

Initial Professional Development Record

1.0 Completing this record

Completing this IPD Record will help you in submitting evidence for work experience undertaken during your training.

1. Complete Section 2.0 Personal details.
2. Review Technical Competencies, Professional Conduct and Professional Skills sections in terms of your current role.
3. Tick the boxes for all areas in which you believe you have appropriate experience at a suitably senior level and can confidently perform.
4. If you don't undertake an activity in your current role, state in the box provided 'not applicable'.
5. Provide supporting descriptions of your experience for each competency.
6. Obtain confirmation from your supervisor and submit the completed record to AIA.

Competency	
Description of competency	<input checked="" type="checkbox"/>
<p>Include supporting information here to demonstrate and describe the activities you have undertaken to meet the competency requirement; be as detailed as you can, and write as clearly as possible. Specific examples, showing how you acquired/are able to demonstrate the skill are very useful. If you don't provide sufficient information AIA won't be able to make a judgement about your ability within this competency area.</p>	

Important

You should complete an IPD Record for every year of your training to show the development of your skills and competencies. You should be able to demonstrate competency in each section over your three year training period. Graduates are required to demonstrate three year's IPD, as well as completion of the professional exams before admission to Associate membership.

Note

Aspects of the IPD Record are based on the Handbook of International Education Pronouncements, 2015 Edition of the International Accounting Education Standards Board, published by the International Federation of Accountants (IFAC) in October 2015 and used with permission of IFAC. Contact Permissions@ifac.org for permission to reproduce, store or transmit, or to make other similar uses of this document.

2.0 Personal details

Name	
AIA Registration Number	
Date	
Year of IPD	
Supervisor Name	
Name of Employer	
Address of Employment	

3.0 Technical competencies

Financial Accounting	
Preparing from incomplete records, a full set of financial statements for an entity, for example an unincorporated/incorporated entity	
Carrying out a full book-keeping service for an entity	

Financial Accounting cont.	
Preparing a cash flow forecast for an entity	
Interpreting financial statements of limited companies and other entities	
Applying and critically analysing current International Financial Reporting Standards	
Preparing a report or other communication which aims to offer users professional advice on a group entity's financial performance and position	
Treasury Management and Capital	
Evaluating key theories in corporate finance	
Assessing alternative capital structure choices for firms	

Treasury Management and Capital cont.	
Appraising long-term investments (including overseas investments) using a variety of techniques	
Critiqueing the working capital management practices of firms	
Calculating the cost of capital, both for individual sources of finance and the overall weighted average cost of capital, and appraising the validity of the methods used in these calculations	
Calculating the value of a security using a variety of techniques and appraising these valuation techniques	
Appraising the managerial and economic consequences of a number of alternative strategies for managing and hedging the risks associated with international trades	
Evaluating and recommending appropriate control and performance measures	

Financial Management	
Financial control and decision making	
Short term financial planning	
Long term financial planning	
Investment decisions	
Auditing	
Advise on duties of care, and the legal implications of offering statutory and non-statutory audit and evaluation services and able to identify the boundary of duties and liabilities between auditors and the management. These services include:	
Statutory audits including single company audits, group audits and audits for non-profit making organisations	

Auditing cont.	
Internal audits, including the appointment, functions and responsibilities of the internal auditors, and relevance to the internal audit	
Responsibilities of management, including control systems, corporate governance matters associated with control systems and external financial reporting and managing the audit practice	
Audit strategy and the evaluation of risk	
Audit process; systems compliance	
Reporting and communication	
Management Accounting	
Business planning	

Management Accounting cont.	
Operation and development of management accounting systems	
Decision management; management performance	
Calculate material, labour, expense and overhead costs for products, processes, services, and functions	
Applying traditional costing systems and activity-based costing systems to calculate costs of products and services and identify costs of activities	
Use appropriate techniques to advise managers on a range of long and short run decisions, including capital investment decisions and outsourcing decisions	
Create, summarise, and reconcile basic costing records	

Management Accounting cont.	
Apply appropriate techniques and interpret the results to support a range of business decisions	
Produce a report highlighting the strengths and weaknesses of an organisation's management accounting information systems	
Taxation and Tax Planning	
Taxation liability; taxation planning and mitigation	
Presentation	
Current legislation	
Computing the corporation tax liability for a client company for a period of account, and preparing the associated Corporation Tax Return	

