

## Employer Accreditation Scheme Policy

## Table of Contents

EMPLOYER ACCREDITATION SCHEME POLICY .....	1
1. PURPOSE .....	2
2. SCOPE.....	3
3. MINIMUM CRITERIA FOR ACCREDITATION .....	3
4. KEY COMPETENCIES .....	4
5. APPLICATION PROCESS.....	4
6. EMPLOYER ACCREDITATION AGREEMENT APPROVAL PROCESS .....	5
7. QUALITY MONITORING .....	5
8. REAPPROVAL PROCESS.....	6
9. ADMINISTRATION FEE .....	6
10. CONTEXT AND LIMITATIONS .....	6
POLICY VERSION AND OWNER.....	7
<i>Policy owner</i> .....	7
<i>Version</i> .....	7
<i>Update</i> .....	7
<i>Approval</i> .....	7
<i>Policy review date</i> .....	7
REGULATORY REFERENCES .....	7

## CIPFA Employer Accreditation Scheme

### 1. Purpose

1.1. The Chartered Institute of Public Finance and Accountancy (CIPFA) is the global professional body for public finance professionals and recognises practitioners at every level, from those starting out in their career to those innovating and leading the profession. CIPFA organises, sets and runs professional examinations to

ensure our members attain high levels of competence in the field of public finance. In addition to the formal qualifications, CIPFA Chartered Members are required to participate in the continuing professional development (CPD) scheme which has been designed to meet the recommendations set out by the International Federation of Accountants (IFAC). Members can undertake their CPD and register this with CIPFA. Alternatively, they can fulfil their CPD requirements with an accredited employer who will monitor their compliance in conjunction with CIPFA. Members will still need to register their annual member statement directly with CIPFA.

## 2. Scope

- 2.1. This document details the process for employers to acquire and maintain CIPFA CPD accredited status and the benefits this brings to the employer and their employees. It refers to the CPD requirements for CIPFA Members and does not act as a substitute for the Practical Experience Portfolio (PEP) Submission for CIPFA Student Members.

## 3. Minimum criteria for Accreditation

- 3.1. Organisations considering applying for Employer Accreditation should apply the following minimum criteria:

### 3.2. The Employer

- i. Must be a recognised organisation, compliant with relevant legal and regulatory employment requirements.
- ii. Must have current policies and procedures in place to demonstrate commitment to supporting professional development.
- iii. Must provide a consistent and appropriate level of CPD supervision to all employees registered as CIPFA members.
- iv. Must provide or facilitate professional development and training for all CIPFA members to a standard that enables members to continually develop role-appropriate levels of competence, knowledge and skills.
- v. Must be aware of, and operate within, the Professional Accountancy standards and Code of Practice set by CIPFA.

### 3.3. CPD provision for CIPFA Members

- i. CIPFA Members are supported in identifying and developing appropriate activities to develop their key competencies in alignment with their role and career aspirations.

- ii. CIPFA Members are required to complete at least 20 hours of verifiable CPD activities over each 12-month period.
- iii. CIPFA Members are expected to reflect on their learning and the outputs achieved.
- iv. CIPFA Members will meet with their line manager(s) to discuss their CPD progress and programme of activities at least once in each 12-month period.

## 4. Key Competencies

4.1. CIPFA has brought together the following key competencies we believe are required by public finance practitioners working both within and alongside the public sector. These competencies come under four broad headings, further broken down into specific areas.

4.1.1. Public sector context and needs:

Political awareness; Value for money; Financial reporting; Decision-making; Accountability; Governance; Risk management; Commercial understanding; Counter-fraud; Sector specific

4.1.2. Technical skills:

Financial accounting; Management accounting; Audit; Costing; Procurement; Counter-fraud; Data

4.1.3. Leading and influencing:

Strategy and governance; Collaboration; Business partnering; Communication and impact; Innovation and change

4.1.4. Increasing public value:

Stakeholder relationships; Value for money; Investment appraisal; Strategic thinking; Commercial understanding; Benchmarking; Delivery models; Reorganisation

[Key Competencies - File download](#)

4.2. Employers should indicate how the Key Competencies are incorporated into their CPD provision.

4.3. Employers are encouraged to consider how their organisation's equality, diversity and inclusion goals are reflected in the CPD provision.

