

Response to the IFAC Part 2, SMO Self-Assessment Questionnaire

Member Name: The Chartered Institute of Public Finance and Accountancy

Country: United Kingdom

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Number	Question Title/Text/Help text	Answer	Comments
IFAC Part 2 SMO Self-Assessment			
1.	SMO 1		
1.1.	Quality Assurance Program		
1.1.1.	<i>Quality Assurance Review Program</i> In your jurisdiction is there a mandatory quality assurance review program in place for members of your organization performing audits of financial statements of listed companies?	1 <input type="radio"/> Yes 2 <input checked="" type="radio"/> No	
1.1.2.	<i>Quality Assurance Review Program Follow Up</i> What plans do you have for developing and implementing a quality assurance review program, or if you do not have those plans, what special reasons or conditions for that fact exist?		We are developing a quality assurance programme for our members. However very few of our members are involved in the audit of listed entities so our quality assurance process will be targeted at our self employed members and

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			those who are employed in Statutory Audit organisations.
2.	SMO 2		
2.1.	<i>MB Membership Requirements</i> Which of the following are required for individuals to be admitted as members in your organization? Select all the options that are appropriate.	<input checked="" type="checkbox"/> Complete a program of professional accountancy education <input checked="" type="checkbox"/> Complete a practical experience requirement <input checked="" type="checkbox"/> Complete a final assessment of the individual's professional capabilities and competencies <input type="checkbox"/> None of the above	
2.2.	<i>Continuous Professional Development</i> Is there a requirement for your members to develop and maintain competence through continuous professional development (CPD)?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2.3.	Professional Accountancy Education		
2.3.1.	<i>Professional Accountancy Education Program</i> Who delivers the professional accountancy education program for your members? Select all the answer options that are appropriate.	<input checked="" type="checkbox"/> Our organization	

Number	Question Title/Text/Help text	Answer	Comments
		2 <input checked="" type="checkbox"/> Another IFAC member body 3 <input checked="" type="checkbox"/> Universities 4 <input checked="" type="checkbox"/> Approved training institutions 5 <input type="checkbox"/> Government bodies 6 <input type="checkbox"/> Other organizations	
2.3.2.	<p><i>Describe Other Organizations</i> Where your response in question 2.3.1 indicates another IFAC member body, universities, approved training institutions, and / or other organizations deliver the professional accountancy education program, describe these organizations and their legal authority to deliver the program. (Include the name of the other IFAC member body where relevant).</p>	<p>1. Another IFAC member body the Certified Management Accounts of Canada (CMA Canada) deliver the CIPFA course in Canada under a dual designation programme.</p> <p>2. Other educational establishments - universities and colleges – design and deliver their own training courses based on CIPFA’s syllabus and learning material.</p>	
2.3.3.	<p><i>Prof Accountancy Education Program Follow Up</i> Please describe how your organization ensures the professional accountancy education program, delivered by the organization in response to question 2.6, meets the required content.</p> <p>Include in your description the specific activities your organization undertakes with regards to the necessary content requirements.</p>	<p>This is done by the following:</p> <ul style="list-style-type: none"> · Validation every 4 years · Bi-annual visits to educational establishment · Educational establishments submit annual reports 	

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		<ul style="list-style-type: none"> · Lecturers from these establishments attend CIPFA's Course Leaders meetings held twice a year · Feedback questionnaires sent to students attending these establishments · Results analysis undertaken for these establishments 	
2.7.	IES 1 Entry Requirements		
2.7.1.	<p><i>Entry Requirements and Equivalency</i> Section 2.7 deals with the entry requirements to the professional accountancy education program delivered by your organization.</p> <p>Are the entry requirements to the program equivalent to admissions requirements for a recognized university degree program (or its equivalent)?</p>	1○ Entry requirements are at least equivalent to that for admission into a recognized university degree program (or its equivalent)	We consider that our current access requirements recognize the value of workplace experience and the generally good quality of in-house staff development in the UK public services. We consider that motivated and experienced students, with the support of CIPFA and their employers, are suitable and appropriate candidates for professional training. We also consider that our open access arrangements for

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		2⊙ Entry requirements are not equivalent to that for admissions into a recognized university degree program (or its equivalent)	<p>mature students are wholly consistent with UK government policy on life-long learning.</p> <p>We do require Mature Entrants (see 2.7.2) to provide a written statement from their employer, confirming their support and that the student has the skills required to undertake CIPFA training.</p>
2.7.2.	<p><i>Entry Requirements Follow Up</i> Please describe in general terms the experience and / or knowledge required to enter into the professional accountancy education program. For example, whether the individual must have secondary education (e.g. high school diploma) or the type and number of years of work experience that is recognized.</p>	<p>Minimum Requirements: candidates may study for CIPFA if they have a minimum of 3 GCSE's (grades A-C) and 2 A-levels (grade A-C), or equivalents. Subjects must include Maths and English at either level. BTEC and equivalents are also accepted The minimum vocational qualification is an NVQ/GNVQ at Level 3, or</p>	

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		<p>equivalent. This is comparable to university entry standards.</p> <p>Mature Entry: Candidates may become CIPFA Students if they are 21 or over, with a minimum of three years' relevant work experience and the support of their employer.</p> <p>Senior Entry: candidates will be eligible for the Senior Entrants' Scheme if they are 25 or over with at least 5 years' relevant work experience. They will be entitled to exemptions from our Financial Accounting and Management Accounting modules.</p> <p>It is thus possible, though in practice rare, for students to be accepted into the CIPFA programme, without degree entry level qualifications.</p>	
2.8.	IES 2 Content of Professional Accounting Education Program		
2.8.1.	<i>Gaining Accountancy Knowledge</i> Section 2.8 deals with the general content of	1 <input checked="" type="checkbox"/> Post-secondary accounting	

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	<p>the professional accountancy education program delivered by your organization.</p> <p>What forms of pre-qualification, professional accountancy knowledge are recognized by your organization? Select all the answer options that are appropriate.</p>	<p>degree</p>	<p>2<input checked="" type="checkbox"/> Post-secondary business or finance degree 3<input type="checkbox"/> Post-secondary degree in another subject matter 4<input checked="" type="checkbox"/> Qualification offered by another IFAC member body 5<input checked="" type="checkbox"/> Relevant work experience 6<input type="checkbox"/> Other</p>
2.8.3.	<p><i>Describe Other IFAC Qualification</i> State the name of the IFAC member body and the title / designation offered by the IFAC member body that is recognized by your organization.</p>	<p>We offer an enhanced exemption status to members of the five other UK and Ireland accountancy Institutes within the Consultative Council of Accounting Bodies. These candidates are required to complete one examination and our Case Study to achieve CIPFA membership. We also have a joint programme with CMA Canada, offering dual membership of our respective Institutes.</p>	

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2.8.4.	<p><i>Relevant Work Experience</i> Describe the type and length of work experience that is recognized as part of pre-qualification professional accountancy knowledge.</p>	<p>Senior Entrant students (see 2.7.2) are offered two exemptions from the lowest level of the qualification, the CIPFA Certificate, to reflect their experience.</p>	
2.8.6.	<p><i>Pre-Qualification for Professional Knowledge</i> What is the length of the professional accountancy knowledge component of pre-qualification education? Select the answer option that is the most appropriate.</p>	<p>1 <input type="radio"/> Two years of full-time study or part-time equivalent</p> <p>2 <input type="radio"/> Less than two years of full-time study or part-time equivalent</p> <p>3 <input checked="" type="radio"/> More than two years of full-time study or part-time equivalent study</p>	
2.8.7.	<p><i>Length Follow Up</i> Please describe the extent of professional accountancy knowledge that is required as part of the pre-qualification education component. Include in your description factors that were relevant in selecting the extent of knowledge required.</p>	<p>Exemptions for examinations can be granted on a paper by paper basis, for any combination of subjects, if candidates can provide evidence that they have studied relevant material, to a level equivalent to that required by the CIPFA examiners, with at least 75% coverage of the CIPFA syllabus. In all cases exemptions</p>	

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		will only be confirmed when CIPFA has received from the student a copy of the certificate of qualification or course transcription issued by the awarding body or institution.	
2.8.8.	Pre-Qualification Content		
2.8.8.1.	<p><i>Accounting and Finance</i></p> <p>Section 2.8.8.1 deals with the specific content of the professional accountancy education program delivered by your organization.</p> <p>Which of the following accounting, finance, and related knowledge subject areas are required prior to qualification? Select all the answer options that are appropriate.</p>	<p>1 <input checked="" type="checkbox"/> Financial accounting and reporting</p> <p>2 <input checked="" type="checkbox"/> Management accounting and control</p> <p>3 <input checked="" type="checkbox"/> Control</p> <p>4 <input checked="" type="checkbox"/> Taxation</p> <p>5 <input type="checkbox"/> Business and commercial law</p> <p>6 <input checked="" type="checkbox"/> Audit and assurance</p> <p>7 <input checked="" type="checkbox"/> Finance and financial management</p> <p>8 <input checked="" type="checkbox"/> Professional values and ethics</p> <p>9 <input type="checkbox"/> None of the above</p>	
2.8.8.2.	<p><i>Accounting and Finance Follow Up</i></p> <p>For the accounting and finance subjects in</p>	The CIPFA qualification is based	

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	question 2.10.8.1 that are not required by your organization, please explain the special conditions or reasons why they are not required.	upon the distinct and specific needs of the public services. Accordingly there is a reduced emphasis on the skillsets and knowledge required by accountants practicing in commercial sectors. We do educate students in business and commercial law to the extent that it is relevant to their needs and those of their employers. We are currently developing a distinct stream within the CIPFA qualification, for those wishing to become Registered Auditors of commercial enterprises. This stream will have extensive coverage of business and commercial law.	
2.8.8.3.	<i>Organizational and Business Knowledge</i> Which of the following organizational and business knowledge subject areas are required prior to qualification? Select all the answer options that are appropriate.	<p>1 <input checked="" type="checkbox"/> Economics</p> <p>2 <input checked="" type="checkbox"/> Business environment</p> <p>3 <input checked="" type="checkbox"/> Corporate governance</p> <p>4 <input checked="" type="checkbox"/> Business ethics</p> <p>5 <input type="checkbox"/> Financial markets</p> <p>6 <input checked="" type="checkbox"/> Quantitative methods</p> <p>7 <input checked="" type="checkbox"/> Organizational behavior</p>	

Number	Question Title/Text/Help text	Answer	Comments
		8 <input checked="" type="checkbox"/> Management and strategic decision making 9 <input checked="" type="checkbox"/> Marketing 10 International business and <input checked="" type="checkbox"/> globalization 11 None of the above <input type="checkbox"/>	
2.8.8.4.	<i>Organizational and Business Follow Up</i> For the organizational and business knowledge subjects in question 2.10.8.3 that are not required by your organization, please explain the special conditions or reasons why they are not required.	The CIPFA qualification is based upon the distinct and specific needs of the public services. Accordingly there is a reduced emphasis on the skillsets and knowledge required by accountants practicing in commercial sectors. We do educate students in financial markets to the extent that it is relevant to their needs and those of their employers, whose powers to invest are often strictly limited in UK law.	
2.8.8.5.	<i>Information Technology</i> Which of the following information technology (IT) subject areas and competences are required prior to qualification? Select all the answer options that are appropriate.	1 <input checked="" type="checkbox"/> General knowledge of IT 2 <input checked="" type="checkbox"/> IT control knowledge 3 <input checked="" type="checkbox"/> IT control competences 4 <input checked="" type="checkbox"/> IT user competences	

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		5 <input checked="" type="checkbox"/>	One of, or a mixture of, the competences of, the roles of manager, evaluator or designer of information systems
		6 <input type="checkbox"/>	None of the above
2.8.8.7.	<p><i>Additional Content by Requirement</i> Are there additional content requirements specified by law or regulation, or your organization?</p>	1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/>	<p>Yes, as required by law or regulation</p> <p>Yes, as determined to be necessary by our organization</p> <p>No</p>
2.8.8.8.	<p><i>Additional Content - Describe</i> Describe the additional content required by law / regulation or determined to be necessary by your organization including whether this requirement applies to all professional accountants or those operating in public practice or employed in business.</p>		<p>The CIPFA qualification is based upon the distinct and specific needs of the public services. Accordingly, there is a greatly enhanced emphasis on the skillsets and knowledge required by accountants practicing in the public services. This additional content is extensive and complex but the key distinct content is contained in the following modules: Governance and Public Policy: Public policy-making structures and processes, governance, ethical behaviour and accountability. Public Finance: Public expenditure</p>

