

# CPE Advisory

## 1. PROGRAMME DEVELOPMENT

### 1.A Introduction

1.A.01 The Statement on Continuing Professional Education issued by the Institute requires that the Continuing Professional Education Committee (CPEC) shall issue directions and other guidelines from time to time to enable program organisers as well as all other persons connected with Continuing Professional Education (CPE) activities at Programme Organizing Units (POUs) level as defined in the Statement on CPE, to discharge their responsibilities.

1.A.02 The guidance and direction contained in this advisory is the minimum requirement. The POUs are welcome to develop the CPE Programmes provided such programmes are developed/organised, which meets these minimum requirements in the interest of the Chartered Accountancy profession.

### 1.B Basic components of CPE Programmes

1.B.01 Every CPE Programme should have the following key components:

- Learning Objectives
- Target Participants
- Identification of Appropriate Faculty
- Methodology to be adopted to achieve the objectives of the CPE Programme
- Programme Structure
- Expected Outcomes
- Financial Details (Refer **Form 3** and **Form 4** of the Advisory on CPE Documentation)
- Feedback from the participants – which must be particular to the type of programmes.  
General model of the feedback has been given in the Advisory on CPE Documentation.  
(Refer **Form 6** of the Advisory on CPE Documentation)

1.B.02 Every CPE Programme should be conducted with clearly spelt learning objectives, which should be informed, to the target participants and the resource persons well in advance. The objectives of the CPE Programmes should take into consideration the

level of familiarity, experience and exposure of the participants with the subject matter of the proposed CPE programme.

- 1.B.03 Every CPE Programme should have clearly spelt out outcomes in terms of specific learnings/skill developments to enable the resource persons to equip themselves accordingly.
- 1.B.04 CPE Programmes normally include technical sessions, inaugural and valedictory sessions with refreshment breaks. The technical sessions should be separately scheduled and not to be mixed with inaugural and valedictory sessions.
- 1.B.05 Inaugural and valedictory sessions may be dispensed with while conducting CPE programmes in the nature of Workshops and Residential Programmes .
- 1.B.06 The lunch/tea shall be served only after the completion of the relevant technical session.
- 1.B.07 A '*Technical Session*' may generally be defined as a slot of time, which has predefined subject of learning for which resource person(s) (expert(s) in that subject of learning) is/are engaged in advance. However, discussion forums or workshops where a large part of the totality of the session is conducted by the participants in cases where inputs are received through programme material or electronic media also qualify as technical sessions.
- 1.B.08 A technical session may be scheduled for a duration of minimum of 60 minutes and maximum of 180 minutes (depending upon the number of resource persons in that particular technical session). However, a resource person may not be allowed to take more than 180 minutes session in a CPE programme.  
In case of a Certification course running under the jurisdiction of a Central committee of ICAI, each faculty should be restricted to take the technical session subject to a maximum of 6 hours duration in a particular batch.
- 1.B.09 No CPE Programme should be conducted with more than Six hours of CPE Credit per day.
- 1.B.10 Keynote addresses in technical sessions will only qualify as learning activity but a keynote address on general issues is not considered for inclusion in learning activities.
- 1.B.11 Time devoted to preliminaries like introduction, presentation of mementos, etc. should not exceed 10 minutes in a CPE programme.

- 1.B.12 The CPE Programmes should adopt appropriate learning methodologies and technologies — as mentioned in the CPE Advisory on Use of Learning Technologies to achieve the objectives of CPE Programmes and to aid meeting the expected outcomes of such CPE Programmes.
- 1.B.13 Every CPE Programme should have a programme structure containing the following important informations:
- Timing of Registration
  - Timing of Inaugural Session, if considered necessary
  - Timing of Technical Sessions
  - Details of the moderator or the Chairman of the Technical Session and the resource persons should be given (Maximum of three speakers per technical session).
  - Appropriate weightage in terms of timings have to be given for topics on which the programme aims to develop competence among the members of the Institute.
  - Timing of Valedictory Session, if considered necessary
- 1.B.14 The CPE Programme should as far as possible clearly indicate the target participants in terms of their career profile, experience and exposure requirements, if any. Target participants mean those members of the Institute who could benefit or are interested to attend a programme on a particular topic/subject.
- 1.B.15 The announcements of the CPE Programmes organised by Regional Councils / Branches / CPE Study Circles / CPE Chapters /CPE Study Groups should not contain the words such as “All India” and “National”, since, these words can be used only when a Programme is being conducted under the aegis of the Council of the Institute or a Central Committee of the Institute.
- 1.B.16 Special address in between the Technical sessions should not be allowed since it dilutes the main objectives of the programme.
- 1.B.17. There would be no restriction on the conduct of number of workshops and training programmes by the Central Committees. However, the title ‘National’ /All India/Regional should not be used for workshops and training programmes.
- 1.B.18. The number of participants in a workshop should be restricted to maximum of 100.
- 1.B.19. The topics should be communicated to faculties by the POUs well in advance alongwith the exact time allotted for their presentation.
- 1.B.20. The Programme Organising Units are expected to adhere to the timings of the programme.