Taxation and Tax Planning cont.	
Computing the optimal capital allowances claim for a sole trader client for an accounting period, preparing the same client's annual Self-Assessment Tax Return	
Preparing a VAT Return on behalf of a client	
Actively assisting in dealing with a government back duty investigation into a client's affairs	
Information Communication Technology (ICT)	
Advising clients on control aspects of computerised wages systems	
Use of spreadsheet techniques when carrying out day-to-day tasks	
Installing a fully integrated off-the-shelf accounting system onto a client's computer and providing initial guidance on its operation and use	

Information Communication Technology (ICT) cont.	
Installing a new in-house assessment tax return system and training colleagues on the use of the system	

4.0 Professional conduct

Upholding of professional ethics, values and standards	
Ongoing, strict compliance with all applicable codes of professional conduct and professional standards	
Maintaining and demonstrating professional objectivity; providing advice and guidance	
Recognise ethical issues, provide an appropriate professional response and advise on the action to be taken	
Commitment to personal professional development and professional knowledge	
Completion of CPD activities, with evidence of self-reflection and self-appraisal of professional development	

Commitment to personal professional development and professional knowledge cont.	
Attendance at regular appraisal meetings and evidence of follow up action taken in accordance with advice and guidance received	
Displaying professional competence and due care in carrying out tasks	
Apply intellectual skills in making professional judgement decisions when carrying out work and completing complex work tasks to agreed deadline dates and to exemplary standards	
Developing and maintaining effective, ethical professional relationships, both written and external to the firm	
Providing support to peer colleagues and junior staff	
Working effectively as a senior person and developing good business relationships with customers and other professional contacts	
Ongoing awareness of professional developments	
Reading professional accountancy journals, relevant literature, and articles	

Ongoing awareness of professional developments cont.	
Attending in-house or external technical update sessions	
Preparing technical updates or presentations for colleagues or other professional accountants	

5.0 Professional skills

Intellectual skills	
Evaluating information from a variety of sources and perspectives through research, analysis and integration	
Applying professional judgement, including identification and evaluation of alternatives, to reach well-reasoned conclusions based on all relevant facts and circumstances	
Identifying when it is appropriate to consult with specialists to solve problems and reach conclusions	

Intellectual skills cont.	
Applying reasoning, critical analysis and innovative thinking to solve problems	
Interpersonal and communication skills	
Displaying cooperation and teamwork when working towards organisational goals	
Communicating clearly and concisely when presenting, discussing, and reporting in formal and informal situations, both in writing and orally	
Demonstrating awareness of cultural and language differences in all communication	
Applying active listening and effective interviewing techniques	
Applying negotiation skills to reach solutions and agreements	

Interpersonal and communication skills cont.	
Presenting ideas and influence others to provide support and commitment	
Personal skills	
Demonstrating a commitment to lifelong learning	
Applying professional scepticism through questioning and critically assessing all information	
Setting high personal standards of delivery and monitor personal performance, through feedback from others and through reflection	
Managing time and resources to achieve professional commitments	
Anticipating challenges and plan potential solutions	

Personal skills cont.	
Applying an open mind to new opportunities	
Organisational skills	
Undertaking assignments in accordance with established practices to meet prescribed deadlines	
Reviewing own work and that of others to determine whether it complies with the organisation's quality standards	
Applying delegation skills to deliver assignments	

6.0 Additional supporting documents

IPD Records should also include full details and documented outcomes of any progress reviews and training courses in which you have participated, together with any supporting evidence such as appraisal certificates or reports. Include any additional information or evidence you consider supports your IPD Record. You should agree the type of evidence to be submitted with your supervisor who will then verify this and supporting evidence in Section 7.0.

7.0 Verification

Your IPD Record must be counter-signed by your supervisor to confirm the accuracy of your statement. Once you have received this confirmation you should forward this document to AIA.

Your supervisor must be a professionally qualified accountant (an International Accountant, a member of an IFAC member body or a member of a statutorily recognised professional body.)

Supervisor Declaration

I hereby confirm the accuracy of the applicant's assessment of their experience, skills, and competencies.

I confirm that the applicant has demonstrated the appropriate AIA IPD requirements as set out in the AIA IPD Guide, in line with the AIA Constitutional Documents.

This is based upon my own knowledge and first-hand experience / witnessing of the applicant's abilities.

Comment	
Name	
Signature	
Date	

AIA will confirm your successful completion of each year's training. Any queries should be directed to ipd@aiaworldwide.com.