Number	Question Title/Text/Help text	Answer	Comments
		<p>and revenue, fiscal policy, treasury risk management.</p> <p>Financial & Performance Reporting: Preparation and interpretation of financial statements to standards set in the UK public services, performance measurement.</p> <p>Audit and Assurance: Significant additional content relating to additional responsibilities and activities of public sector statutory auditors.</p>	
2.9.	IES 3 Professional Skills		
2.9.1.	<p><i>Development of Intellectual Skills</i></p> <p>Section 2.9 deals with the professional skills required by the professional accountancy education program delivered by your organization.</p> <p>At what points in the professional accountancy education program are intellectual skills developed? Select all the answer options that are appropriate. In responding to this question refer to IES 3 paragraphs 13 and 14.</p>	<p>1 <input checked="" type="checkbox"/> As part of general education and / or as part of the professional accountancy education program entry requirements</p> <p>2 <input checked="" type="checkbox"/> Through specific professional</p>	

Number	Question Title/Text/Help text	Answer	Comments
		accountancy education course content 3 <input checked="" type="checkbox"/> Through practical experience requirement 4 <input type="checkbox"/> Other (please describe)	
2.9.2.	<p><i>Intellectual Skills</i></p> <p>Describe the specific intellectual skills candidates are required to have at the point of qualification and how these skills are assessed.</p>	<p>The intellectual skills required at the point of qualification include all those identified by IES 3.14. These are assessed by:</p> <ul style="list-style-type: none"> • Examinations • A synoptic, scenario based Case Study (final test) • A researched based strategic management paper (final test) • An assessed portfolio of practical experience, including compulsory activities 	
2.9.3.	<p><i>Development of Technical and Functional Skills</i></p> <p>At what points in the professional accountancy education program are technical and functional skills developed? Select all the answer options that are appropriate. In responding to this question refer to IES 3 paragraphs 13 and 15.</p>	1 <input type="checkbox"/> As part of general education and / or as part of the professional accountancy education program entry requirements 2 <input checked="" type="checkbox"/> Through specific professional accountancy education course	

Number	Question Title/Text/Help text	Answer	Comments
		content 3 <input checked="" type="checkbox"/> Through practical experience requirement 4 <input type="checkbox"/> Other (please describe)	
2.9.4.	<i>Technical and Functional Skills</i> Describe the specific technical and functional skills candidates are required to have at the point of qualification and how these skills are assessed.	The technical and functional skills required at the point of qualification include all those identified by IES 3.15. These are assessed by: <ul style="list-style-type: none"> • Examinations • A synoptic, scenario based Case Study (final test) • A researched based strategic management paper (final test) 	
2.9.5.	<i>Development of Personal Skills</i> At what points in the professional accountancy education program are personal skills developed? Select all the answer options that are appropriate. In responding to this question IES 3 paragraphs 13 and 16.	1 <input type="checkbox"/> As part of general education and / or as part of the professional accountancy education program entry requirements 2 <input checked="" type="checkbox"/> Through specific professional accountancy education course content 3 <input checked="" type="checkbox"/> Through practical experience requirement 4 <input type="checkbox"/> Other (please describe)	
2.9.6.	<i>Personal Skills</i>		

Number	Question Title/Text/Help text	Answer	Comments
	Describe the specific personal skills candidates are required to have at the point of qualification and how these skills are assessed.	<p>The personal skills required at the point of qualification include all those identified by IES 3.16. These are assessed by:</p> <ul style="list-style-type: none"> • Examinations • A synoptic, scenario based Case Study (final test) • A researched based strategic management paper (final test) • An assessed portfolio of practical experience, including compulsory activities 	
2.9.7.	<p><i>Dev of Interpersonal and Communication Skills</i></p> <p>At what points in the professional accountancy education program are interpersonal and communication skills developed? Select all the answer options that are appropriate. In responding to this question refer to IES 3 paragraphs 13 and 17.</p>	<p>1 <input type="checkbox"/> As part of general education and / or as part of the professional accountancy education program entry requirements</p> <p>2 <input checked="" type="checkbox"/> Through specific professional accountancy education course content</p> <p>3 <input checked="" type="checkbox"/> Through practical experience requirement</p> <p>4 <input type="checkbox"/> Other (please describe)</p>	
2.9.8.	<i>Interpersonal and Communication Skills</i>		

Number	Question Title/Text/Help text	Answer	Comments
	Describe the specific interpersonal and communication skills candidates are required to have at the point of qualification and how these skills are assessed.	<p>The personal skills required at the point of qualification include all those identified by IES 3.17. These are assessed by:</p> <ul style="list-style-type: none"> • A synoptic, scenario based Case Study (final test) • An assessed portfolio of practical experience, including compulsory activities 	
2.9.9.	<p><i>Dev of Organizational and Business Mngt Skills</i></p> <p>At what points in the professional accountancy education program are organizational and business management skills developed? Select all the answer options that are appropriate. In responding to this question refer to IES 3 paragraphs 13 and 18.</p>	<p>1 <input type="checkbox"/> As part of general education and / or as part of the professional accountancy education program entry requirements</p> <p>2 <input checked="" type="checkbox"/> Through specific professional accountancy education course content</p> <p>3 <input checked="" type="checkbox"/> Through practical experience requirement</p> <p>4 <input type="checkbox"/> Other (please describe)</p>	
2.9.10.	<p><i>Organizational and Business Management Skills</i></p> <p>Describe the specific organizational and business management skills candidates are</p>	<p>The personal skills required at the point of qualification include all</p>	

Number	Question Title/Text/Help text	Answer	Comments
	required to have at the point of qualification and how these skills are assessed.	those identified by IES 3.18. These are assessed by: <ul style="list-style-type: none"> • Examinations. • A synoptic, scenario based Case Study (final test) • A researched based strategic management paper (final test) • An assessed portfolio of practical experience, including compulsory activities 	
2.10.	IES 4 Professional Values, Ethics and Attitudes		
2.10.1.	<p><i>Content for Values, Ethics and Attitudes</i> Section 2.10 deals with professional ethics, values, and attitude content and requirements of the professional accountancy education program delivered by your organization.</p> <p>Does the professional accountancy education program include coverage of values, ethics and attitudes?</p>	1 ⊙ Yes	<p>We are conducting a review of our education training programme and one of the principal drivers behind this review is the need to better embed values, ethics etc. We do not intend to create a ‘stand alone’ ethics module as we feel that the issues addressed are fundamental to all professional activities and should not be separated from them in a compartmentalized ‘unit’. We do plan to:</p> <ul style="list-style-type: none"> • Review, revise and enhance

Number	Question Title/Text/Help text	Answer	Comments
		20 No	<p>relevant content in all CIPFA modules</p> <ul style="list-style-type: none"> • Better reflect this content in our assessment programme, especially in the scenario-based Case Study at our Final Test stage. • Enhanced content, including a compulsory reflective exercise, in assessed portfolio of practical experience.
2.10.2.	Values, Ethics and Attitudes in Content		
2.10.2.1.	<p><i>Program Content for Values, Ethics and Attitudes</i></p> <p>Which of the following are included in the program content? Select all the answer options that are appropriate.</p>	<p>1 <input checked="" type="checkbox"/> The nature of ethics</p> <p>2 <input checked="" type="checkbox"/> Differences of detailed rules-based and framework approaches to ethics, their advantages and drawbacks</p> <p>3 <input checked="" type="checkbox"/> Compliance with the fundamental ethical principles of integrity, objectivity, commitment to professional competence and due care, and confidentiality</p>	

Number	Question Title/Text/Help text	Answer	Comments
		<p>4 <input checked="" type="checkbox"/> Professional behavior and compliance with technical standards</p> <p>5 <input checked="" type="checkbox"/> Concepts of independence, skepticism, accountability and public expectations</p> <p>6 <input checked="" type="checkbox"/> Ethics and the profession: social responsibility</p> <p>7 <input type="checkbox"/> Ethics and law, including the relationship between laws, regulations and the public interest</p> <p>8 <input type="checkbox"/> Consequences of unethical behavior to the individual, to the profession and to society at large</p> <p>9 <input checked="" type="checkbox"/> Ethics in relation to business and good governance</p> <p>10 <input checked="" type="checkbox"/> Ethics and the individual professional accountant: whistle blowing, conflicts of interest, ethical dilemmas and their resolution.</p> <p>11 <input type="checkbox"/> None of the above</p>	
2.10.2.2.	<p><i>Values, Ethics and Attitudes Content Follow Up</i></p> <p>For the values, ethics and attitudes subjects in question 2.10.2.2 that are not required by your organization, please describe the</p>	<p>The content described at 7&8, above, is arguably only implicit in both the education and practical</p>	

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	special conditions or reasons why they are not required.	experience required of our students. We do, however, believe that we can place some reliance on the culture of accountability and civic service, prevalent in the UK public sector. We do acknowledge that this content should be made more explicit in our education programme. A syllabus review is currently underway and will embed this content.	
2.10.2.3.	<i>IFAC Code of Ethics</i> Is the program content based on the relevant sections of the IFAC Code of Ethics?	1 <input type="radio"/> Yes 2 <input checked="" type="radio"/> No	
2.10.2.4.	<i>Workplace Learning Development</i> At what points in the professional accountancy education program are values, ethics, attitudes and adherence to them developed? Select all the answer options that are appropriate.	1 <input type="checkbox"/> As part of general education and / or as part of the program entry requirements 2 <input checked="" type="checkbox"/> Through specific program course content 3 <input checked="" type="checkbox"/> Through practical experience requirement 4 <input type="checkbox"/> Other (please describe)	
2.10.2.5.	<i>IFAC Code of Ethics Follow Up</i>		

Number	Question Title/Text/Help text	Answer	Comments
	<p>Please describe why the program content is currently not based on the relevant sections of the IFAC Code of Ethics?</p> <p>Please include in your description whether there are plans to incorporate IFAC Code of Ethics into the program content.</p>	<p>The CIPFA education and training programme is based upon our Statement of Professional Practice on Ethics. This is currently under review to achieve full compliance with the IFAC Code of Ethics.</p>	
2.11.	IES 5 Practical Experience Requirement		
2.11.1.	<p><i>Approved Provider</i></p> <p>Section 2.11 deals with the practical experience requirement established by your organization.</p> <p>Does the practical experience requirement have to be obtained with approved providers or employers?</p>	<p>1 <input type="radio"/> Yes</p> <p>2 <input checked="" type="radio"/> No</p>	
2.11.3.	<p><i>Provider Follow Up</i></p> <p>How does your organization determine whether a provider or employer is able to provide the candidate with the practical experience necessary?</p>	<p>Public sector employers have financial management and reporting responsibilities that are very clearly defined in law and which are subject to exhaustive audit and inspection. We can thus expect a degree of consistency in the activities of their finance functions and the trainees employed within them. Completion of our assessed experience portfolio is</p>	

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			ultimately the responsibility of an individual student. Where workplace experience is insufficient to meet our requirements, we would advise students to raise this with their employer but would also provide any advice or support required.
2.11.4.	<i>Length of Practical Experience</i> What is the required length of pre-qualification practical experience? Select the answer option that is most appropriate.	1 <input checked="" type="radio"/> Three years 2 <input type="radio"/> Less than three years 3 <input type="radio"/> More than three years	
2.11.6.	Practical Application SMO 2		
2.11.6.1.	<i>Practical Application</i> Where relevant graduate (beyond undergraduate, e.g., masters) professional education has a strong element of practical accounting application, may any portion of the professional education be contributed to the practical experience requirement?	1 <input type="radio"/> Yes 2 <input checked="" type="radio"/> No	
2.11.7.	Timing of Experience		
2.11.7.1.	<i>Pre or Post Qualification Experience</i> The practical experience for accountants may be obtained (select all the answer options that are appropriate):	1 <input checked="" type="checkbox"/> Before the professional accountancy education program of study 2 <input checked="" type="checkbox"/> At the same time as the	

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		professional accountancy education program of study 3 <input checked="" type="checkbox"/> After the professional accountancy education program of study	
2.11.7.2.	<i>Describe Pre or Post Experience</i> Describe the length of practical experience that may be obtained pre-qualification and / or post-qualification.	There is no limit although the experience must have been gained no longer than ten years previously.	
2.12.	IES 5 Monitoring of Practical Experience Requirement		
2.12.1.	<i>Monitoring of Practical Experience</i> Is the period of practical experience monitored?	1 <input checked="" type="radio"/> Yes 2 <input type="radio"/> No	
2.12.3.	<i>Monitoring Practical Experience</i> How is the practical experience requirement (or practical application) monitored and assessed? Select all the answer options that are appropriate.	1 <input type="checkbox"/> Mentoring system 2 <input type="checkbox"/> Approved training employers and organizations 3 <input checked="" type="checkbox"/> Self-declaration required from the candidate 4 <input checked="" type="checkbox"/> Record of the practical experience is kept and submitted to the member body when applying for membership	Other: Final interview with CIPFA accredited assessor.

