide a record of time spent on learning activities, but will not indicate the effectiveness of the learning process. Individual learners have varied learning styles and paces, and hours may be no more than a helpful method by which to evaluate the extent of their CPE involvement.

Consequently, SAICA has decided that it is not appropriate, at the beginning of the MC CPE process, to require a sub-minimum of structured learning activities from members and associates, or to require that members and associates keep a record of the extent of their CPE involvement in hours. Members and associates are to use their own discretion regarding the effectiveness and extent of their CPE involvement until SAICA issues further guidance. (Interim guidance is available in the form of the self-awareness form Circular 1/92 and the CPE curriculum framework, available on the Internet www.saica.co.za, under CPE, general information).

Mandatory CPE as a requirement
IFAC’s Guideline:
Member bodies should require their members to comply with norms established for participation in structured learning activities.

SAICA’s Guideline:
For the reasons stated in SAICA’s Guideline to minimum individual commitment, SAICA has not established norms for participation in structured learning. There is a replacement guideline, as stated in paragraphs .49 - .51.

Monitoring CPE
IFAC’s Guideline:
In developing their CPE programmes, member bodies should adopt systems that will enable them to effectively monitor the extent to which members are observing their guidelines on CPE.

SAICA’s Guideline:
SAICA subscribes fully to the IFAC Guideline on monitoring CPE.
All members and associates will be required to sign an annual declaration, which will be incorporated in the annual subscription invoice. The declaration will be amended over time, as guidance becomes available to members and associates.

The first declaration (for the year 2000) reads as follows:

I declare that I am aware of the need for continuing professional education (CPE), i.e. the ongoing involvement in learning activities that are relevant to my work or career path. I also confirm that I am aware that all information pertaining to CPE is available on SAICA's web site (www.saica.co.za) or upon request from the CPE department (011) 622 6655.

Signed __________________________ Date _______________

OR

I declare that I am not active* in any respect as a CA(SA), AGA(SA) or AAT(SA) and nobody requires or expects me to be or to remain competent as a CA(SA), AGA(SA) or AAT(SA).

Signed __________________________ Date _______________

The second declaration (year 2001) is:

I declare my ongoing commitment to an individual programme of continuing professional education so that I may remain competent in the work I have agreed with my clients or employer/s to perform.

Signed __________________________ Date _______________

OR

I declare that I am not active in any respect as a CA(SA), AGA(SA) or AAT(SA) and nobody requires or expects me to be or to remain competent as a CA(SA), AGA(SA) or AAT(SA).

Signed __________________________ Date _______________

Members and associates will be monitored for compliance with the requirement to sign the declaration, rather than evaluated for learning accomplishments.

*(Please note that a member or associate would be classified as inactive if they do not offer a service which in any way relies on the knowledge and skills gained as a CA(SA), AGA(SA) or AAT(SA). Competence is defined in the code of conduct section 4 and 22, as it appears in the introduction to this circular).
Initially a random sample of approximately 200 members across all categories of membership will be sent a detailed questionnaire each year, starting in 2000. The purpose of the questionnaire is to collect information of use to the general membership.

The monitoring process will be reassessed after 2000.

It should be noted that members in public practice performing the attest function are subject to the practice review process in respect of their attest work, as administered by the PAAB. Organisations for which members and associates work may have comprehensive performance appraisal processes in place, which would evaluate competencies.

**Responding to non-compliance**

IFAC’s Guideline:
Member bodies should establish appropriate mechanisms to respond to instances of non-compliance with CPE requirements. Such mechanisms should focus on bringing a member into compliance, but should explicitly provide for disciplinary action where necessary.

SAICA’s Guideline:
SAICA subscribes fully to the IFAC Guideline on responding to non-compliance.

Any member or associate not returning the declaration has not complied with SAICA’s CPE requirement. SAICA will communicate with non-respondents to encourage compliance. In egregious cases where a member or associate refuses to comply, they will be referred to SAICA’s Professional Conduct Committee and be subject to the existing investigation and disciplinary procedures, which ultimately provide for exclusion from membership.

