

(NBAA)
THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS
TANZANIA



GUIDELINES ON CONTINUED PROFESSIONAL DEVELOPMENT

1.0 INTRODUCTION

- 1.1 The National Board of Accountants and Auditors (NBAA) is a member of International Federation of Accountants (IFAC) which is required to follow the prescribed professional education standards issued by the International Accounting Education Standards Board (IAESB). As a member of IFAC, NBAA has an obligation to monitor and provide Continuing Professional Development (CPD) opportunities to its members.
- 1.2 All registered members are required to comply with all applicable CPD requirements in accordance with Accountants and Auditors (Registration) By-laws 2017. Each member of the NBAA equally has an obligation to keep up to the professional competence expectations by engaging in CPD activities. CPD is required for all registered members to maintain their professional competence and provide quality professional services.
- 1.3 The knowledge and skills required for effective functioning of Professional Accountant in various avenues of practice and employment continue to change dynamically and expand rapidly. With the changing market dynamics, complexity of business operations and growing expectations from professional accountants emphatically place continued development of professional competence and learning as critical imperative.
- 1.4 With a view to enabling its members to maintain the optimum level of professional competence and to ensure high quality and standards in the professional services that they render, it is advisable that each member should plan for his/her CPD as set

out in the CPD calendar for each year. CPD calendar may be downloaded from the Board website www.nbaa.go.tz

2.0 MEANING OF CPD

The NBAA defined CPD as a range of learning activities through which professional accountants maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional working life to achieve excellence.

3.0 OBJECTIVES OF CPD

The main objectives of the CPD programme are to enable professional accountants to:

- 3.1 Maintain and further develop professional competence so as to meet the ever increasing market demands and technological advancement that required new knowledge and skills.
- 3.2 Meet stakeholder expectations by ensuring that they maintain and further develop the professional competence required to perform any particular engagement which is undertaken in order that clients may receive the advantage of competent professional service, based upon up-to-date developments in practice, legislation and techniques and other requirements of the profession.
- 3.3 Meet their ethical obligations to maintain and further develop their professional competence at the level appropriate to the types of engagements and levels of responsibility which they undertake.
- 3.4 Facilitate the members in keeping them abreast of latest developments, widening their knowledge base and improving their skills to maintain the cutting edge by providing training and expertise in critical areas. It assists members achieve constant upgrading of competence by acquiring adequate skills commensurate with accounting profession responsibilities.

4.0 NEED FOR CPD

The explosion of knowledge and the rapid obsolescence of technology have created need in many countries to modernize their traditional education and training systems to cater with the professional developmental needs of the new information age society. The need for CPD includes;

- (i) Maintaining necessary knowledge, skills and professional ethics expected as a member of the profession and keeping members up to date with developments within the profession.
- (ii) Keeping member's knowledge and skills updated to match the demands of the profession and society.
- (iii) Constantly upgrade and update their knowledge and skills in all areas of professional work.

5.0 AUTHORITY

These guidelines have been developed by NBAA under the By-law 16(6) of the Accountants and Auditors (Registration) By-Laws, 2017 as in force starting from 31st March 2017. By-law 16(6) states that *“Every Continuing Professional Development activity shall be conducted as per the guidelines on Continuing Professional Development that shall be issued by the Board from time to time”*.

6.0 APPLICABILITY OF CPD REQUIREMENT

CPD is compulsory and is applicable to all members whether in public practice, commerce, the public sector, industry, education or any other field. The following members of the Board shall be required to meet the CPD hours requirement:

- (i) Certified Public Accountants in Public Practice, Certified Public Accountants, Temporary Certified Public Accountants in Public Practice and Temporary Certified Public Accountants.
- (ii) Graduate Accountants (GAs)
- (iii) Accounting Technicians (AT)

7.0 EXEMPTION FROM CPD

The following members are exempted;

- (i) Any professional accountant who has withdrawn from the paid workforce as a retiree in accordance with the laws governing retirement and categorized as retired member under By-law clause 20 of the Accountants and Auditors (Registration) By-laws 2017.
- (ii) Member with long illness for more than six months will be exempted for CPD provided that he/she provides proof of illness for that period.
- (iii) Member undergoing studies for one or more than one year in accounting related studies will be exempted for CPD provided that he/she provides proof of studies for that period.