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		5 <input checked="" type="checkbox"/>	An assessment is made by the mentor or employer
		6 <input checked="" type="checkbox"/>	Other (please describe)
2.13.	IES 6 Assessment of Prof Capabilities and Competence		
2.13.1.	<p><i>Assessment by IFAC Body or Other</i></p> <p>Section 2.13 deals with the final assessment requirements established by your organization.</p> <p>Select all the organizations involved in conducting the final assessment.</p> <p>If the final assessment is conducted jointly between various organizations, select all those that have some responsibility for conducting the final assessment and in the Comment Box, describe the nature of their respective roles and responsibilities.</p>	1 <input checked="" type="checkbox"/>	Our organization (including training entities that are affiliated with our organization or a subsidiary of our organization).
		2 <input type="checkbox"/>	Another IFAC member body
		3 <input type="checkbox"/>	Government or regulatory body
		4 <input type="checkbox"/>	Other
2.13.4.	<p><i>Characteristics of Assessment</i></p> <p>Which of the following characteristics are applicable to the final assessment process? Select all the answer options that are appropriate.</p>	1 <input checked="" type="checkbox"/>	Uniform for all students
		2 <input checked="" type="checkbox"/>	Given simultaneously where it is being held in more than

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		<p>once location in the country</p> <p>3 <input checked="" type="checkbox"/> Assessment is set and assessed only by qualified or approved individuals</p> <p>4 <input type="checkbox"/> None of the above</p>	
2.13.5.	<p><i>Qualifying for Final Assessment</i></p> <p>What requirements must the candidate satisfy to take the final assessment? Select all the answer options that are appropriate.</p>	<p>1 <input checked="" type="checkbox"/> Specified pre-qualification requirements relating to professional knowledge, professional skills, and professional values, ethics, and attitudes</p> <p>2 <input checked="" type="checkbox"/> Specified practical experience requirements</p> <p>3 <input type="checkbox"/> Other (please describe)</p> <p>4 <input type="checkbox"/> None of the above</p>	
2.13.6.	<p><i>Timing Considerations for Final Assessment</i></p> <p>Is there a requirement or restriction for completing the final assessment? For example, some organization may require the candidate to take the final examination within a specified number of years of meeting the pre-assessment requirements.</p>	<p>1 <input type="radio"/> Yes</p> <p>2 <input checked="" type="radio"/> No</p>	
2.13.8.	<p><i>Assess Professional Knowledge</i></p> <p>Describe in general terms how required professional knowledge (e.g. technical knowledge about accounting, finance, audit, financial reporting, legislative requirements, information technology etc) is assessed</p>	<p>The CIPFA Final Test of Professional Competence has three elements: an examination entitled “Strategic Business Management” incorporating a pre-seen element</p>	

Number	Question Title/Text/Help text	Answer	Comments
	during the final assessment.	<p>which requires research of the subject before the exam; a synoptic, scenario-based, Case Study examination which incorporates elements of all other syllabuses within the qualification; and an Initial Professional Development Scheme (IPDS) which requires candidates to amass evidence of relevant work experience and to evaluate their performance. Accredited Assessors consider the portfolios of evidence and give a judgment on its suitability</p>	
2.13.9.	<p><i>Assess Professional Skills</i> Describe in general terms how required professional skills (e.g. ability to solve problems, make decisions, exercise judgment, personal skills, interpersonal and communication skills, organizational and business management skills etc) are assessed during the final assessment.</p>	<p>The CIPFA Final Test of Professional Competence has three elements: an examination entitled “Strategic Business Management” incorporating a pre-seen element which requires research of the subject before the exam; a synoptic, scenario-based, Case Study examination which incorporates elements of all other syllabuses within the qualification; and an Initial Professional Development Scheme (IPDS) which requires candidates to amass evidence of</p>	

Number	Question Title/Text/Help text	Answer	Comments
		<p>relevant work experience and to evaluate their performance. Accredited Assessors consider the portfolios of evidence and give a judgment on its suitability</p>	
2.13.10.	<p><i>Assess Professional Values, Ethics, Attitudes</i> Describe in general terms how required professional values, ethics, and attitudes are assessed during the final assessment.</p>	<p>The CIPFA Final Test of Professional Competence has three elements: an examination entitled “Strategic Business Management” incorporating a pre-seen element which requires research of the subject before the exam; a synoptic, scenario-based, Case Study examination which incorporates elements of all other syllabuses within the qualification; and an Initial Professional Development Scheme (IPDS) which requires candidates to amass evidence of relevant work experience and to evaluate their performance. Accredited Assessors consider the portfolios of evidence and give a judgment on its suitability</p>	
2.13.11.	<p><i>Recorded or Oral Format</i> Is the final assessment conducted through:</p>	<p>1 <input type="radio"/> Recorded format with recorded (e.g. written)</p>	

Number	Question Title/Text/Help text	Answer	Comments
		<p>response required</p> <p>2 <input type="radio"/> Oral format with oral responses</p> <p>3 <input checked="" type="radio"/> Both recorded and oral response formats</p>	
2.13.12.	<p><i>Recorded Proportion</i></p> <p>Approximately what proportion of the final assessment requires candidates' responses to be in recorded form?</p>	<p>1 <input type="radio"/> Less than 25%</p> <p>2 <input type="radio"/> 25%</p> <p>3 <input type="radio"/> 50%</p> <p>4 <input checked="" type="radio"/> 75%</p> <p>5 <input type="radio"/> 100%</p>	
2.13.13.	<p><i>Assessment Formats</i></p> <p>What formats are used in conducting the final assessment (select all the answer options that are appropriate)?</p>	<p>1 <input type="checkbox"/> Multiple choice questions</p> <p>2 <input checked="" type="checkbox"/> Case studies</p> <p>3 <input checked="" type="checkbox"/> Technical questions</p> <p>4 <input type="checkbox"/> Thesis</p> <p>5 <input checked="" type="checkbox"/> Other (please describe)</p> <p>6 <input type="checkbox"/> None of the above</p>	<p>Research, interview, reflective writing, portfolio</p>
2.13.14.	<p><i>Reliability and Validity</i></p> <p>Describe in general terms the procedures in place to ensure the final assessments are reliable and valid. Include a description of how the assessment questions are set and by whom and also how reviewers / assessors are selected.</p>	<p>The Final Test of Professional Competence comprises 3 elements and the activities in all of them are carried out by active CIPFA members:</p> <p>The Case Study: Papers are drafted</p>	

Number	Question Title/Text/Help text	Answer	Comments
		<p>by an author. The first complete draft is handed over from the author to the examiner (contracted by CIPFA) who is then responsible for the paper until the results are issued. In consultation with the moderator (also contracted by CIPFA), the examiner develops the paper. Each draft paper is subject to at least two testing weekends where a team of volunteers (who must have passed the Case Study at the first attempt during their studies) sit the draft paper to ensure that the content is accurate, what is asked of candidates is reasonable within the time and in line with what has gone before. Any changes to the paper brought to light by the testing weekends must be considered and approved. . Each paper is presented to the CIPFA Assessment Approval Panel approximately four months before the exam diet.</p>	
		<p>Case Study marking takes place at specially arranged weekends where each script is blind marked at least twice. An initial sample of scripts is selected in order to ensure that the</p>	

Number	Question Title/Text/Help text	Answer	Comments
		<p>mark scheme is appropriate and to establish the marking standards for the process. Any script within 20% of the pass mark of 40 is further reviewed and, if necessary, sent to the “adjudication panel” to ensure the reliability of the result issued.</p> <p>The proposed final grades for the Case Studies are presented to the CIPFA Results Panel which is made up of independent members previously uninvolved in the process.</p> <p>Strategic Business Management The question paper is drafted by the examiner (contracted by CIPFA) who is then responsible for the paper until the results are issued. In consultation with the moderator (also contracted by CIPFA), the examiner develops the paper. Each draft paper is subject to at least two iterations whereby the examiner passes the first draft to the moderator for comments. These are taken on board by the examiner. The resulting draft is passed back to the moderator. The moderator sits</p>	

Number	Question Title/Text/Help text	Answer	Comments
		<p>the draft paper to ensure that the content is accurate, what is asked of candidates is reasonable within the time and in line with what has gone before. Any recommendations to change to the paper brought to light by the moderator must be approved and, where appropriate, made by the examiner. Each paper is presented to the CIPFA Assessment Approval Panel approximately four months before the exam diet. Marking is carried out by the examiner and the moderator (and any extra markers approved by the examiner). The examiner and moderator mark an initial sample of five scripts in order to ensure that the mark scheme is appropriate in the light of responses received and to establish the marking standards for the rest of the marking process. The examiner then marks all the scripts. Any script with a first mark of between 43 and 52 (the pass mark is 50) at that stage is passed to the moderator for second marking, who blind marks the scripts. Scripts awarded marks by the examiner and moderator which are different</p>	

Number	Question Title/Text/Help text	Answer	Comments
		<p>by more than five marks or which are given a different grade (pass/fail), go to third marking, a discussion between the examiner and moderator. The examiner has the final say in the discussion. The proposed final results for the paper are then presented to the CIPFA Results Panel which is made up of independent members previously uninvolved in the process and convened at CIPFA three days before results are issued.</p> <p>IPDS</p> <p>Candidates submit their portfolios of evidence to CIPFA and these are sent to approved Assessors (who must attend training every year to keep abreast of the latest developments). Candidates are then called for interview to discuss any areas which require attention and to ensure authenticity of the evidence produced. All judgments made by Assessors are subject to scrutiny by CIPFA Senior Assessors both in what they write and say during the interviews.</p>	

Number	Question Title/Text/Help text	Answer	Comments
2.13.15.	<p><i>Frequency of Final Assessments</i> How many times in a year is the final assessment offered? Select the answer option that is the most appropriate.</p>	<p>1 <input type="radio"/> Yearly (or once a year)</p> <p>2 <input type="radio"/> Half yearly (or twice a year)</p> <p>3 <input type="radio"/> Three sessions a year</p> <p>4 <input type="radio"/> Four sessions a year</p> <p>5 <input type="radio"/> Five sessions a year</p> <p>6 <input checked="" type="radio"/> Other (please describe the frequency of the examinations)</p>	<p>two sittings of all examinations per year and four rounds of IPDS interviews</p>
2.14.	<p>IES 7 Continuing Professional Development - CPD</p>		
2.14.1.	<p><i>Responsibility for CPD Requirements</i> Section 2.14 deals with the continuous professional development requirements established by your organization.</p> <p>Who establishes the continuous professional development requirements applicable to your members? Select all the answer options that are appropriate.</p>	<p>1 <input checked="" type="checkbox"/> Our organization</p> <p>2 <input type="checkbox"/> Another organization (state the name of the organization including whether it is an IFAC member body)</p> <p>3 <input type="checkbox"/> Law and / or regulation (state the name of the law / regulation)</p>	

Number	Question Title/Text/Help text	Answer	Comments
		4 <input type="checkbox"/>	Other (please describe)
2.14.2.	<p><i>CPD and Professional Accountants</i> Which membership categories are required to maintain professional competence through continuous professional development? Select all the answer options that are appropriate.</p>	1 <input checked="" type="checkbox"/>	All our qualified members
		2 <input type="checkbox"/>	Qualified members who perform audits of listed entities
		3 <input type="checkbox"/>	Qualified members who perform audits of entities other than listed entities
		4 <input type="checkbox"/>	Qualified members who provide services (other than audit) to the public
		5 <input type="checkbox"/>	Qualified members who are employed in business
		6 <input type="checkbox"/>	Other (please describe)
2.14.3.	Requirement - CPD		
2.14.3.1.	<p><i>Type of CPD Requirement</i> Which of the following answer options describes the way the continuous professional development is structured? Select all the answer options that are appropriate.</p>	1 <input checked="" type="checkbox"/>	Members must satisfy a number of hours of continuous professional development a year or over a number of years
		2 <input type="checkbox"/>	All members are to satisfy specified content requirements (e.g. specified courses or knowledge)