## 5. Application process

5.1. Organisations interested in applying for Employer Accreditation should complete and submit the Employer Accreditation application form with any accompanying evidence including a list of current CIPFA members who will be covered under this scheme to the Quality & Compliance office for consideration.

5.2. The Quality & Compliance office will confirm receipt of the application and begin the process of evaluation.

## 6. Employer Accreditation Agreement approval process

- 6.1. The team will evaluate the material provided against the CIPFA CPD scheme and make a formal recommendation to the approval panel. This recommendation will include any feedback on the application.
- 6.2. The Quality & Compliance office will notify the applicant of the decision, including any feedback provided.
- 6.3. At this stage, should the applicant wish to go ahead, the Quality & Compliance Manager will draw up an Employer Accreditation Agreement.
- 6.4. The Employer Accreditation Agreement (EAA) will include the length of the agreement, the review process, and any fees applicable.
- 6.5. The EAA will be sent to the applicant for authorisation and return.
- 6.6. Once agreed, the employer will be required to make payment of the application fee.

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## 7. Quality monitoring

- 7.1. The Quality & Compliance office will conduct an annual review, confirming that there are no significant changes to the employer's CPD scheme.
- 7.2. The organisation will submit an annual return confirming that all members within the scheme have complied with the CPD regulations and any changes to the CPD scheme which may impact on their CIPFA Member(s) CPD.
- 7.3. The annual return will state the leaving date of any CIPFA Members and the starting date for any new Members recruited during the preceding 12 months.
- 7.4. CIPFA will notify the organisation of any significant changes to the CPD requirements, to allow the organisation to adjust their CPD scheme if necessary.
- 7.5. A selection of organisations will be selected for an annual audit where the organisation will be required to submit an annual audit form showing the CIPFA members included in the scheme, the hours of CPD undertaken, and the Key Competencies covered.

## 8. Reapproval process

- 8.1. The Employer Accreditation Agreement will run for a fixed term, typically three years. In the final year, the provider will be contacted by the Quality & Compliance office with details of the reapproval process. Reapproval will require the organisation to complete the Employer Accreditation application form, ensuring that any significant and/or cumulative changes made during the contract period are taken into consideration.
- 8.2. Once completed, the documentation will be reviewed by the team who will evaluate the material provided against the CIPFA CPD scheme and make a formal recommendation to the panel. This recommendation will include any feedback on the application.
- 8.3. The Quality & Compliance office will notify the organisation of the decision, including any feedback provided.
- 8.4. At this stage, should the applicant wish to go ahead, the Quality & Compliance Manager will draw up a new Employer Accreditation Agreement.
- 8.5. The Employer Accreditation Agreement (EAA) will include the length of the agreement, the review process, and any fees applicable.
- 8.6. The EAA will be sent to the applicant for authorisation and return.
- 8.7. The EAA will be agreed by the Head of Qualifications & Membership, once signed by all parties.

## 9. Administration fee

- 9.1 All applications, and reapproval applications, attract an administration fee. This is currently set at £200 per application.

## 10. Context and limitations

- 10.1. Applicants should be aware that the criteria and process outlined in this document is to establish the minimum requirements for Employer Accreditation. Meeting the criteria listed does not constitute an agreement that CIPFA will approve an application.
- 10.2. Contractual arrangements may vary between organisations.

### Policy version and owner

Policy owner	Head of Qualifications & Membership
Version	1.0
Update	
Approval	
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### Regulatory references

Ofqual General Conditions of Recognition
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