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# CIPFA

Our Ref: ET/CPD/Accreditation/00110011.

Paul Stone  
Senior Technical Accountant  
Corporate Finance Division  
Derbyshire County Council  
County Hall  
Matlock  
Derbyshire, DE4 3AG



Thanks Pete,  
What do  
we do now  
to communicate  
this?  
G.

21 August 2007

Dear Paul

### **Continuing Professional Development: Accreditation of Employer Scheme**

I am writing to advise you that the Employee Personal Development Review developed by Derbyshire County Council has been accredited for the purposes of Continuing Professional Development and is regarded as the equivalent to Level 2 of the CIPFA scheme - the best practice level.

Members, who are not yet registered, should now register with CIPFA's CPD scheme by completing the enclosed Registration Form. Once they are registered, formal recognition of their participation in the scheme will be recorded in the CIPFA Directory of Members which is available to view on the website.

CIPFA members should, on an annual basis, declare their compliance with the CPD scheme. In addition, a random number of members will be selected and asked to share their evidence of their CPD - in such circumstances the Individual Objectives, Personal Development Plan as well as screen prints from your electronic system of the Employee Personal Development Review will be used as the basis for this discussion. I have also enclosed an Information Sheet about the process.

If the scheme is revised at any time I would be grateful if you could send me an updated version in order that I may review this arrangement.

Congratulations on your accreditation. This news will be announced in CPD News on the CIPFA Learning Centre. CIPFA has designed a logo exclusively for accredited employers, to promote this arrangement in your literature. Please contact me if you would like me to send you the logo and guidance notes. I would welcome the opportunity to discuss with you and your colleagues how we can promote this arrangement within Derbyshire County Council and encourage participation in the CPD scheme.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Carla Rockson'.

Carla Rockson  
CPD Co-ordinator  
020 7543 5706

Enc

AT THE HEART OF  
YOUR CAREER



The Chartered Institute of  
Public Finance and Accountancy  
Registered with the Charity Commissioners  
of England and Wales Number 231060



# CIPFA

*Employer Accreditation Scheme*  
*For the purposes of*  
*Continuing Professional Development*

*Awarded to*

*Derbyshire County Council*

*For achieving the status of*

**LEVEL 2 - BEST PRACTICE**



*In*

*July 2007*

PRESIDENT

CHIEF EXECUTIVE

## CONTINUING PROFESSIONAL DEVELOPMENT ACCREDITATION OF EMPLOYER SCHEME

Congratulations on your successful employer accreditation. This information sheet provides additional information about the accreditation process.

### **What accreditation means regarding paperwork**

Following accreditation of your employer scheme, providing the member is registered with CIPFA's scheme and annually confirms his/her participation, members will not be required to complete two sets of paperwork. The paperwork from the employer scheme will be accepted in place of CIPFA's scheme paperwork.

Members will benefit from having more time to devote to their development, as well as support and recognition from both their employer and CIPFA.

### **Network of accredited employers**

The process of accrediting employer schemes is becoming very popular amongst CIPFA employers and quite often, colleagues who are establishing similar schemes like to discuss the issues in developing an in house scheme with someone experienced in this area. Please advise me if you do not wish your scheme or contact details to be disclosed.

### **Registering with CIPFA's CPD scheme**

A CPD presentation is available to help members understand what is involved in CIPFA's CPD scheme and how this links to the organisational scheme. Members would also be encouraged to register with CIPFA's CPD scheme at a presentation. If you would like to arrange a visit please contact the CPD Section, details are given below.

### **Contact details:**

**Carla Rockson**  
**CPD Co-ordinator**  
**Tel: 020 7543 5706**  
**Fax: 020 7543 5700**  
**Email: [carla.rockson@cipfa.org](mailto:carla.rockson@cipfa.org)**

September 2004

# CONTINUING PROFESSIONAL DEVELOPMENT (CPD) REGISTRATION FORM



## Personal Details

Name:	
Address:	
Employer:	
Membership No:	
Telephone (daytime):	
Email:	

☐

I wish to register with the Continuing Professional Development scheme and agree to meet the minimum requirements of the scheme (see requirements) by participating at:

Please tick one box: ☐ **Level 1** ☐ **Level 2**

My CPD Year will be:  Month:  Year:  to  Month:  Year:

I would like the following circumstances to be taken into account (Please give details below)

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☐

I wish to apply for an exemption from participating in the CPD scheme on the following grounds  
(Please give details below)

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By registering for CPD you will automatically be registered for the CIPFA Learning Centre website. Your password will be sent to the email address you have given us on this form.

Signature:	
Date:	

For further information about the CPD scheme please visit the CIPFA Learning Centre at <http://learning.cipfa.org.uk>  
Please post this form to: CPD Section, CIPFA, 3 Robert Street, London WC2N 6RL

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