

IPD RECORD

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INITIAL PROFESSIONAL DEVELOPMENT RECORD

Completing this IPD experience record will assist you in submitting evidence for experience undertaken during your training.

1.0 HOW TO COMPLETE YOUR IPD RECORD

- 1) Complete Section 2.0 Personal Details
- 2) Review Technical Competencies, Professional Conduct and Professional Skills sections
- 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) Provide supporting description of your experience for each competency
- 5) Obtain confirmation from your supervisor and submit the completed record to AIA

Competency	
Description of competency	<input checked="" type="checkbox"/>
<p><i>Include supporting information here to demonstrate and describe the activities you have undertaken to meet the competency requirement; be as detailed and write as clearly as possible</i></p>	

Remember: you should complete an IPD record for every year of your training in order to show the development of your skills and competencies.

You should be able to demonstrate competency in each competency section over your three year training.

Aspects of the AIA Initial Professional Development (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.

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2.0 PERSONAL DETAILS

Name	
Registration Number	
Date	
Year of IPD (please tick)	Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/>
Supervisor Name (include professional qualifications where appropriate)	
Name of Employer	
Address of Employment	

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

3.0 TECHNICAL COMPETENCIES

TECHNICAL COMPETENCIES	
Financial Accounting	
Preparing from incomplete records, a full set of financial statements for an entity, for example an unincorporated/incorporated entity	<input type="checkbox"/>
Carrying out a full book-keeping service for an entity	<input type="checkbox"/>
Preparing a cash flow forecast for an entity	<input type="checkbox"/>

Interpreting financial statements of limited companies and other entities	<input type="checkbox"/>
Applying and critically analysing current International Financial Reporting Standards	<input type="checkbox"/>
Preparing a report or other communication which aims to offer users professional advice on a group entity's financial performance and position	<input type="checkbox"/>

Treasury Management and Capital	
Evaluating key theories in corporate finance	<input type="checkbox"/>
Assessing alternative capital structure choices for firms	<input type="checkbox"/>
Appraising long-term investments (including overseas investments) using a variety of techniques	<input type="checkbox"/>

Critiqueing the working capital management practices of firms	<input type="checkbox"/>
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	<input type="checkbox"/>
Calculating the value of a security using a variety of techniques and appraising these valuation techniques	<input type="checkbox"/>
Appraising the managerial and economic consequences of a number of alternative strategies for managing and hedging the risks associated with international trades	<input type="checkbox"/>

Long term financial planning	<input type="checkbox"/>
Investment decisions	<input type="checkbox"/>
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	<input type="checkbox"/>

<p>Internal audits, including the appointment, functions and responsibilities of the internal auditors, and relevance to the internal audit</p>	<input type="checkbox"/>
<p>Responsibilities of management, including control systems, corporate governance matters associated with control systems and external financial reporting and managing the audit practice</p>	<input type="checkbox"/>
<p>Audit strategy and the evaluation of risk</p>	<input type="checkbox"/>

Audit process; systems compliance	<input type="checkbox"/>
Reporting and communication	<input type="checkbox"/>
	<input type="checkbox"/>

Management Accounting	
Business planning	<input type="checkbox"/>
Operation and development of management accounting systems	<input type="checkbox"/>
Decision management; management performance	<input type="checkbox"/>

Calculate material, labour, expense and overhead costs for products, processes, services and functions	<input type="checkbox"/>
Applying traditional costing systems and activity-based costing systems to calculate costs of products and services and identify costs of activities	<input type="checkbox"/>
Use appropriate techniques to advise managers on a range of long and short run decisions, including capital investment decisions and outsourcing decisions	<input type="checkbox"/>

<p>Create, summarise and reconcile basic costing records</p>	<input type="checkbox"/>
Empty space for notes or details	
<p>Apply appropriate techniques and interpret the results to support a range of business decisions</p>	<input type="checkbox"/>
Empty space for notes or details	
<p>Produce a report highlighting the strengths and weaknesses of an organisation's management accounting information systems</p>	<input type="checkbox"/>
Empty space for notes or details	

Taxation and Tax Planning	
Taxation liability; taxation planning and mitigation	<input type="checkbox"/>
Presentation	<input type="checkbox"/>
Current legislation	<input type="checkbox"/>

