

Example of Continuing Professional Development Activity Plan Member in the Public Sector*

As a Senior Policy Analyst in the Fiscal and Financial Policy Division of the provincial Ministry of Finance, Monique works on a variety of projects. Her goal is to eventually be promoted to a more senior position in fiscal and financial policy or to move into an internal audit function.

When the new CPD requirements were introduced, Monique was concerned they would take time away from the activities she is undertaking to advance within the government. But when she reviewed the new requirements, she realized this was not the case. Under the new standards, a minimum of 120 hours of CPD must be completed over three years, including at least 60 hours of verifiable learning and at least 20 hours each year. Monique easily designed a three-year plan that will satisfy the new PD requirements and permit her to continue to pursue advancement at work.

Year 1

One of Monique's major projects at work is a research project to review and document the applicability of a new Public Sector Accounting Board standard to the provincial Public Accounts and other financial reports. Monique expects this project will take 24 hours. Active in her provincial CA Institute/Ordre, Monique regularly attends the local district's lunch seminar speaker series, which will count as six hours of verifiable learning. She also takes two hours of language training every week. Monique's unverifiable learning activities include reading CAMagazine, internal audit journals and various policy and economic publications. In year one, Monique's plan includes **130 hours** of verifiable learning and **20 hours** of unverifiable learning.

Year 2

Monique takes advantage of the ongoing PD activities offered by the provincial public service. In year 2 of her plan, she intends to attend a one-day management skills seminar and a one-day seminar on effective communications skills. She will also attend a two-day training session inside her own division on software upgrades. These three sessions will count as verifiable learning activities, as will her weekly language training. In addition to reading CAMagazine and internal audit journals, Monique will also read government policy initiatives relating to improved transparency and accountability in financial reporting. Monique's plan for year two includes **124 hours** of verifiable learning and **20 hours** of unverifiable learning.

Year 3

Monique has been asked to join the Board of the local Heart and Stroke Foundation when the next opening occurs, which will happen in year three of her plan. As part of her orientation, she will attend a half-day governance seminar and enrol in a CA-Institute/Ordre-sponsored update course on issues relating to not-for-profit organizations. At work, a major focus for Monique's ongoing learning activities is the final, intensive phase of her language-training program – 100 hours of immersion. She will continue to read CAMagazine, internal audit journals and policy/economic publications for her unverifiable learning activities. For year three, Monique's verifiable learning total is **106 hours** and her unverifiable learning total is **20 hours**.

With a projected total of 420 PD hours over three years, including 360 verifiable hours, Monique expects to have no difficulty meeting the new CPD requirements.

	Verifiable	Unverifiable	Total
Year 1	130 hrs. (PSAB project, lunch seminars, language training)	20 hrs. (Reading)	150 hrs.
Year 2	124 hrs. (In-house seminars & training, language training)	20 hrs. (Reading)	144 hrs.
Year 3	106 hrs. (Language training, seminar, update course)	20 hrs. (Reading)	126 hrs.
Total (compared to 3-year requirement of 120 hours, including 60 verifiable)			420 hrs.

*This example is for illustrative purposes only – for more information, contact [Shirley Sommer, CA, Registrar](#).