

# The 2023 ICAEW CPD requirements explained

KPMG Board Leadership Centre

On 1 November 2023, the ICAEW's revised Continuing Professional Development (CPD) Regulations brought in new CPD requirements, including a minimum number of hours. An overview of the changes – from the perspective of ICAEW members who sit on boards – including how much CPD must be completed and what counts as CPD, is summarised below. The KPMG Board Leadership Centre (including the Audit Committee Institute) is well placed to help you fulfil your CPD requirements.

## CPD categories

From 1 November 2023, all individuals affected by the regulations will be required to identify which CPD category is most applicable to them, based on the type of work they do.

ICAEW members (and those regulated by the ICAEW for certain activities, or reciprocal members) who are employed (or contracted to act) at Public Interest Entities (PIEs) as board members (executive and non-executive) or members of the audit committee (if not board members) fall into **CPD Category 1**.

Those who are employed (or contracted to act) at large companies as board members (executive and non-executive) or members of the audit committee (if not board members) fall into **CPD Category 2**.

A PIE is any entity that falls within the definition in the [Financial Reporting Council's Glossary of Terms \(Auditing and Ethics\)](#).

A large company is one which does not meet the small or medium sized company criteria in the Companies Act 2006. Broadly, this means that a company is large if it meets two out of three of the following criteria:

- Turnover greater than £36m.
- Balance sheet value greater than £18m.
- More than 250 employees.

For other roles, please consult the [ICAEW's detailed guidance on CPD categories](#).

## Your CPD requirements

Members and relevant persons who fall within **Category 1** are required to undertake a minimum of **40 CPD hours** of which a minimum of **30 hours must be verifiable**.

Members and relevant persons who fall within **Category 2** are required to undertake a minimum of **30 CPD hours** of which a minimum of **20 hours must be verifiable**.

So that you can demonstrate the CPD you have undertaken, you should keep a record of your CPD activity, along with the supporting evidence for the verifiable CPD. The ICAEW have a [CPD record template](#) that you can choose to use to record your CPD if you would like to do so.

## What counts as CPD

Much of what you do every day will count as CPD. It is not just about attending courses or watching webinars, but can include a wide range of activities, such as listening to podcasts, coaching, problem solving, reading articles and learning from your colleagues, as well watching and participating in panel discussions.

CPD is also not restricted to activities focused on technical accounting or finance knowledge. Engaging in content that looks to the future of the profession, such as thought leadership, would be considered CPD, as would the development of soft skills, such as communication, leadership and change management.

For an activity to count as CPD, you will need to show how it is relevant to your role and has helped you to meet your learning needs.

## Ethics requirement

For those affected by the revised CPD Regulations, at least one hour of your verifiable CPD each year must be on ethics.

The ICAEW has created a [free ethics CPD course](#) to help you comply with the new regulations, equipping you with the knowledge and confidence to demonstrate high standards of ethical conduct in your professional role.

## What is verifiable CPD?

For a CPD activity to be verifiable there must be evidence of its completion that is:

- objective - fact based rather than based on personal perspectives;
- corroborated - can be confirmed to be accurate; and
- retained - documented and stored in an observable format.

Verifiable CPD is not limited to structured courses. Independent evidence can be provided for a wide-range of actions from your day-to-day work, from attending peer discussion groups and consulting experts, to on-the-job research of technical areas and writing academic articles.

The list below – [based on the information on the ICAEW's website](#) – provides example CPD activities and how they can be evidenced. Please note that only one form of evidence is required for each verifiable CPD activity in your record. The ICAEW note that this is not an exhaustive list.

CPD activity	Verifiable?	Example evidence type (from an independent source)
Attendance on external courses [like KPMG Board Leadership Centre courses].	Yes	<ul style="list-style-type: none"> <li>• Certificate of attendance.</li> <li>• Booking confirmation from course supplier.</li> </ul>
Attendance on internal courses.	Yes – if your organisation provides evidence of your attendance	<ul style="list-style-type: none"> <li>• Attendance record.</li> <li>• Certificate of attendance from internal system / training co-ordinator.</li> </ul>
Formal study and/or passing exams leading to a designation, degree, certificate or diploma.	Yes	<ul style="list-style-type: none"> <li>• Enrolment record.</li> <li>• Attendance schedule.</li> <li>• Certificate of completion.</li> <li>• Exam certificate.</li> </ul>
Attending or participating in: <ul style="list-style-type: none"> <li>• Webinars</li> <li>• Lectures</li> <li>• Symposiums</li> <li>• Conferences</li> <li>• Seminars</li> <li>• Workshops</li> <li>• Presentations with defined learning outcomes</li> <li>• Peer learning discussion groups [Such as KPMG Board Leadership Centre activities].</li> </ul>	Yes	<ul style="list-style-type: none"> <li>• Proof of participation or attendance (for example a registration email for a webinar or a certificate/email confirming completion).</li> </ul>
Preparing to lecture / teach new content.	Yes	<ul style="list-style-type: none"> <li>• Session materials.</li> <li>• Record of event.</li> </ul>
Carrying out technical research.	Yes, where the results of that research can be produced in presentations, reports, file notes or similar documents.	<ul style="list-style-type: none"> <li>• Presentation / report / file note.</li> <li>• Other document summarising the research.</li> <li>• List of source references used.</li> <li>• Certificate summarising time spent on research activity, signed by line manager.</li> </ul>
Technical reading / listening to podcasts.	Only verifiable if it can be evidenced. Otherwise, would count as non-verifiable CPD if it is relevant to the learning needs of your role.	ICAEW is developing a tool that will enable members to verify reading of articles / listening of podcasts on <a href="#">icaew.com</a> and log it in their online CPD record.
Writing technical or academic articles, papers or books.	Yes, where it is published.	<ul style="list-style-type: none"> <li>• Copy of article.</li> <li>• Source references Publication dates.</li> <li>• Details of time spent in preparation.</li> </ul>

CPD activity (continued)	Verifiable (continued)?	Example evidence type (continued)
Participation in meetings / discussion groups on technical topics	Yes	<ul style="list-style-type: none"> <li>Evidence of meeting e.g. minutes, diary dates, attendee list from original meeting organiser.</li> </ul>
Consulting experts to resolve technical or ethical issues.	Yes, if consultation is evidenced.	<ul style="list-style-type: none"> <li>Record of expert(s) consulted.</li> <li>List of resources accessed.</li> <li>Copies of correspondence with expert.</li> </ul>
Participation in professional board that developed and maintained competence.	Yes	<ul style="list-style-type: none"> <li>Records confirmed by the professional board for time spent participating.</li> </ul>

## The KPMG Board Leadership Centre

The KPMG Board Leadership Centre offers support and guidance to non-executive directors, whether managing a portfolio non-executive career or embarking on a first appointment. Membership offers you a place within a community of board-level peers with access to topical and relevant seminars, invaluable resources and thought leadership, as well as lively and engaging networking opportunities. We equip you with the tools you need to be highly effective in your role, enabling you to focus on the issues that really matter to you and your business.

Learn more at [www.kpmg.com/uk/blc](http://www.kpmg.com/uk/blc).

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