<p>Computing the corporation tax liability for a client company for a period of account, and preparing the associated Corporation Tax Return</p>	<input type="checkbox"/>
Empty space for notes or details	
<p>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</p>	<input type="checkbox"/>
Empty space for notes or details	
<p>Preparing a VAT Return on behalf of a client</p>	<input type="checkbox"/>
Empty space for notes or details	

Actively assisting in dealing with a government back duty investigation into a client's affairs	<input type="checkbox"/>
Information Communication Technology (ICT)	
Advising clients on control aspects of computerised wages systems	<input type="checkbox"/>
Use of spreadsheet techniques when carrying out day-to-day tasks	<input type="checkbox"/>

Installing a fully integrated off-the-shelf accounting system onto a client's computer and providing initial guidance on its operation and use	<input type="checkbox"/>
Installing a new in-house assessment tax return system and training colleagues on the use of the system	<input type="checkbox"/>

4.0 PROFESSIONAL CONDUCT

PROFESSIONAL CONDUCT	
Upholding of professional ethics, values and standards	
Ongoing, strict compliance with all applicable codes of professional conduct and professional standards	<input type="checkbox"/>
Maintaining and demonstrating professional objectivity; providing advice and guidance	<input type="checkbox"/>
Recognise ethical issues, provide an appropriate professional response and advise on the action to be taken	<input type="checkbox"/>

Commitment to personal professional development and professional knowledge	
Completion of CPD activities, with evidence of self-reflection and self-appraisal of professional development	<input type="checkbox"/>
Attendance at regular appraisal meetings and evidence of follow up action taken in accordance with advice and guidance received	<input type="checkbox"/>
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	<input type="checkbox"/>

Developing and maintaining effective, ethical professional relationships, both written and external to the firm	
Providing support to peer colleagues and junior staff	<input type="checkbox"/>
Working effectively as a senior person and developing good business relationships with customers and other professional contacts	<input type="checkbox"/>
Ongoing awareness of professional developments	
Reading professional accountancy journals, relevant literature and articles	<input type="checkbox"/>

Attending in-house or external technical update sessions	<input type="checkbox"/>
Preparing technical updates or presentations for colleagues or other professional accountants	<input type="checkbox"/>

5.0 PROFESSIONAL SKILLS

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

Applying reasoning, critical analysis and innovative thinking to solve problems	<input type="checkbox"/>
Interpersonal and communication skills	
Displaying cooperation and teamwork when working towards organisational goals	<input type="checkbox"/>
Communicating clearly and concisely when presenting, discussing and reporting in formal and informal situations, both in writing and orally	<input type="checkbox"/>

Demonstrating awareness of cultural and language differences in all communication	<input type="checkbox"/>
Applying active listening and effective interviewing techniques	<input type="checkbox"/>
Applying negotiation skills to reach solutions and agreements	<input type="checkbox"/>

Presenting ideas and influence others to provide support and commitment	<input type="checkbox"/>
Personal skills	
Demonstrating a commitment to lifelong learning	<input type="checkbox"/>
Applying professional scepticism through questioning and critically assessing all information	<input type="checkbox"/>

Setting high personal standards of delivery and monitor personal performance, through feedback from others and through reflection	<input type="checkbox"/>
Managing time and resources to achieve professional commitments	<input type="checkbox"/>
Anticipating challenges and plan potential solutions	<input type="checkbox"/>

Applying an open mind to new opportunities	<input type="checkbox"/>
Organisational skills	
Undertaking assignments in accordance with established practices to meet prescribed deadlines	<input type="checkbox"/>
Reviewing own work and that of others to determine whether it complies with the organisation's quality standards	<input type="checkbox"/>

Applying delegation skills to deliver assignments	<input type="checkbox"/>

6.0 ADDITIONAL SUPPORTING DOCUMENTATION

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 along with your Associate Application Form.

Remember: 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.

<p>Comment</p> <p>Please provide an overall comment on the training and experience the candidate has undertaken, along with an assessment of their professionalism.</p>	
<p>Name</p>	
<p>Signature</p>	
<p>Date</p>	