In addition the public should be made aware that valid complaints against members or associates can be laid with SAICA’s Legal and Ethical Department. The existing investigation and disciplinary procedures will then be followed.
It is recommended that members and associates keep a record of their CPE activities so that they can provide details of these activities, should SAICA need to investigate a complaint against them.

**Future direction**

The purpose of introducing MC CPE in South Africa is threefold:

- Firstly, MC CPE should further the culture of learning amongst SAICA’s members and associates. The CPE Committee's role in reaching this objective will be to provide guidance regarding MC CPE and related educational issues.

- Secondly, MC CPE should maintain the public recognition and value of the CA(SA), AGA(SA) and AAT(SA) designations.

- Thirdly, SAICA must comply with international developments in order to harmonise its educational activities with those of the leading international accounting institutes. This is essential to keep abreast of international developments in the field of accounting and to maintain or improve the international recognition of SAICA’s designations.

Over the next two years SAICA will carefully monitor developments in the area of MC CPE with a view to maintaining reciprocity with international institutes.

In order to avoid the imposition of MC CPE requirements that are unnecessary, inefficient or cost-ineffective, SAICA will be communicating with members and associates, in order to ascertain their attitudes and needs.

It is of great importance for the effective and efficient development of SAICA’s MC CPE policies that members and associates voice their opinions and provide feedback.
## International Comparison - To Whom CPE Applies

<table>
<thead>
<tr>
<th>Country</th>
<th>Commerce and Industry</th>
<th>Public Practice</th>
<th>Other</th>
</tr>
</thead>
</table>
| **England and Wales**  
  Introduced 1992 | Those:  
  • wishing to advance to Fellowship  
  • who supervise training in Institute training organisations  
  
  Those:  
  • wishing to apply for their practising certificate  
  • wishing to advance to Fellowship  
  • who supervise training in Institute training organisations  
  • working in the reserved areas of Audit, Investment Business and Insolvency |                                                                                 |                                                                      |
| **Scotland**     
  Introduced 1997 | Those:  
  • in business who are involved in the preparation and presentation of financial statements of "public interest bodies"  
  • members performing management accounts or the internal audit function are not covered by CPL  
  
  Those:  
  • in public practice  
  • members performing management accounts or the internal audit function are not covered by CPL |                                                                                 |                                                                      |
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<th>COMMERCE AND INDUSTRY</th>
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<td><strong>IRELAND</strong></td>
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<td>Those:</td>
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<td>• applying for fellowship</td>
<td>• seeking entitlement to practice</td>
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<td>• supervising in Training Organisations and Post Qualification Training Organisations authorised by the Institute</td>
<td>• applying for fellowship</td>
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<td>• supervising in Training Organisations and Post Qualification Training Organisations authorised by the Institute</td>
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<td>• working in the reserved areas of audit, investment business and insolvency</td>
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<td><strong>AUSTRALIA</strong></td>
<td>Those members:</td>
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<td>Introduced pre 1990</td>
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<tr>
<td></td>
<td>• who are obliged to pay annual subscriptions to the Institute in full, (excluding those 60 years of age and over who are not in public practice)</td>
<td>• who are affiliates</td>
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<td>• who are required to hold a full or concessional rate Certificate of Public Practice</td>
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### INTERNATIONAL COMPARISON – TO WHOM CPE APPLIES (Cont.)

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<th>AMERICA</th>
<th>COMMERCE AND INDUSTRY</th>
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<tr>
<td>Introduced 1990</td>
<td>Those:</td>
<td>Those:</td>
<td>Exceptions – those:</td>
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<tr>
<td></td>
<td>• not in public practice</td>
<td>• in public practice</td>
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<td></td>
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<td>• temporarily left the workplace</td>
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<td>ENGLAND AND WALES</td>
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<tr>
<td>• none</td>
<td>• Completion of 150 points per year (3 points per structured hour, 1 point per unstructured hour; 40% structured (60 points), 60% unstructured (90 points))</td>
<td>• members to record their CPE activities</td>
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| SCOTLAND          | • CAs in business (as above): 30 hours annually (8 structured; 22 unstructured) | • CAs in public practice: 55 hours annually (10 structured and 45 unstructured) | • Additional requirements for members who work in the regulated areas of insolvency, investment business and audit: (not provided yet) |

