

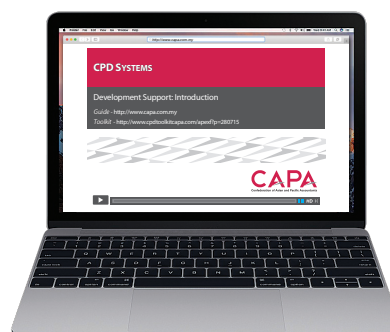


## The Maturity Model in Action

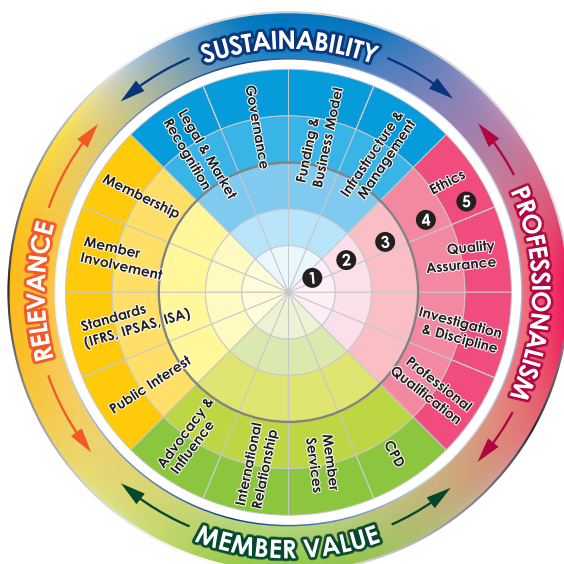
# CONTINUING PROFESSIONAL DEVELOPMENT

## THE CPD GUIDE

A strong continuing professional development (CPD) system is a highly relevant attribute for a strong professional accountancy organisation in order to support and maintain a strong accountancy profession. This guide provides the “why”, “what” and “how” of CPD systems, and serves as a companion guide to the **CPD Systems Toolkit** online application. It is one of the publications under the **Maturity Model Guidance Series**.



Watch the video introducing the CPD Guide and Toolkit on CAPA's website: [www.capa.com.my](http://www.capa.com.my)



## The Maturity Model Guidance Series

This Guidance Series is produced to support the **Maturity Model for the Development of Professional Accountancy Organisations** publication. The Maturity Model is a support tool that allows professional accountancy organisations (PAOs) to take a systematic approach to their organisational development, helping them make decisions and carry out their commitment to excellence, easily tracking their progress along the way.

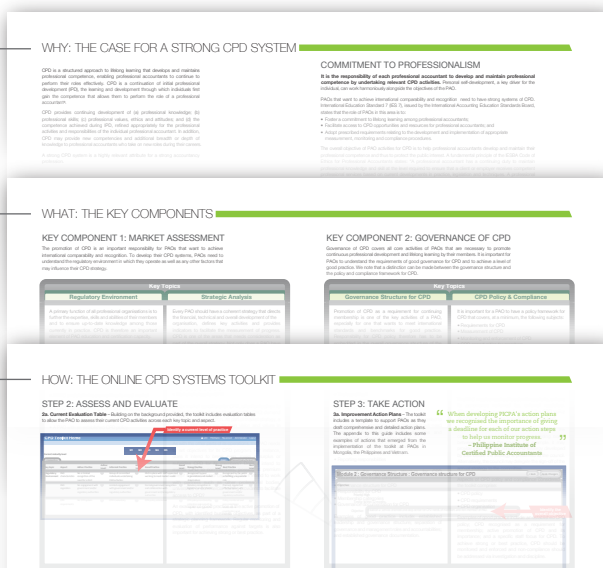
The Maturity Model comprises sixteen key success areas (KSAs) across four broad characteristics, which are presented around the outside of the model as **sustainability**, **relevance**, **professionalism** and **member value**. Each of these KSAs is considered important; however, the emphasis may vary based on the nature, focus and stage of development of an organisation. Continuing professional development (CPD) is included as a key success area.

# WHO SHOULD USE THE GUIDE?

Any professional accountancy organisations (PAOs) aiming to implement a robust system for CPD will benefit from the Guide and the associated 'Toolkit'. The practical Toolkit was developed based on knowledge and experience of how systems evolved over many years and are now used by many leading PAOs.

# WHAT IS IN THE GUIDE?

1. Explains why a strong commitment to CPD is important
2. Highlights the key components of a robust CPD system that complies with international requirements for good practice
3. Explains the content of the CPD Systems Toolkit and the approach to using this online application



# WHERE TO OBTAIN THE GUIDE?

The Guide is available on the CAPA website in electronic format and can be downloaded at no charge. Printed copies can be requested from the CAPA Secretariat.

The Confederation of Asian and Pacific Accountants (CAPA) is recognised by the global accountancy profession, represented by the International Federation of Accountants (IFAC), as a regional organisation representing national PAOs in Asia Pacific. CAPA's mission is to develop, coordinate and advance the accountancy profession in the region by, inter alia, contributing to the formation and growth of sustainable accountancy organisations.

The CPD guide was prepared as part of a project funded by the World Bank and implemented by CAPA with the assistance of a consultant and support from CAPA's PAO Development Committee. This guide is also endorsed and recommended by IFAC to all existing and aspiring PAOs around the world.

## The CPD Systems Toolkit

The **CPD Systems Toolkit** is a practical and 'easy to use' online application. It helps PAOs improve their CPD-related approaches and activities by assessing their current systems and designing desired systems.

During development, the toolkit was successfully implemented by three PAOs – the Mongolian Institute of Certified Public Accountants, the Philippine Institute of Certified Public Accountants and the Vietnam Association of Certified Public Accountants.

Visit the CAPA website to access the CPD Systems Toolkit online application and a supporting training video.



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