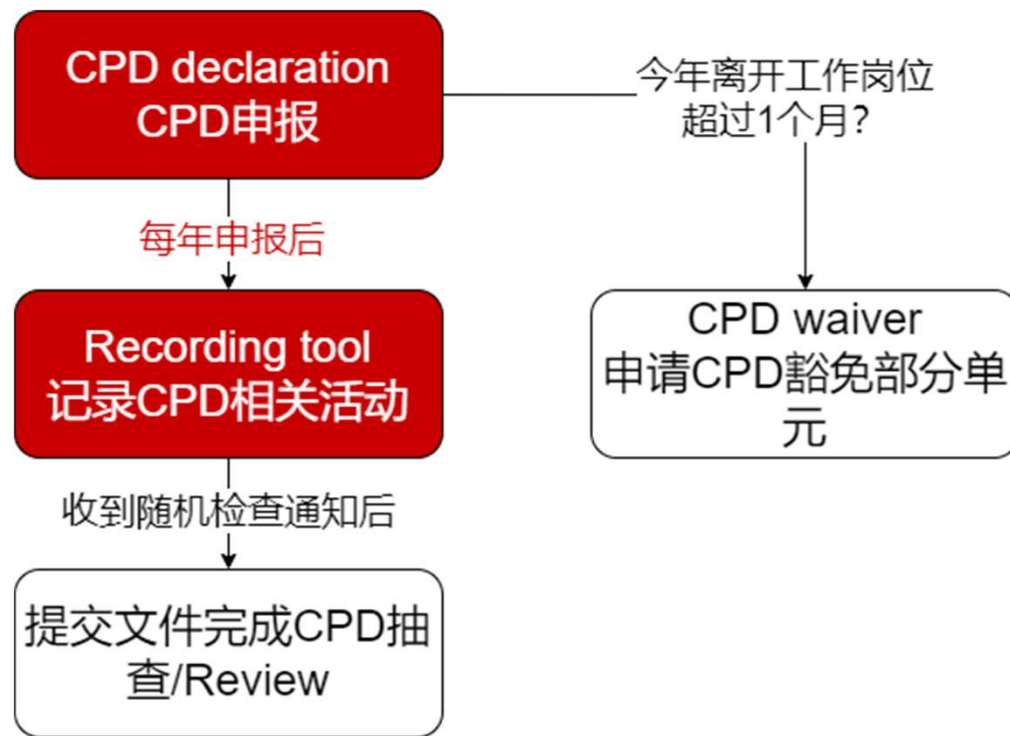




CPD Declaration & Record

如何完成CPD 申报与记录?

CPD介绍



CPD recording tool

Step 1

Step 2

Step 3

Step 4

Step 5

Step 1:

- 点击最上方的 "Professional development"
- 如果 Notifications 出现 CPD declaration due 的提示, 也可以点击 "Submit now"

The screenshot shows the MyACCA website interface. At the top, the ACCA logo is on the left, and navigation links for Documents, Finance, Professional development, Qualifications, and Help are on the right. The 'Professional development' link is highlighted with a blue box and a hand cursor. Below the navigation is a greeting: 'Hello [redacted], welcome to MyACCA'. Underneath is a 'Notifications' section with the text 'There are 2 items for your attention.' A red notification card is highlighted with a blue box, containing the text 'CPD declaration due', 'Submit your CPD declaration to maintain your membership.', and a 'Submit now' button. Below this is another red notification card for 'Outstanding fee' with a 'Make payment' button. Further down is a 'Knowledge base' section with a search bar. At the bottom, there are two columns: 'Key dates' and 'Common actions'. The 'Key dates' column shows 'Annual membership subscription due: 1 January 2025' and 'Annual CPD declaration due: 1 January 2025'. The 'Common actions' column shows 'ACCA Global ->' and 'Print a certificate or letter ->'.

CPD recording tool

Step 1

Step 2

Step 3

Step 4

Step 5

Step 2:

- 页面拉到中间，找到CPD recording tool
- 点击对应年份最右侧“...”图标
- 点击“View detail”

CPD Recording Tool

ACCA conducts annual reviews of our members' CPD to ensure they're developing their knowledge and skills. Our online CPD evidence tool is your personal CPD record where you can provide information about your CPD activities to help with this review process. You should keep a record of your CPD for three years as it may be needed for a CPD review - the recording tool will help you do this.

Members holding an ACCA Irish practising certificate and audit qualification and individuals who are partners or directors or agents of a firm holding an ACCA Irish auditing certificate must keep a record of their CPD activities for six years. Registered tax practitioners in South Africa must keep a record of their CPD activities for five years.

We recommend updating your CPD records on a regular basis. Once you have completed your annual CPD requirements, you can submit your CPD declaration above.

To start adding a new CPD activity, or to amend existing records, select the corresponding year below.

Year ↓	
2024	...
2023	...
2022	...
2021	...
2020	...

CPD recording tool

Step 1

Step 2

Step 3

Step 4

Step 5

Step 3:

- 在去年已经完成21个可证明CPD单元的前提下，我们可以将最多21个单元带到今年
- 如有多出部分，请将页面拉到最下方，点击“Bring units forward”
- 输入数字后点击 "Submit" 即可

Adjustments

Waiver and adjustments applied to this year. The adjusted units are reflected in the total's above.

Type	Units reduced
Waiver	4.00
Waiver	2.00
Waiver	0.00

Bring units forward

Carry forward surplus units from last year.

Bring units forward

Complete

Submit your evidence for this year.

Submit

Enter the number of verifiable units to be brought forward

21

Submit

CPD recording tool

Step 1

Step 2

Step 3

Step 4

Step 5

Step 4:

- 留意上方蓝色框的数字，这里显示还需要登记多少个可证明CPD单元
- 如需记录CPD活动，请点击 "Add new record"

Progress

Your current progress towards your requirements.

	Total units	Verifiable units
Units recorded to date	1.00	1.00
Units to complete	32.00	13.00

Evidence

Your recorded evidence.

Add new record

Activity	From ↓	To	Total units claimed	Verifiable units claimed	
hi	01 January 2024	01 January 2024	1.00	1.00	...

CPD recording tool

Step 1

Step 2

Step 3

Step 4

Step 5

Step 5:

- 请填写内容后点击最下方“Submit”; 如需记录CPD活动，请点击“Add new record”

Description of development/learning activity *

- 简单概述活动内容

Provided by (e.g. name of mentor/coach, course provider, research/relevant publication, etc)

- 活动主办方的名字

Why did you choose this activity and how is it relevant to you? *

- 选择参加活动的原因，这个活动对于您的未来发展有什么帮助

From *

01 January 2024

- 活动的开始与结束日期，请点击最右侧的日历图标后选择日期

To *

01 January 2024

How many units are you claiming? *

- 此活动需要申报多少个CPD单元

How many of these units can you verify with support evidence? *

- 其中多少个CPD单元可以提供证明材料（与上个内容一致）

What did you learn and how did/will you apply it? *

(Please ensure you describe the knowledge and/or skills you gained or maintained in your own words)

- 您在活动中学到了什么知识和技能？您打算如何在工作中用到它们？

Supporting evidence

(You can record details/location of any supporting evidence here or the contact details of a 3rd party who can substantiate completion of the activity)

- 活动的相关信息或者文件位置等证明材料的信息，方便您在CPD review时找到相关的证明材料

Thank you.