8.0 REQUIREMENT OF CPD HOURS

8.1 Under By-law 16 of the Accountants and Auditors (Registration) By-Laws, 2017 each member shall obtain a minimum number of CPD hours during a period of one calendar year as follows:

- (i) Forty hours (40) for Certified Public Accountants in Public Practice, Certified Public Accountants, Temporary Certified Public Accountants in Public Practice and Temporary Certified Public Accountants.
- (ii) Thirty (30) hours for Graduate Accountant.
- (iii) Twenty (20) hours for Accounting Technician

8.2 By-law 16(5) of the Accountants and Auditors (Registration) By-Laws, 2017 requires that at least seventy-five percent (75%) of the CPD hours attended by a member per annum shall be from the Board's CPD activities. The remaining CPD hours may be obtained from outside the Board's CPD activities. A member who has attended CPD activities other than the CPD activities conducted by the Board shall submit details of such CPD hours to the Board at the end of each calendar year. For CPD activities outside the Board's CPD activities, it is the responsibility of the member to appraise the quality of CPD activities and justify the hours claimed.

9.0 STRUCTURE OF CPD ACTIVITIES

9.1 Structured CPD Activities

Structured CPD learning activities include;

- (i) Workshops, Seminars & Conferences organized by the Board.
- (ii) Mentoring of Graduate Accountants (GAs).
- (iii) Serving as an Examiner for the Board's Examinations.

9.2 Unstructured CPD Activities

Unstructured CPD learning activities include;

- (i) Publication of article in a journal related to accountancy profession.
- (ii) Writing papers or books related to accountancy profession.
- (iii) Attending formal technical meetings and other meetings that contribute to the development of the accountancy profession.

10.0 CALCULATING CPD HOURS

10.1 Structured CPD Activities.

- (i) Eight (8) CPD hours are earned by attending a one-day workshop, seminar or conferences organized by the Board.

- (ii) Six (6) CPD hours are earned by attending a half-day workshop, seminar or conferences organized by the Board.
- (iii) Ten (10) CPD hours are earned by mentoring at least five Graduate Accountants (GAs) at the end of each mentoring year.
- (iv) Five (5) hours will be earned for a member serving as examiner of the Board's examinations for each session.

10.2 Unstructured CPD Activities

The CPD hours for unstructured CPD activities shall be approved by the Executive Director after submission of evidence.

11.0 ADMINISTRATION OF CPE HOURS

CPD Structure	Monitoring
Structured learning	NBAA
Unstructured learning	Member Member shall submit self-declaration and evidence of respective learning activities.

12.0 FEES PAID FOR CPD ACTIVITIES

Each member of the Board who wishes to attend CPD events organized by the Board shall pay fee as advertised or as indicated in the invitation letter of the respective CPD event. In case a member, for any reason cannot attend the CPD event and has paid the event fee, he/she shall inform the Board in writing seven days before the event day requesting for the fee to be transferred to another event and proposing the CPD events to attend. Any fee which is not utilized within ninety days from the date paid shall be considered utilized and no transfer shall be claimed. In any case, no member shall claim transfer of fee if he/she has not informed the Board in writing seven days before the event day.

13.0 CONSEQUENCE OF NON-COMPLIANCE

A member who, without cause, fails to attain the required Continuing Professional Development hours;

- (i) Shall pay a penalty fee as prescribed in the Third Schedule of the Accountants and Auditors (Registration) By-Laws, 2017 or
- (ii) Face disciplinary measures that the Board may consider appropriate against him/her.

14.0 EFFECTIVE DATE

This guideline have been approved by the NBAA Governing Board during its 173rd meeting held on 29th September 2017 to be effective from 1st October 2017