Number	Question Title/Text/Help text	Answer	Comments
		content) 3 <input type="checkbox"/> Members working in specialist areas or areas of high risk to the public are to satisfy specified content requirements (e.g. specified courses or knowledge content) 4 <input checked="" type="checkbox"/> Other	
2.14.3.2.	<i>Other Type of Requirement</i> Please describe the continuous professional development requirement.	Members must develop a range of technical and leadership and management knowledge and skills.	
2.14.3.3.	<i>Hours of Continuous Professional Development</i> Which one of the following answer options best describes the continuous professional development hours required?	1 <input type="radio"/> Members have to complete a minimum of 120 hours or equivalent learning units of relevant professional development activity over a three-year rolling period. 2 <input type="radio"/> Members have to complete a minimum of 20 hours or equivalent learning units in each year 3 <input checked="" type="radio"/> Other	
2.14.3.4.	<i>Other Hours Follow Up</i> Describe the continuous development hours	120 hours of development during a	

Number	Question Title/Text/Help text	Answer	Comments
	required by members.	3-year period with a minimum of 20 hours per year.	
2.14.3.8.	<i>Monitoring of CPD</i> Is there a process to monitor whether your members who are qualified as professional accountants meet the continuous professional development requirements?	1 <input checked="" type="radio"/> Yes, there is a monitoring process for CPD requirements 2 <input type="radio"/> No, there is no monitoring process for CPD requirements	
2.14.4.	Monitoring of CPD Requirement		
2.14.4.1.	<i>Monitoring Process SMO 2</i> Which of the following elements does the monitoring process include? Select all the answer options that are appropriate.	1 <input checked="" type="checkbox"/> Professional accountants are required to submit a declaration 2 <input type="checkbox"/> Professional accountants are required to submit evidence 3 <input checked="" type="checkbox"/> Our organization audits a sample of professional accountants to check compliance 4 <input type="checkbox"/> Compliance is monitored through firm quality control standards 5 <input type="checkbox"/> Compliance is monitored through a quality assurance review program 6 <input type="checkbox"/> Other (please describe) 7 <input type="checkbox"/> None of the above	
2.14.4.2.	<i>Declaration and CPD SMO 2</i>		

Number	Question Title/Text/Help text	Answer	Comments
	Describe the matters addressed in the declaration (select all that apply):	<p>1 <input type="checkbox"/> Professional accountant's obligation to meet ethical obligations</p> <p>2 <input type="checkbox"/> Professional accountant's obligation to maintain knowledge</p> <p>3 <input type="checkbox"/> Professional accountant's obligation to maintain skills to perform competently</p> <p>4 <input checked="" type="checkbox"/> Compliance with CPD requirement</p> <p>5 <input type="checkbox"/> Other (please describe)</p>	
2.14.4.3.	<p><i>Sanctions SMO 2</i></p> <p>Where a professional accountant does not satisfy the CPD requirements (within a reasonable period of encouraging the professional accountant to meet the requirements), are sanctions or other non-compliance actions, such as expulsion or denial of the right to practice, imposed?</p>	<p>1 <input checked="" type="radio"/> Yes, sanctions or actions for non-compliance are imposed</p> <p>2 <input type="radio"/> No, sanctions or other non-compliance actions are not imposed</p>	It has not been necessary at this time to impose such sanctions.
2.14.4.4.	<p><i>Sanction Types and CPD</i></p> <p>Describe the nature and extent of the sanction, expulsions or denial of the right to practice.</p>	Members who fail to comply with the CPD requirements will be reported to CIPFA's Disciplinary Committee. The sanctions available to the Disciplinary Committee are Reprimand, Severe	

Number	Question Title/Text/Help text	Answer	Comments
		<p>Reprimand, Suspension and Expulsion from the Institute.</p> <p>The Disciplinary Committee can also impose a fine of up to £10,000 and award costs against either party.</p>	
2.15.	<p><i>Activities to Promote IESs SMO 2</i> Please describe the activities your organization undertakes to promote and assist in implementing the pronouncements issued by IFAC's International Accounting Education Standards Board.</p>	<ul style="list-style-type: none"> • CIPFA members are advised of IFAC and its IES7 at CPD presentations. • There is a hyper link from the CIPFA Learning Centre (CLC) to IFAC's website. 	
3.	SMO 3		
3.1.	<p><i>Auditing Standards in Law/Regulation</i> Does law or regulation establish the set of auditing standards to be used in the audit of private sector listed entities and non-listed entities? Select all the answer options that are appropriate.</p> <p>Where the law / regulation establishes the auditing standards to be used by reference to the set of standards to be used by their name</p>	<p><input type="checkbox"/> Yes for audits of listed entities</p>	<p>This will be changed when the revised European 8th Directive is implemented</p>

Number	Question Title/Text/Help text	Answer	Comments
	<p>or by including the text of the standards in the law / regulation, please respond "yes" to this question. Section 3.8. of this module includes questions about the law / regulation.</p> <p>Where the law / regulation gives authority to a national standard-setter to establish the auditing standards, please respond "no". Section 3.2. of this module includes questions about the standard-setter and the auditing standards that are established.</p>	<p>2 <input type="checkbox"/> Yes for audits of non-listed entities</p> <p>3 <input checked="" type="checkbox"/> No for audits of listed entities</p> <p>4 <input checked="" type="checkbox"/> No for audits of non-listed entities</p>	
3.2.	Responsibility for Private Sector Auditing Standards		
3.2.1.	<p><i>Auditing Standards - Private Sector</i></p> <p>Is there only one set of auditing standards or are the auditing standards applicable to listed entities different from non-listed entities?</p>	<p>1 <input checked="" type="radio"/> The auditing standards for listed entities and non-listed entities are the same set of standards</p> <p>2 <input type="radio"/> The auditing standards for listed entities and non-listed entities are not the same set of standards</p>	
3.2.6.	<p><i>Responsibility for Auditing Standards</i></p> <p>Who has the authority for establishing the</p>	<p>1 <input type="radio"/> Our organization</p>	

Number	Question Title/Text/Help text	Answer	Comments
	auditing standards for listed and non-listed entities?	<input type="radio"/> Another IFAC member body <input type="radio"/> Joint process between our organization and another IFAC member body or other organization <input checked="" type="radio"/> Another organization	
3.2.7.	<i>Responsibility - Other SMO 3</i> State the organization's name that is responsible for establishing auditing standards for audits of listed and non-listed entities.	The Auditing Practices Board (part of the Financial Reporting Council)	
3.7.	Other Organization Standard-Setter SMO 3		
3.7.1.	<i>Standard-Setter and Convergence SMO 3</i> Has the standard-setter established convergence of national auditing standards with IAASB pronouncements? Select the answer option that is most appropriate.	<input type="radio"/> Standard-setter's convergence objectives are not known	APB does not have convergence as a formal objective, however, in 2004 it issued a suite of ISAs (UK and Ireland) to which clearly identified UK 'pluses' have been added. These apply to all UK audits for accounting periods beginning on or after 15 December 2004. Other IAASB pronouncements have not been adopted with the exception of ISCQ1.

Number	Question Title/Text/Help text	Answer	Comments
		<p>2 <input checked="" type="radio"/> Standard-setter has established convergence as a formal objective</p> <p>3 <input type="radio"/> Standard-setter has not established convergence as a formal objective</p>	
3.7.4.	Convergence Established - Standard-Setter SMO 3		
3.7.4.1.	<p><i>Standard-Setter Amendments SMO 3</i></p> <p>Has the standard-setter issued information that describes differences between the IAASB pronouncements and national standards including:</p> <p>The IAASB pronouncement in effect as at September 30, 2005 that have been adopted or compared with a similar or equivalent national standard or pronouncement; The effective date of national standard or pronouncement where it differs from the IAASB pronouncement; The differences between the IAASB pronouncement and the similar or equivalent national standard and pronouncement; and The reasons for the differences?</p>	<p>1 <input checked="" type="radio"/> Yes</p> <p>2 <input type="radio"/> No</p>	<p>Most of this information has been given indirectly and in summary form. The differences between the ISA and the ISA (UK and Ireland) are clearly highlighted. The adoption of ISA 700 (Revised) has been deferred because of uncertainties over EC and other developments relating to audit reports.</p>
3.7.4.2.	<p><i>Submit Information - Standard-Setter SMO 3</i></p> <p>If the standard-setter has issued information</p>	<p>1 <input type="radio"/> Yes, information is available</p>	<p>The information is available</p>

Number	Question Title/Text/Help text	Answer	Comments
	<p>about differences between IAASB pronouncements and the national standards and it is available in English, indicate this in your response and submit a copy of the information to Compliance Staff.</p> <p>If this information is not available, refer to the SMO 3 Comparison with IAASB Pronouncements.doc SMO 3: Comparison with IAASB Pronouncements report by clicking on the link and complete it to the extent your organization is able to and submit it in Word format to Compliance Staff.</p> <p>Indicate whether your organization will be submitting available information or the "SMO 3: Comparison with IAASB Pronouncements" report.</p>	<p>from the standard setter and in English and will be submitted to Compliance Staff</p> <p>20 No, the information is not available from standard-setter; however our organization or jointly with another IFAC member / associate will complete the "SMO 3: Comparison with IAASB Pronouncements" report and submit it to Compliance Staff</p>	<p>on the Financial Reporting Council website.</p>

Number	Question Title/Text/Help text	Answer	Comments
		3 <input checked="" type="radio"/> No, information is not available	
3.10.	Translation SMO 3		
3.10.1.	<i>Translation of IAASB Pronouncements</i> Are the IAASB pronouncements translated into a national language?	1 <input checked="" type="radio"/> No as English is the national language or a widely spoken language 2 <input type="radio"/> Yes, the IAASB pronouncements are translated 3 <input type="radio"/> No and English is not an official language or is not widely spoken	
3.11.	<i>Activities to Promote IAASB Pronouncements</i> Please describe the activities your organization undertakes to promote and assist in the implementation of IAASB pronouncements and other IAASB activities.	An ISA implementation group with representatives of UK CCAB bodies has worked with practitioners, from firms of all sizes, training providers and providers of software and audit manuals and methodologies for over two years to prepare practitioners for the adoption of ISA (UK and Ireland). Numerous conferences, roadshows and other events have been held together with extensive consultation with practitioners. Articles, email alerts, letters and other publications have	

Number	Question Title/Text/Help text	Answer	Comments
		also been issued to practitioners.	
4.	SMO 4		
4.1.	Responsibility and National Ethical Requirements		
4.1.1.	<p><i>IFAC MB and Ethical Requirements</i> Does your organization establish ethical requirements (e.g. code of ethics, code of conduct, ethics rules, member regulations, etc.) to be complied with by your members?</p> <p>Help text: In some countries, ethical requirements may be established on a regional, provincial, or state basis. Where this is the case in your country for the ethical requirements that apply to your members, please contact Compliance Staff for further instruction.</p>	<p>1 <input checked="" type="radio"/> Yes, our organization does establish ethical requirements</p> <p>2 <input type="radio"/> No, our organization does not establish ethical requirements</p>	
4.1.2.	<p><i>IFAC MB and Convergence with IFAC Code</i> Has your organization implemented convergence with the IFAC Code of Ethics as an objective?</p>	<p>1 <input checked="" type="radio"/> Yes</p> <p>2 <input type="radio"/> No</p>	
4.1.9.	<p><i>IFAC MB Approach to Ethics</i> Which of the following options best describes your organization's activities to incorporate the IFAC Code?</p> <p>For the purposes of the Part 2 SMO 4 module, modifications include:</p>	<p>1 <input checked="" type="radio"/> Our organization adopted the IFAC Code as issued without modifications</p>	<p>We will be adopting the IFAC Code in June 2006 without any modifications.</p>