1.B.21 The Brochures / Announcements of the CPE Programmes organised by POUs of the Institute should contain the following:

- Title of the CPE Programme, Date, Venue, Participation Fees
- Learning Objectives of the CPE Programme
- Target Participants of the CPE Programme
- Faculty Details (It may be noted that the details of the Resource Persons of CPE Programmes (who are members of the Institute) should not violate the Code of Ethics of the Institute. The details of the Resource Persons/Chairmen of the Technical sessions should only contain their names and designation as Chartered Accountant and their place of practice/ residence if they are members of the Institute.
- Methodology to be adopted to achieve the objectives of the CPE Programme
- Programme Structure
- Nomination Form (A sample nomination form has been attached herewith as **Form No. 9**)
- The CPE Credit for the Programmes should be got approved from the CPE Committee through the CPE Portal in advance. {Further the announcements of the CPE Programmes should not carry words like “CPE Credit awaited”}.

1.B.22.Video CDs/DVDs (if need be) of important programmes (Seminar, conference, residential refresher courses) organized in the country should be forwarded to the CPEC in downloadable form.

1.B.23 Learning activities should be of a minimum duration of two hours in a CPE Programme.

1.B.24 The CPE Programme should not be conducted in fraction of hours. In case, it is conducted in fraction, it should be rounded off to the earlier whole number.

## 1.C **Basic Structure of the CPE Programme**

1.C.01 Basic structure of the CPE programmes shall be decided well in advance. The suggested types of basic structure are as under:

- Lecture Series / Meetings
- Refresher Seminars
- Conferences
- Workshops / Modular Training Programmes/ Residential Programmes
- Conventions
- Panel Discussions

Indicative topics for these types of CPE Programmes are provided in the CPE Calendar, which is issued by the CPE Committee every year.

- 1.C.02 Lecture Series / meetings are preferable – with actual duration of not less than two hours – for a topic on which members need updation. Desirably these lecture series / meetings have to be addressed by one or two resource persons who have command over the topic.
- 1.C.03 Refresher seminars are preferable – with around six hours duration (full day) - for topics on which members need updation.
- 1.C.04 Conferences are preferable – with not less than six hours duration (full day) - for topics / issues on which members have to develop new competencies (other than their core competencies). These types of CPE Programmes shall be interactive and participative. Real life case studies are desirable to be taken up and discussed thoroughly to enable the members to develop deep knowledge and insight about the issues involved and find out appropriate solutions under the guidance and supervision of the resource persons.
- 1.C.05 Workshops / Residential Programmes/ Modular training programmes are preferable –with not less than 6 hours duration per day and with a participation of not more than 100 - for topics / issues on which members have to develop their core competencies in line with the current developments. These types of CPE Programmes should be interactive and participative. Case Study approach is best suited for these types of CPE Programmes and the topics have to be taken up and discussed in detail to enable the members to develop deep knowledge and insights about the issues involved and find out appropriate solutions under the guidance and supervision of the resource persons.
- 1.C.06 Conventions– preferably full day – have to devote on issues of contemporary nature on which members have to develop their competencies/understanding further. In other words, these conventions should provide a bird’s eye view on contemporary issues on which the POU’s should try to conduct more CPE Programmes to disseminate the required knowledge among the members of the Institute.
- 1.C.07 Panel Discussions –with 1 to 3 hours duration (as a part of the programme) - are preferable for hearing views on a particular topic from experts from different walks of life or background on the same issue. In case ‘Panel Discussion’ is held exclusively - the duration should be minimum of 2 hours.
- 1.C.08 The Resource persons should be requested to provide the background materials in advance. All the POU’s have to ensure that the Background Materials / Technical Materials (either prepared by resource persons or the publications of the Institute) are circulated among the participants for every CPE Programme. CPE Committee

shall develop Background Material on selected current topics of interest as standardized material for the POU.

#### **1.D CPE Support to Members in Mofussil Areas and Remote Places**

1.D.01 The POU should try to conduct a few CPE Programmes at places, which are nearer and convenient to the majority of the members residing in mofussil areas and remote places in the geographical jurisdiction of such POU.

1.D.02 Information regarding the CPE Programmes should reach such members well in advance to enable the members to plan to attend such CPE Programmes.

#### **1.E Conclusion**

It should be the endeavour of the POU to continuously improve the quality of CPE Programmes so that the members can recognise the changes in economy / business environment such as focus on value, dynamic business and organisation structures, developments in information technology and telecommunications, new government policies, globalisation of business and competitive pressures. Further, the POU should enable the members to recognise the path to success by adapting to the changes, knowledge management and acquiring skills to work with future environment influenced by technological and other changes. Furthermore, the POU should enable the members to recognise the opportunities for them in the emerging areas nationally and internationally.

#### **1.F Effective Date**

*This advisory comes into effect from 1<sup>st</sup> November, 2011.*

**Form No. 9**

**CPE CONFERENCE/PROGRAMME/SEMINAR**

on

“TITLE OF THE PROGRAMME”

Organized by “Name of the POU”

on “Date of the Programme”

at “Venue”

**DELEGATE REGISTRATION FORM**

Name of Delegate (in Block Letters Only)

Membership Number

Designation

Organisation / Firm

Address

Telephone Number/Mobile no.

Fax Number

E-mail ID

**PAYMENT DETAILS**

Payment for \_\_\_\_\_{number of delegate(s)} at the rate of Rs. \_\_\_\_\_per person  
Cash/ Cheque/ Draft in favour of \_\_\_\_\_: Rs.\_\_\_\_\_ (In words \_\_\_  
only)

Please send this form with delegate fee to:

Contact Person

Name of the POU

Address of the Contact Person

PhoneNumber/Mobile No.

Fax Number

E-mail ID