(not provided yet)
<table>
<thead>
<tr>
<th>IRELAND</th>
<th>COMMERCE AND INDUSTRY</th>
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<td>For members for whom CPE is compulsory:</td>
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<td>• 150 points per year (3 point per hour of structured learning; 1 point per hour of unstructured learning; at least 60 points should be gained through structured learning)</td>
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<td>Those working in reserved areas:</td>
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<td>• as for those in public practice plus</td>
<td>• as for those in public practice plus</td>
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<td>• at least 75 points gained in relevant CPE and of these 30 points via structured learning</td>
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<tr>
<td></td>
<td>• Insolvency Practitioners must complete 50 hours per year minimum with 25 hours structured learning.</td>
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<td>COMMERCE AND INDUSTRY</td>
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<tr>
<td>AUSTRALIA</td>
<td>• 120 hours over three years (maximum 30 hours by reading technical literature; minimum 20 hours per year)</td>
<td>• completion of record of CPE activities, to be produced upon request</td>
<td>• to complete a declaration at the end of their triennium that they have complied with all requirements and intend to continue to do so</td>
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<td>• completion of record of CPE activities, to be produced upon request</td>
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<td>• to complete a declaration at the end of their triennium that they have complied with all requirements and intend to continue to do so</td>
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<tr>
<td>AMERICA</td>
<td>• 90 hours over three years; 15 hours minimum per year</td>
<td>• 120 hours over 3 years; 20 hours minimum per year</td>
<td>• all to document involvement in CPE activities</td>
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<tr>
<td>ENGLAND AND WALES</td>
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<td></td>
<td>• members keep their own record</td>
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<tr>
<td>SCOTLAND</td>
<td>Others</td>
<td>Practising members:</td>
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<td></td>
<td>• from 2000 – 5% sample for all members (as above)</td>
<td>• from 1999 - 5% sample asked to submit their training records for 1999</td>
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<td></td>
<td>• Members to whom additional requirements apply are monitored by the Institute’s insolvency monitors or by the Joint Monitoring Unit (of 3 institutes); the Insolvency Permit, Investment Business Authorisation and Audit Registration Committees may also require practitioners and firms to submit detailed records of training.</td>
<td>• On application for renewal of practising certificate, are required to confirm their compliance with CPL Bye-laws</td>
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<td></td>
<td>COMMERCE AND INDUSTRY</td>
<td>PUBLIC PRACTICE</td>
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<tr>
<td>IRELAND</td>
<td>• members to keep records of CPE undertaken and be able to confirm compliance if required by Institute, also must be able to explain relevance of CPE to their work</td>
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<tr>
<td>AUSTRALIA</td>
<td>• members required to confirm compliance with the CPE requirements each year; their records are updated on the basis of information received • a random selection of 300 members is made per year, and they are asked to provide fuller details of the CPE activities undertaken</td>
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<tr>
<td>AMERICA</td>
<td>• members required to confirm compliance on annual fees statement</td>
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<td></td>
<td>COMMERCE AND INDUSTRY</td>
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<td><strong>ENGLAND AND WALES</strong></td>
<td>• ultimate sanction is withdrawal of membership</td>
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<td><strong>SCOTLAND</strong></td>
<td></td>
<td>• Those in regulated areas may have conditions or restrictions placed on their continuing authorisation; and if necessary may have their licence withdrawn.</td>
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<td>• If member does not provide confirmation of compliance then he is referred to the Practitioner Certification Committee, which is likely to impose restrictions or conditions on his practising certificate</td>
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<td><strong>IRELAND</strong></td>
<td>(not provided)</td>
<td>(not provided)</td>
<td></td>
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<td>AUSTRALIA</td>
<td></td>
<td>• Members who fail to comply for 2 consecutive years are referred to the Director of Professional Conduct for initiating disciplinary proceedings • May be liable for exclusion from membership in accordance with by law 21</td>
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<td>AMERICA</td>
<td></td>
<td>• ultimate sanction is withdrawal of membership</td>
<td>(not provided)</td>
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