Number	Question Title/Text/Help text	Answer	Comments
	<p>Deletion/omission of concepts, principles, or guidance that are established in the IFAC Code;</p> <p>Inclusion of concepts, principles, or guidance that are not in the IFAC Code;</p> <p>Other amendments that give rise to differences between your organization's ethical requirements and the IFAC Code.</p>	<p>2○ Our organization adopted the IFAC Code but with modifications</p> <p>3○ Our organization has developed our own ethical requirements with a process to eliminate differences between our ethical requirements and the IFAC Code</p> <p>4○ Our organization develops our own ethical requirements and uses another approach to incorporate the IFAC Code of Ethics</p>	
4.2.	MB and Version of IFAC Code		
4.2.1.	<p><i>Version of IFAC Code</i></p> <p>Which version of the IFAC Code was adopted or used as the basis for your organization's ethical requirements?</p>	<p>1○ The IFAC Code currently in effect, revised and issued in June 2004</p>	<p>Our existing code, adopted in December 2000, was based on previous IFAC guidance. However, a working group of</p>

Number	Question Title/Text/Help text	Answer	Comments
		<p data-bbox="1005 424 1402 491">2 <input checked="" type="radio"/> A version issued prior to 2004</p> <p data-bbox="1005 496 1447 603">3 <input type="radio"/> The revised IFAC Code issued and in effect June 30, 2006</p>	<p data-bbox="1496 272 1839 416">CIPFA members has been convened to oversee the adoption of the new IFAC Code in June 2006.</p>
4.2.2.	<p data-bbox="400 611 875 638"><i>Version Pre 2004 Follow Up SMO 4</i></p> <p data-bbox="400 643 949 826">Please explain why the IFAC Code that is currently in effect has not been adopted or incorporated. Provide information about special conditions, challenges, or impediments relevant to this matter.</p>	<p data-bbox="1005 643 1447 751">CIPFA will be adopting the new IFAC Code before the end of June 2006.</p>	
4.2.3.	<p data-bbox="400 874 689 901"><i>MB and Revised Code</i></p> <p data-bbox="400 906 949 1090">Does your organization have plans to adopt the revised IFAC Code (effective June 30, 2006) or revise your ethical requirements to incorporate the revised IFAC Code? Select the option that is the most relevant.</p>	<p data-bbox="1005 906 1447 1090">1 <input type="radio"/> Our organization has already amended our ethical requirements for the revised IFAC Code (effective June 30, 2006)</p> <p data-bbox="1005 1094 1447 1310">2 <input checked="" type="radio"/> Our organization is in the process of amending or has included a plan to amend our ethical requirements for the revised IFAC Code (effective June 30, 2006)</p> <p data-bbox="1005 1315 1447 1382">3 <input type="radio"/> Our organization currently has not included in our work</p>	

Number	Question Title/Text/Help text	Answer	Comments
		<p>program a plan to amend our ethical requirements for the revised IFAC Code (effective June 30, 2006)</p> <p>4○ Other (please describe)</p>	
4.2.5.	<p><i>MB and Revision Plans</i> Please describe the work program timetable.</p>	<p>We convened a working group of CIPFA members that met in February, March and April to oversee the adoption of the code. Our Members and Students Development Board and Public Finance and Management Board will confirm adoption of the Code, in advance of full Council approval on May 25th 2006.</p>	
4.3.	<p><i>Ethical Requirements by Gov / Reg Bodies</i> In addition to the ethical requirements established by your organization, are there also laws or regulations that set out ethical requirements to be complied with by your members?</p>	<p>1⊙ Yes</p>	<p>Most CIPFA members work in the public sector or for public benefit organisations. All are bound by The UK's 7 Principles of Public Life. This largely overlaps with IFAC's fundamental principles but introduce additional requirements of openness, accountability and leadership (becoming more demanding as you get more</p>

Number	Question Title/Text/Help text	Answer	Comments
		20 No	<p>senior) It is also the case that the Auditing Practices Board sets ethical standards as a regulator which apply to accountants undertaking audit and assurance engagements. The APB is backed by law. Most of our members do not undertake such engagements, and the majority that do are employed in statutory audit organisations. In the UK, the Public Audit bodies have agreed with the APB to apply the latter's ethics standards (which are based on IFAC's) and, although IFAC classifies public auditors as Professional Accountants in Business, we shall expect them to comply with part B of the code except where the law expressly says otherwise</p>
4.4.	Gov / Reg Bodies and Ethical Requirements		
4.4.1.	<p><i>Gov/Reg Bodies - Ethical Requirements</i> Where ethical requirements applicable to your members are established in law or regulation, do they include any of the</p>	<p>1 <input type="checkbox"/> There is a law / regulation (e.g. Audit Law, Accountants Law) that sets out ethical</p>	<p>Ethical Standards for Auditors produced by the Auditing Practice Board.</p>

Number	Question Title/Text/Help text	Answer	Comments
	<p>following types of laws and regulations? Select all the answer options that are appropriate.</p>	<p>requirements to be complied with by all professional accountants</p>	
2	<input checked="" type="checkbox"/>	<p>There is a law / regulation that sets out ethical requirements to be complied with by professional accountants who audit listed entities</p>	
3	<input checked="" type="checkbox"/>	<p>There is a law / regulation that sets out ethical requirements to be complied with by professional accountants who audit entities other than listed entities</p>	
4	<input type="checkbox"/>	<p>There is a law / regulation that sets out ethical requirements to be complied with by professional accountants who provide services to the public (other than as auditors of listed or other entities)</p>	
5	<input type="checkbox"/>	<p>There is a law / regulation that sets out ethical requirements for professional accountants employed in business</p>	
6	<input type="checkbox"/>	<p>None of the above</p>	

Number	Question Title/Text/Help text	Answer	Comments
4.4.4.	<p><i>Describe Law / Reg - Audit</i> Regarding your response to question 4.4.1 and professional accountants who audit listed entities and / or other entities, please: State the law / regulation's name; Provide a general description of the law / regulation; Describe how the law / regulation sets out the scope of professional accountants that it applies to.</p>	<p>Ethical Standards for Auditors produced by the Auditing Practice Board applies to accountants who audit listed entities. However, this will have a limited applicability to our members as few are involved in the audit of listed or small commercial entities. The other CCAB bodies in the UK who complete assurance engagements will cover this in more detail.</p>	
4.4.7.	<p><i>Gov/Reg and Convergence</i> Please explain whether your organization has undertaken any activities to promote the IFAC Code of Ethics to the relevant government or regulatory body that sets ethical requirements. Include in your explanation descriptions of any specific activities and the outcome or the reasons why such activities have not been undertaken.</p>	<p>We plan to promote our new code, when adopted in June 2006, to our members and other relevant regulatory bodies.</p>	
4.11.	<p><i>Translation of IFAC Code</i> Has your organization or others (e.g. government or regulatory body) translated the IFAC Code (in effect) or earlier versions of the Code? Select all the answer options that are appropriate.</p>	<p>1 <input checked="" type="checkbox"/> No, as English is an official language or widely spoken language</p>	

Number	Question Title/Text/Help text	Answer	Comments
		<input type="checkbox"/> 2 Yes, our organization has translated the IFAC Code <input type="checkbox"/> 3 Yes, a government, regulatory, or other body has translated the IFAC Code <input type="checkbox"/> 4 No, the IFAC Code has not been translated and English is not an official language or widely spoken language	
4.15.	<p><i>Activities to Promote IFAC Code of Ethics</i> Please describe the activities your organization undertakes to promote and assist in implementing the pronouncements (e.g. IFAC Code of Ethics) and work of IFAC's International Ethics Standards Board for Accountants.</p>	<p>We publicise any relevant information to our members via our website or in our member publication, Spreadsheet.</p>	
5.	SMO 5		
5.1.	<p><i>Public Sector Accounting Standards - Objective</i> Has the federal government / national government established convergence with International Public Sector Accounting Standards (IPSASs) as an objective?</p>	<input type="radio"/> 1 Yes <input checked="" type="radio"/> 2 No <input type="radio"/> 3 Information is not available or not known	
5.2.	IPSASs Convergence Follow Up		
5.2.1.	<p><i>Public Sector Accounting Standards - Cash/Accrual</i></p>		

Number	Question Title/Text/Help text	Answer	Comments
	Do the national public sector accounting standards require financial statements to be prepared on a cash basis or accrual basis?	<p>1 <input type="radio"/> Cash</p> <p>2 <input type="radio"/> Accrual</p> <p>3 <input checked="" type="radio"/> Both cash and accrual are permitted</p>	There are a very small number of specialised individual accounts which are prepared on a cash basis, but the vast majority of public sector accounts are on an accruals basis
5.2.2.	<p><i>Convergence Plans Follow Up SMO 5</i></p> <p>Does the government have plans to converge national public sector accounting standards with IPSASs?</p>	<p>1 <input type="radio"/> Yes</p> <p>2 <input checked="" type="radio"/> No</p> <p>3 <input type="radio"/> Information is not available or not known</p>	
5.4.	<p><i>Activities to Promote IPSASB Pronouncements</i></p> <p>Please describe the activities your organization undertakes to promote pronouncements issued by the International Public Sector Accounting Standards Board. Please provide an explanation where such activities have not been undertaken because they are not within the scope of your organization's objectives or work program.</p>	<p>The UK Member of the Board, Mike Hathorn of ICAS, and his technical advisor (provided by the UK CCAB) – currently Liz Cannon at CIPFA – both promote the work of IPSASB in a variety of forums both within the UK and overseas.</p>	
6.	SMO 6		

Number	Question Title/Text/Help text	Answer	Comments
6.1.	<i>Investigation and Discipline Program</i> In your jurisdiction is there a program for investigating and disciplining members of your organization for misconduct, including breaches of professional standards and rules?	1 <input checked="" type="radio"/> Yes	
		2 <input type="radio"/> No	
6.3.	Responsibility for Investigation and Discipline		
6.3.1.	<i>Body Responsible for Investigation and Discipline</i> Is your organization responsible for investigation and discipline of misconduct, including breaches of professional standards and rules by its individual members (and, if local laws and practices permit, by firms)? Select the answer option that is most appropriate.	1 <input type="radio"/> Yes, our organization has this responsibility 2 <input type="radio"/> No, responsibility for investigation and discipline rests solely with an external body 3 <input checked="" type="radio"/> Our organization shares responsibility for investigation and discipline with an external body 4 <input type="radio"/> Other	
6.3.2.	<i>Name of Body Responsible for Investigation and Discipline</i>		

Number	Question Title/Text/Help text	Answer	Comments
	<p>Provide the name(s) of the external body responsible for investigation and discipline or the name of the body sharing this responsibility with the member body.</p>	<p>The Accountancy Investigation & Discipline Board (AIDB), a constituent Board of the Financial Reporting Council (FRC) shares this responsibility with CIPFA. The FRC is the UK's independent regulator for corporate reporting and governance. Its objectives include, among other matters, promoting:</p> <ul style="list-style-type: none"> • High quality auditing; and • The integrity, competence and transparency of the accountancy profession. <p>The AIDB is the independent investigative and disciplinary body for UK accountants. The AIDB Scheme sets out the framework for the relationship between the AIDB and the participating bodies i.e. CIPFA, ICAEW, ACCA and CIMA.</p> <p>The AIDB considers cases raising important issues affecting the public interest in the UK; other cases continue to be dealt with by the participating accountancy</p>	

Number	Question Title/Text/Help text	Answer	Comments
		bodies.	
6.5.	SMO 6 - Detailed Assessment		
6.5.1.	Rules and Procedures for Investigation and Discipline		
6.5.1.1.	<i>Rules and Procedures</i> Does your organization establish in its constitution or rules the provisions and processes for the investigating and disciplining your members?	1 <input type="radio"/> Yes 2 <input type="radio"/> No	
6.5.1.3.	<i>Misconduct</i> In your jurisdiction, which of the following are considered "misconduct" as described in SMO 6 paragraph 4? Select all the answer options that are appropriate.	1 <input checked="" type="checkbox"/> Criminal activity	Negligence: with regard to negligence please note the following. The Institute's disciplinary scheme covers conduct which may, in the common law sphere, amount to gross negligence and to lesser instances of negligence which cumulatively amount to misconduct. However, the Institute's rules do not incorporate the concept of 'negligence' with its common law connotations into the disciplinary context. Cases which are likely to amount to common law negligence are

Number	Question Title/Text/Help text	Answer	Comments
			<p>dealt with as ‘breach of professional standards’.</p> <p>With respect to option 6, the questionnaire refers to ‘unfitness to exercise practicing rights’. The phrase ‘unfitness to exercise practicing rights’ would appear to connote the issuing of practising certificates. It should be noted that CIPFA does not at the current time issue practising certificates. CIPFA is developing a quality assurance programme which will be linked to the issuing of practising certificates – see SMO 1 questionnaire.</p> <p>With respect to option 8, misconduct also includes:</p> <ul style="list-style-type: none"> - conduct prejudicially affecting the status, reputation or welfare of the Institute; - conduct which is likely to bring discredit to the member,

Number	Question Title/Text/Help text	Answer	Comments
		<p>2 <input checked="" type="checkbox"/> Acts or omissions likely to bring the accountancy profession into disrepute</p> <p>3 <input checked="" type="checkbox"/> Breaches of professional standards</p> <p>4 <input checked="" type="checkbox"/> Breaches of ethical requirements</p> <p>5 <input checked="" type="checkbox"/> Gross professional negligence</p> <p>6 <input checked="" type="checkbox"/> A number of less serious instances of professional negligence that, cumulatively, may indicate unfitness to exercise practicing rights</p> <p>7 <input checked="" type="checkbox"/> Unsatisfactory work</p> <p>8 <input checked="" type="checkbox"/> Other (please describe)</p>	<p>his employer or the Institute; - a finding or other determination in any civil or criminal proceedings that a member has acted dishonestly or fraudulently (this is in addition to option 1).</p>
6.5.2.	<p><i>Types of Sanctions</i> Which of the following actions can be imposed by those who judge such issues: Select all the answer options that are appropriate.</p>	1 <input checked="" type="checkbox"/> Reprimand	<p>With respect to option 2, please note the following. The phrase ‘unfitness to exercise practicing rights’ would appear to connote the issuing of practising</p>

Number	Question Title/Text/Help text	Answer	Comments
			<p>certificates. It should be noted that CIPFA does not at the current time issue practising certificates. CIPFA is developing a quality assurance programme which will be linked to the issuing of practising certificates – see SMO 1 questionnaire.</p> <p>With respect to option 3 and costs, please note the following. The disciplinary tribunal's powers include the power to award costs against an unsuccessful party to disciplinary action (i.e. the Institute or the member). However, the Institute's current policy is not to request costs against members who are found guilty of misconduct under the disciplinary scheme. This is a question of funding determined by the Institute Council.</p> <p>With respect to options 4 and 5, please note the following.</p>

Number	Question Title/Text/Help text	Answer	Comments
			<p>Loss of designation automatically occurs if a member is expelled from the Institute. There is no separate sanction or penalty whereby there is loss of professional title but retention of membership.</p> <p>With respect to option 6, other sanctions available to the Disciplinary Committee are:</p> <ul style="list-style-type: none">- Severe Reprimand; and- Suspension for a specified period of time. <p>We are in the process of introducing powers for the Disciplinary Committee to order:</p> <ul style="list-style-type: none">- that a member in public practice waive or reduce a client's fees;- that a member reimburse to a complainant the reasonable costs of bringing a complaint to the attention of the

Number	Question Title/Text/Help text	Answer	Comments
			<p>Institute.</p> <p>In addition, the following sanctions are available to the Investigations Committee:</p> <ul style="list-style-type: none"> - Reprimand; and - Entry on Record (this is in the nature of an unpublicised caution which remains on the membership record for a period of up to two years and may be taken into account in disciplinary proceedings during that period). <p>2 <input type="checkbox"/> Loss or restriction of practice rights</p> <p>3 <input checked="" type="checkbox"/> Fine/payment of costs</p> <p>4 <input type="checkbox"/> Loss of professional title (designation)</p> <p>5 <input checked="" type="checkbox"/> Exclusion from membership</p> <p>6 <input checked="" type="checkbox"/> Other (please describe)</p>
6.5.3.	Provision of Information and Guidance to Members		
6.5.3.1.	<p><i>Information and Guidance</i></p> <p>Does your organization make each member fully aware of:</p> <p>- All provisions of the ethical code and other</p>	1 <input checked="" type="radio"/> Yes	

Number	Question Title/Text/Help text	Answer	Comments
	<p>applicable professional standards, rules and requirements (and any amendments), whether issued by IFAC or at the national level by the member body and - Consequences of non-compliance?</p>	20 No	
6.5.3.2.	<p><i>Information and Guidance Description</i> Provide a brief description of how your organization meets this requirement of SMO 6.</p>	<ol style="list-style-type: none"> 1. The Bye-Laws of the Institute, which specify disciplinary offences and the outline structure of the disciplinary scheme, require the approval of two-thirds of the members at General Meeting before approval can be sought from the Privy Council to any amendment. All members receive papers for General Meeting and may vote on the resolutions. 2. Members are notified of their obligations to observe the Bye-Laws, professional standards and rules of the Institute in the membership pack provided to all members on election to membership. 3. The ethical and professional standards and other rules and 	

Number	Question Title/Text/Help text	Answer	Comments
		<p>requirements are available on the Institute's website.</p> <p>4. The development process for new or updated ethical and professional standards is publicised through the Institute's bi-monthly membership magazine and comments from members are invited during a consultation period.</p> <p>5. New and updated ethical and professional standards are publicised in the Institute's bi-monthly membership magazine and on the Institute's website.</p> <p>6. Disciplinary cases in which a sanction is imposed are publicised in the Institute's bi-monthly membership magazine and on the Institute's website.</p> <p>7. The rules of CIPFA's disciplinary scheme are explained in a guidance document for members which is available on the Institute's website and is sent to members on commencement of an investigation.</p>	

Number	Question Title/Text/Help text	Answer	Comments
6.5.4.	Obligations to Report to Outside Bodies		
6.5.4.1.	<i>Reporting to Outside Bodies</i> Is your organization obligated under local laws to report possible involvement in serious crimes and offences by its individual members or member firms to the appropriate public authority and disclose related information to that authority?	1 <input checked="" type="radio"/> Yes 2 <input type="radio"/> No	
6.5.5.	<i>Approach to Proceedings</i> What type of approach does your organization use to initiate investigation and discipline proceedings? Select all the answer options that are appropriate.	1 <input checked="" type="checkbox"/> Information-based 2 <input checked="" type="checkbox"/> Complaints-based 3 <input checked="" type="checkbox"/> Other (please describe) 4 <input type="checkbox"/> None of the above	With respect to option 3, the Institute also instigates disciplinary action against students who are referred by the Education & Training directorate of the Institute i.e. by internal referral.
6.5.6.	Investigative Powers and Processes		
6.5.6.1.	<i>Powers</i> Does your organization have all required powers so that authorized personnel can carry out an effective investigation?	1 <input checked="" type="radio"/> Yes	The vast majority of CIPFA members work within the public sector for organisations such as local authorities, National Health Service organisations,

Number	Question Title/Text/Help text	Answer	Comments
			<p>Housing Trusts and Central Government. Disciplinary cases generally involve consideration of information which is in the ownership of the employing organisation and not the CIPFA member. CIPFA does not have statutory power to call for evidence from third parties, such as members' employing organisations. The Institute's policy is one of polite persuasion followed by dogmatic persistence, which has resulted in it successfully securing the co-operation required, though on occasion delay is incurred in prosecuting a matter.</p> <p>In 2003, the UK accountancy bodies were consulted by the body charged at that time with oversight of the accountancy regulatory bodies (the predecessor to the Financial Reporting Council) as to the need for statutory powers to obtain evidence.</p>

Number	Question Title/Text/Help text	Answer	Comments
			<p>CIPFA's position was that, ultimately, the existence of statutory powers to compel assistance must place CIPFA in a better position to obtain evidence, to obtain it quickly, and so meet public expectations in this area. No proposals for introducing such powers resulted from that consultation.</p> <p>Since 1 January 2005, the vast majority of the organisations for whom CIPFA members work have been subject to the Freedom of Information Act 2005, which makes provision for public sector organisations to make available certain types of information to the public. By making applications under this Act, where appropriate, the Institute is gradually assessing the extent to which it can make use of this statute, for the purposes of its disciplinary investigations.</p>

Number	Question Title/Text/Help text	Answer	Comments
			<p>The Institute also bears in mind that the High Court has an inherent power to grant a subpoena in aid of an ‘inferior tribunal’, that is any court or tribunal that does not have power to issue a witness summons in relation to proceedings before it. This, however, is a little used power and we await the development of relevant case law or indeed a suitable case in which CIPFA would wish to seek such a summons. The extent to which a witness summons would be useful is also open to question as it would only oblige a witness to attend and produce documents at a hearing and therefore the evidence could not be assessed until a very late stage.</p> <p>In summary, CIPFA continues to explore all options in this area and, in the meantime, takes a robust approach to its investigations.</p>

Number	Question Title/Text/Help text	Answer	Comments
		2○ No	
6.5.6.3.	<p><i>Cooperation of Members</i> Do the powers to carry out an effective investigation include: Select all the answer options that are appropriate.</p>	<p>1☑ A requirement for members (and member firms) to co-operate in the investigation of complaints and to respond promptly to all communications from the member body</p> <p>2☑ Provision for sanctions in the event of failure to comply</p> <p>3☐ None of the above</p>	<p>In respect of option 1, please note that CIPFA does not regulate firms, only individuals.</p>
6.5.6.6.	<p><i>Expertise and Resource</i> Does your organization maintain appropriate expertise and adequate financial and other resources to enable timely investigative and disciplinary action?</p>	<p>1☉ Yes (please describe)</p>	<p>Within the Institute:</p> <ul style="list-style-type: none"> • Senior member of staff (Director level reporting to CEO) is responsible for the overall running of the disciplinary scheme. • One full-time lawyer responsible for investigations and day-to-day running of the disciplinary scheme. • Additional legal support from external lawyers as required. • One full time PA/Administrator responsible for all administrative matters.

Number	Question Title/Text/Help text	Answer	Comments
			<ul style="list-style-type: none">• Recognition within the Institute that this is a demanded budget.• Office space dedicated to disciplinary scheme. <p>In relation to investigations:</p> <ul style="list-style-type: none">• Financial experts retained on a case-by-case basis.• Additional legal support from external lawyers including advocates. <p>Committees:</p> <ul style="list-style-type: none">• Committees are constituted with volunteer members of the Institute and paid independent (i.e. non-accountant) members.• The Chairmen of the Disciplinary and Appeal Committees are senior lawyers.• Committees are advised by an independent legal assessor (senior lawyer) at hearings.• Annual training of committee members conducted by external lawyers.

Number	Question Title/Text/Help text	Answer	Comments
		20	<p style="text-align: right;">No</p> <p>Facilities for hearings:</p> <ul style="list-style-type: none"> • External venue hire, usually purpose built facilities. • Stenographer services. • Potential accommodation costs of committee members where hearing likely to last more than one day are met by the Institute.
6.5.6.8.	<p><i>Independence and Subject of Investigation</i> Does your organization in all cases, confirm at the start of the investigation that any individual chosen to assist in an investigation is independent from (a) the subject of the investigation, and (b) anyone connected with or interested in the matter investigated?</p>	10	<p style="text-align: right;">Yes</p> <p>All tribunal members and experts contract with the Institute that they will not act in any matter where there is a conflict of interest; each tribunal member is required to consider whether there is any potential conflict of interest before being assigned to a particular case; each tribunal member submits an annual 'register of interests' which is a public document.</p> <p>All other individuals connected with the investigation or hearing of</p>

Number	Question Title/Text/Help text	Answer	Comments
			<p>cases are required to confirm that there is no reason why they should not be involved in the case.</p> <p>CIPFA is regulated by the general law in this area.</p> <p>The Institute is subject to Article 6(1) of the European Convention for the Protection of Human Rights and Fundamental Freedoms as applied by the Human Rights Act 1998. Article 6(1) requires adjudication by an 'impartial and independent' tribunal.</p> <p>In addition, the common law concept of 'bias' is applicable to the Institute's disciplinary procedures.</p> <p>The application of these principles is developed in case law, and decisions by CIPFA's committees may be judicially reviewed by the courts.</p>

Number	Question Title/Text/Help text	Answer	Comments
	<p>Help text: If a conflict exists at the start of an investigation, or arises during the investigation, the chosen individual should immediately withdraw. Similar considerations apply equally to anyone else connected with the investigation and hearing of cases.</p>	20 No	
6.5.6.10.	<p><i>Infrastructure</i> Which of the following best describes your organization's investigation and discipline infrastructure? Select all the answer options that are appropriate.</p>	1 <input checked="" type="radio"/> One committee/panel to investigate the complaint and a separate committee/tribunal to administer disciplinary action	<p>The Investigations Unit (Institute lawyer plus external disciplinary lawyers) carry out investigations under the auspices of the Investigations Committee.</p> <p>On completion of the investigation process, the Investigations Committee reviews the evidence and decides whether there is a case to answer.</p> <p>If the Investigations Committee determines that there is a case to answer, it will consider whether its own powers of sanction are</p>

Number	Question Title/Text/Help text	Answer	Comments
		<p>20 A single committee/panel to</p>	<p>sufficient to deal with the case. If so, the Investigations Committee will determine whether misconduct has taken place and may impose an Entry on Record or, if the defendant agrees by way of a Consent Order, a Reprimand. From about mid- 2006, the Investigations Committee remit to impose either sanction will be limited to cases where the defendant agrees to accept a Consent Order. Where the Investigations Committee determines that there is no case to answer, it will dismiss the case.</p> <p>If the Investigations Committee determines that its own sanctions may not be adequate, it will refer the matter to the Disciplinary Committee, which will hold a disciplinary hearing to consider the matter.</p>

Number	Question Title/Text/Help text	Answer	Comments
		<p>conduct the investigation and administer disciplinary action.</p> <p>3○ Other</p>	
6.5.6.12.	<p><i>Independent Review</i></p> <p>Has your organization established and does it maintain a process for the independent review of complaints by clients and others where it has been decided by the investigation committee that the matter will not be referred to a disciplinary hearing?</p>	1⊙ Yes	<p>The Institute believes it complies with this requirement in principle. It will be evident from previous responses that CIPFA's Investigations Committee has power to impose specific sanctions. However, this question presumes that all substantive decisions are made by the Disciplinary Committee.</p> <p>At the present time complainants have a right to request a review of certain decisions of the Investigations Committee and such review is conducted by the Disciplinary Committee.</p> <p>From June 2006, complainants will have a right to request a review of decisions of the</p>

Number	Question Title/Text/Help text	Answer	Comments
		20 No	Investigations Committee to dismiss a case i.e. a decision not to impose one of the sanctions available to the Investigations Committee and not to refer the matter to the Disciplinary Committee. The review will be conducted by a 'Reviewer of Complaints' who will be a senior lawyer acting independently of the Institute.
6.5.7.	The Disciplinary Process		
6.5.7.1.	<i>Composition of Tribunal</i> Does the tribunal responsible for the disciplinary hearing contain a balance of professional expertise and outside judgment (e.g., composed of accountants and non-accountants)?	10 Yes (please describe)	There are currently 24 serving members of the Disciplinary Committee. These include volunteer members of the Institute and Independent (non-accountant) members. A person is eligible to be appointed as an Independent member of any committee if neither they nor any of their immediate family, including spouse or person with whom

Number	Question Title/Text/Help text	Answer	Comments
		2○ No	<p>they are living as a life partner, are a member or former member, student or former student, employee or former employee of the Institute.</p> <p>The quorum for a panel of the Disciplinary Committee considering a case is five members of the Committee with at least two being Independent members.</p> <p>(The Appeal Committee currently consists of six individuals and the quorum is three members with at least two being Independent members.)</p>
6.5.7.3.	<p><i>Conflicts</i> Are members of the investigation committee or the disciplinary tribunal permitted to serve on both at the same time, or in relation to the same case?</p>	1○ Yes	
6.5.7.5.	<i>Independence of Tribunal</i>	2⊙ No	

Number	Question Title/Text/Help text	Answer	Comments
	Briefly describe how the disciplinary tribunal exhibits independence.	<ul style="list-style-type: none"> • The appointments procedure for committee members incorporates interviews with Independent (see definition above) serving members of the committees. Therefore appointment as committee member is not solely within the gift of the Institute. • Each of the committees under the disciplinary scheme is chaired by an Independent member of the committee and in the case of the Disciplinary and Appeal Committees by a senior lawyer; • Each panel of each committee is chaired by an Independent member; • Each panel of the Disciplinary and Appeal Committees is advised on law and procedure by an independent legal assessor; • An element of formality is observed at hearings, so that committee members are accommodated separately from the parties; • Currently, the prosecution does not make any submission on appropriate sanctions in a case; • Committee members receive training on the need to be and be 	

Number	Question Title/Text/Help text	Answer	Comments
		<p>seen to be independent of the Institute.</p> <ul style="list-style-type: none"> • Committee members are under a contractual obligation to act independently of the Institute and not to be influenced by the Institute or any of its employees. 	
6.5.7.6.	<p><i>Appeals Process</i> Does your organization's rules:</p> <p>Select all the answer options that are appropriate.</p>	<p>1 <input checked="" type="checkbox"/> Permit a qualified lawyer or other person chosen by the defendant to accompany and represent the defendant at all disciplinary hearings and to advise him or her throughout the investigative and disciplinary process</p>	<p>With respect to option 3, the rules specify that any Order of the Disciplinary Committee shall take effect on the expiry of the appeal period unless the member gives notice of appeal in which case the Order shall be suspended until the appeal has been determined. Therefore, there is no requirement for the Disciplinary Committee to make such a ruling.</p> <p>The Institute believes it complies with the intention behind option 5. The procedural rules applying to a disciplinary hearing apply</p>

Number	Question Title/Text/Help text	Answer	Comments
			<p>equally to an appeal hearing. Thus, for example, the rules permit representation by a lawyer or other person, who may also advise in relation to the appeal; as a general rule, the hearing is open to the public; each party must be given a reasonable opportunity to present their case and to respond to the submissions of the other party; and the Appeal Committee receives independent advice from a legal assessor etc.</p> <p>However, IFAC may wish to note that under the CIPFA rules, there are specified grounds of appeal. It is our understanding that IFAC is not, under this option, imposing any requirement regarding the grounds of appeal, which would impact upon the content and therefore the procedure to be followed at an appeal hearing. Thus CIPFA hearings are not</p>

Number	Question Title/Text/Help text	Answer	Comments
			<p>conducted by way of a re-hearing and therefore (except in defined circumstances) witnesses will not give evidence a second time and new evidence will not be heard. We believe it is for each body to establish these substantive (as opposed to procedural) rules.</p>
		<p>2☑ Permit the defendant to appeal the conviction and any imposed sanction</p>	
		<p>3☑ Permit any order made against the defendant to be suspended by the tribunal that convicted the defendant, pending the hearing of that appeal</p>	
		<p>4☑ Prohibit the appeal tribunal from including a prosecutor or a member of the first tribunal, or any other individual who was concerned with the original conviction</p>	
		<p>5☑ Require that the same procedures apply to the appeal process as apply to</p>	

Number	Question Title/Text/Help text	Answer	Comments
		<p>hearings before the disciplinary tribunal</p> <p><input type="checkbox"/> None of the above</p>	
6.5.8.	Administrative Processes		
6.5.8.1.	<p><i>Elements of Administrative Processes</i></p> <p>As a part of Investigation and Discipline administrative processes does your organization:</p> <p>Select all the answer options that are appropriate.</p>	<p><input checked="" type="checkbox"/> Establish time limits for disposal (completion) of all cases</p>	<p>The Institute's processes in this respect are specifically designed to address the Institute's unique position. CIPFA commences a small number of investigations (circa 10-15) per annum, spanning a very wide range of matters. The Institute has a disproportionately large number of highly complex cases which require investigation by experts and lawyers over many months and regularly culminate in hearings lasting several days. In such cases, we are obliged to work with public sector organisations which employ our members and our reliance on such third parties for provision of information and documentation is referred to elsewhere in this questionnaire.</p>

Number	Question Title/Text/Help text	Answer	Comments
			<p>This caseload does not lend itself very readily to the sort of time targets appropriate to a much larger disciplinary function with a proportion of standard-type cases. However, all cases handled by CIPFA are managed with a view to their conclusion within the shortest time possible consistent with their proper and thorough investigation.</p> <p>The person responsible for investigation and prosecution of cases is required to report periodically to the CEO (on a case-specific basis) and to CIPFA Council (on a non case-specific basis) on the progress of cases generally. Additional reporting to Council on compliance with performance indicators requires reporting of any material delay in the investigation or prosecution process. In recognition of the</p>

Number	Question Title/Text/Help text	Answer	Comments
			<p>fact that the varying factors which impact the investigation process should not impact the prosecution process, a specific performance indicator relates to completion of the prosecution phase. Annual statistics on the disciplinary scheme are published to the membership.</p> <p>Elsewhere in this questionnaire, reference is made to the general law applicable to CIPFA investigations. Specifically, the Institute's disciplinary processes are subject to Article 6 of the European Convention for the Protection of Human Rights and Fundamental Freedoms (which, in addition to those matters mentioned previously, requires the disciplinary process to be conducted within a reasonable time).</p>

Number	Question Title/Text/Help text	Answer	Comments
		<p>2 <input checked="" type="checkbox"/> Maintain and operate tracking mechanisms, to ensure that all investigations and prosecutions are promptly handled, and that all necessary action is taken at the appropriate stage</p> <p>3 <input checked="" type="checkbox"/> Maintain a procedure requiring (a) notification to all persons employed or otherwise participating in the investigative and disciplinary processes (or having access to information concerning such processes) of the importance of maintaining confidentiality, and (b) a binding agreement to maintain that confidentiality</p> <p>4 <input checked="" type="checkbox"/> Maintain secure and confidential facilities for the storage of case papers and other evidence</p> <p>5 <input checked="" type="checkbox"/> Maintain records of all investigation and disciplinary proceedings</p> <p>6 <input type="checkbox"/> None of the above</p>	
6.5.8.3.	Case Numbers		
6.5.8.3.1.	<i>2005 Heard Case Numbers</i> Indicate the number of cases heard in 2005.	3	Breakdown:

Number	Question Title/Text/Help text	Answer	Comments
			<ul style="list-style-type: none"> • Criminal activity: 0 • Acts or omissions likely to bring the accountancy profession into disrepute: 0 • Breaches of professional standards: 1 • Breaches of ethical requirements: 2 • Gross professional negligence: 0 • Non-compliance with CPD requirements: 0 • A number of less serious instances of professional negligence that, cumulatively, may indicate unfitness to exercise practicing rights: 0 • Unsatisfactory work: 0 <p>IFAC will appreciate that cases may involve more than one type of offence. Details are given of the most serious offence in each case. As stated previously in this questionnaire, the concept of negligence is not used in relation to disciplinary offences.</p>

Number	Question Title/Text/Help text	Answer	Comments
6.5.8.3.2.	<p><i>2004 Heard Case Numbers</i> Indicate the number of cases heard in 2004.</p>	2	<p>The misconduct related to:</p> <ul style="list-style-type: none"> • Criminal activity: 1 • Acts or omissions likely to bring the accountancy profession into disrepute: 1 • Breaches of professional standards: 0 • Breaches of ethical requirements: 0 • Gross professional negligence: 0 • Non-compliance with CPD requirements: 0 • A number of less serious instances of professional negligence that, cumulatively, may indicate unfitness to exercise practicing rights: 0 • Unsatisfactory work: 0 <p>IFAC will appreciate that cases may involve more than one type of offence. Details are given of the most serious offence in each case. As stated previously in this questionnaire, the concept of negligence is not used in</p>

Number	Question Title/Text/Help text	Answer	Comments
			relation to disciplinary offences.
6.5.8.3.3.	<p><i>2003 Heard Case Numbers</i> Indicate the number of cases heard in 2003.</p>	4	<p>Breakdown:</p> <ul style="list-style-type: none"> • Criminal activity: 0 • Acts or omissions likely to bring the accountancy profession into disrepute: 0 • Breaches of professional standards: 0 • Breaches of ethical requirements: 4 • Gross professional negligence: 0 • Non-compliance with CPD requirements: 0 • A number of less serious instances of professional negligence that, cumulatively, may indicate unfitness to exercise practicing rights: 0 • Unsatisfactory work: 0 <p>IFAC will appreciate that cases may involve more than one type of offence. Details are given of the most serious</p>

Number	Question Title/Text/Help text	Answer	Comments
			offence in each case. As stated previously in this questionnaire, the concept of negligence is not used in relation to disciplinary offences.
6.5.8.3.4.	<i>2005 Completed Case Numbers</i> Indicate the number of cases completed in 2005.	10	Breakdown: Investigations Committee: 7 Disciplinary Committee: 2 Appeal Committee: 1
6.5.8.3.5.	<i>2004 Completed Case Numbers</i> Indicate the number of cases completed in 2004.	9	Breakdown: Investigations Committee: 5 Disciplinary Committee: 4 Appeal Committee: 0
6.5.8.3.6.	<i>2003 Completed Case Numbers</i> Indicate the number of cases completed in 2003.	11	Breakdown: Investigations Committee: 7 Disciplinary Committee: 4 Appeal Committee: 0

Number	Question Title/Text/Help text	Answer	Comments
6.5.8.3.7.	<p><i>Average time required for disposal of cases</i> Indicate the average time (in months) required for the disposal (completion) of a case. This number should include both the time spent on (a) the investigation of the complaints and (b) the disciplinary proceedings.</p>	26	<p>The figure of 26 months should be considered with extreme care. The following factors are relevant:</p> <ul style="list-style-type: none"> • Due to the small number of cases, the average length of a case is not necessarily representative of relative efficiency. • The types of cases considered during this three year period ranged from conviction cases in which the level of investigation was minimal to highly complex cases involving members in senior positions within public sector organisations, which have resulted in several days' hearings and taken several years to complete. • In a small number of cases, CIPFA experienced difficulty obtaining necessary evidence. This had a consequential effect on the length of time taken to complete the case.

Number	Question Title/Text/Help text	Answer	Comments
			<ul style="list-style-type: none">• CIPFA is regulated by the general law in this area. Defendants to disciplinary action may argue that their rights under Article 6(1) of the European Convention for the Protection of Human Rights and Fundamental Freedoms, which encompasses the right to a fair trial 'within a reasonable time', have been breached and/or that unreasonable delay in bringing a complaint amounts to an 'abuse of process' under the common law. Case law defines the scope of these principles. Further, decisions made by CIPFA's committees may be judicially reviewed by the courts.• The cases completed in 2003 took an average of 42 months to complete; in 2004 16 months; and in 2005 13 months. This demonstrates that overall the length of time taken to complete cases is reducing, largely as a result

Number	Question Title/Text/Help text	Answer	Comments
			of CIPFA's growing relationship with public sector organisations.
7.	SMO 7		
7.1.	<p><i>Accounting Standards in Law/Regulation</i> Does law or regulation establish the set of accounting standards to be used for preparation of financial statements of private sector listed entities and non-listed entities? Select all the answer options that are appropriate.</p> <p>Where the law / regulation establishes the accounting standards to be used by reference to the set of standards to be used by their name or by including the text of the standards in the law / regulation, please respond "yes" to this question. Section 7.8. of this module includes questions about the law / regulation.</p> <p>Where the law / regulation gives authority to a national standard-setter to establish the accounting standards, please respond "no". Section 7.2. of this module includes questions about the standard-setter and the accounting standards that are established.</p>	<p>1 <input checked="" type="checkbox"/> Yes, for financial statements of listed entities</p> <p>2 <input type="checkbox"/> Yes, for financial statements</p>	<p>UK law permits non listed entities to use IFRS or the UK standards published by the UK standard setter.</p> <p>IFRS are mandatory for UK listed companies in respect of their consolidated accounts only. They have the option of preparing their individual accounts under IFRS or UK GAAP.</p>

Number	Question Title/Text/Help text	Answer	Comments
		<p>of non-listed entities</p> <p>3 <input type="checkbox"/> No, for financial statements of listed entities</p> <p>4 <input checked="" type="checkbox"/> No, for financial statements of non-listed entities</p>	
7.2.	Responsibility for Private Sector Accounting Standards		
7.2.4.	<i>Standard-Setter - Non-Listed SMO 7</i> Who has the authority establishing the accounting standards for non-listed entities?	<p>1 <input type="radio"/> Our organization</p> <p>2 <input type="radio"/> Another IFAC member body</p> <p>3 <input type="radio"/> Joint process between our organization and another IFAC member body</p> <p>4 <input checked="" type="radio"/> Another organization</p>	
7.2.5.	<i>Non-Listed Entities - Other SMO 7</i> State the organization's name that is responsible for establishing accounting standards for non-listed entities.	The Accounting Standards Board (ASB), part of the Financial Reporting Council (FRC)	
7.7.	Other Organization Standard-Setter SMO 7		
7.7.3.	<i>Non-Listed Entity Standard-Setter SMO 7</i> For non-listed entities, has the standard-setter established convergence of national accounting standards with IFRSs and other IASB pronouncements? Select the answer option that is most appropriate.	<p>1 <input type="radio"/> Standard-setter's convergence objectives are not known</p> <p>2 <input checked="" type="radio"/> Standard-setter has established convergence as a</p>	

Number	Question Title/Text/Help text	Answer	Comments
		3○ formal objective Standard-setter has not established convergence as a formal objective	
7.7.4.	Convergence Established - Standard-Setter SMO 7		
7.7.4.1.	<p><i>Standard-Setter Amendments SMO 7</i></p> <p>Has the standard-setter issued information that describes differences between the IFRSs, other IASB pronouncements and national standards including:</p> <p>IFRSs and other IASB pronouncements in effect as at September 30, 2005 that have been adopted or compared with a similar or equivalent national standard or pronouncement; The effective date of national standard or pronouncement where it differs from the IFRS or other IASB pronouncement; The differences between the IFRS or other IASB pronouncement and the similar or equivalent national standard and pronouncement; and The reasons for the differences?</p>	1○ Yes	The ASB has published a number of convergence standards which highlight any differences with the corresponding IAS/IFRS. A detailed timetable for the programme of convergence is also published on the ASB website (www.frc.co.uk/ASB). The programme of convergence in the UK is currently under active review and a revised timetable is expected to be published by the ASB in the near future.
		2○ No	
7.7.4.2.	<p><i>Submit Information - Standard-Setter SMO 7</i></p> <p>If the standard-setter has issued information about differences between IFRSs and other</p>	1○ Yes, information is available for standard-setter and in	The information referred to in 7.7.4.1 is available from the

Number	Question Title/Text/Help text	Answer	Comments
	<p>IASB pronouncements and the national standards and it is available in English, indicate this in your response and submit a copy of the information to Compliance Staff.</p> <p>If this information is not available, refer to the SMO 7 Comparison with IASB Pronouncements.doc SMO 7: Comparison with IASB Pronouncements report by clicking on the link and complete it to the extent your organization is able to and submit it in Word format to Compliance Staff.</p> <p>Indicate whether your organization will be submitting available information or the "SMO 7: Comparison with IASB Pronouncements" report.</p>	<p>English and will be submitted to Compliance Staff</p>	<p>ASB.</p>
2		<p>No, information is not available from standard-setter; however our organization or jointly with another IFAC member / associate will complete the "SMO 7: Comparison with IASB Pronouncements" and submit it to Compliance Staff</p>	
3		<p>No, information is not available</p>	

Number	Question Title/Text/Help text	Answer	Comments
7.8.	Law/Reg and Accounting Standards		
7.8.3.	<p><i>Accounting Standards for Listed</i> Does the law/regulation require the use of International Financial Reporting Standards issued by the International Accounting Standards Board for preparation of financial statements of listed entities? Select the answer option that is most appropriate.</p>	<p>1 <input checked="" type="radio"/> The law/regulation simply refers to International Financial Reporting Standards as the accounting standards (without bringing in the full or partial text of individual IFRSs)</p> <p>2 <input type="radio"/> For listed entities, the law/regulation contains the full text of each IFRS</p> <p>3 <input type="radio"/> For listed entities, the law/regulation contains the main principles of the IFRSs</p> <p>4 <input type="radio"/> For listed entities, the law / regulation has a requirement to use IFRSs using another approach (please describe)</p> <p>5 <input type="radio"/> For listed entities, the law / regulation requires the use of national standards with no reference to IFRSs</p>	
7.8.9.	<p><i>MB Responsibilities and IASB SMO 7</i> Does your organization have responsibility for any of the following activities? Select all the answer options that are appropriate.</p>	<p>1 <input type="checkbox"/> Develop other authoritative pronouncements</p> <p>2 <input type="checkbox"/> Promulgate the IFRSs established by law / regulation (e.g. by publishing</p>	

Number	Question Title/Text/Help text	Answer	Comments
		<p>or communicating the standards to the public)</p> <p>3 <input type="checkbox"/> Other (please describe)</p> <p>4 <input checked="" type="checkbox"/> None of the above</p>	
7.8.12.	<p><i>Other Organization SMO 7</i></p> <p>Do any of the following organizations have responsibility for developing or implementing the accounting standards established in law / regulation?</p>	<p>1 <input type="radio"/> Another IFAC member body(ies)</p> <p>2 <input type="radio"/> Government or regulatory body</p> <p>3 <input type="radio"/> Non-IFAC professional body</p> <p>4 <input checked="" type="radio"/> Other organization</p>	<p>IFRS are developed by the IASB and, subject to endorsement by the European Commission, are then implemented by UK listed companies in their consolidated accounts.</p>
7.9.	Law/Reg and IASB Pronouncements		
7.9.1.	<p><i>Incorporation into Law/Reg SMO 7</i></p> <p>Is information publicly available about IFRSs and other IASB pronouncements that have been established into law/regulation, including:</p> <p>IFRSs and other IASB pronouncements that have been established into law / regulation; Whether the IFRS or IASB pronouncement established into law / regulation is the version in effect as at September 30, 2005; The effective date set by law / regulation where it differs from the IFRS or IASB</p>	<p>1 <input checked="" type="radio"/> Yes</p>	<p>The applicability of IASB standards and interpretations is determined by European law. Information on the endorsement status of each IASB pronouncement is available on the EU website.</p>

Number	Question Title/Text/Help text	Answer	Comments
	<p>pronouncement; The differences between IFRSs and IASB pronouncements and what was established into law / regulation; and The reasons for the differences?</p>	20 No	
7.9.2.	<p><i>Incorporation Description - Law/Reg SMO 7</i></p> <p>If the information about the status of IFRSs and other IASB pronouncements that have been established into law is available in English, indicate this in your response and submit a copy of the information to Compliance Staff.</p> <p>If this information is not available, complete the SMO 7 Comparison with IASB Pronouncements.doc SMO 7: Comparison with IASB Pronouncements report and submit it in Word format to Compliance Staff.</p> <p>Indicate whether your organization will be submitting available information or the "SMO 7: Comparison with IASB Pronouncements" report.</p>	<p>10 Yes, information is available and in English and will be submitted to Compliance Staff</p> <p>20 No, information is not available; however our organization or jointly with another IFAC member /</p>	<p>The status of IASB pronouncements in respect of listed companies is common across the EU and can be determined by reference to the EU website.</p>

Number	Question Title/Text/Help text	Answer	Comments
		associate will complete the "SMO 7: Comparison with IASB Pronouncements" and submit it to Compliance Staff 3 <input checked="" type="radio"/> No, information is not available	
7.10.	Translation SMO 7		
7.10.1.	<i>Translation of IFRSs</i> Are the IFRSs and other IASB pronouncements translated into national language?	1 <input checked="" type="radio"/> No, as English is an official language or widely spoken language 2 <input type="radio"/> Yes, the IFRSs are translated 3 <input type="radio"/> No and English is not an official language or is not widely spoken	
7.11.	<i>Promotion Activities SMO 7</i> Please describe the activities your organization undertakes to promote and assist in the implementation of IFRSs and other IASB pronouncements and activities.	Accounting Standards for public benefit entities are currently applied through sector specific interpretations of UK Accounting Standards. CIPFA and other regulators in the public benefit area have sought to follow the national convergence agenda.	
8.	Certification of Chief Executive		
8.1.	<i>Complete Certification</i> Once all required questions have been completed, the Certification of Chief Executive should be signed and submitted to	1 <input checked="" type="checkbox"/> Yes, the Certification of Chief Executive has been submitted	The certification has been completed and submitted as at 28/4/06.

Number	Question Title/Text/Help text	Answer	Comments
	Compliance Staff. Click Part 2 SMO Self Assessment Certification.doc to download a copy of the Certification form.	2□	