

IPDS QUICK REFERENCE

This is a quick reference guide to IPDS. Its aim is to help remind you of some the key points of the scheme and is not intended to supplant reading of the full IPDS Guide.

1 Exemptions from the Log of 400 Days Workplace Experience

If you registered before September 2003 and were granted exemption from the old IPD requirements, you will be exempt from completing the 400 days workplace experience, however you will be required to complete the six evidenced activities.

The only students exempt the old IPD requirements were Senior Entrants, Accounting Technicians and CCAB qualified accountants. If you do not fall into one of these categories you are required to complete both the 400 days workplace experience and the six evidenced activities on the new scheme.

AAT students only need to complete 200 days workplace experience and the evidenced activities.

CCABs are exempt the whole of IPDS.

There are no other exemptions.

2 Timing the work on your portfolio

You should start planning your IPDS and filling in your log of 400 days workplace experience as soon as you register with CIPFA.

The evidenced activities can only be started once you have registered as a CIPFA student and cannot be backdated to before you registered. The log of 400 days workplace experience can be backdated by up to ten years prior to submission of the portfolio.

You may find it helpful to wait until you have completed the Certificate stage before working on specific activities, so that you have some theoretical foundation that can be applied. However, the levels at which the activities have been assigned are for guidance - and to encourage you not to leave all six activities to the final level. Should an opportunity to undertake an activity arise at a different stage to the one we suggest, that is acceptable, you won't be marked down for this.

3 Using the IPD log book from previous schemes

Students can transfer any experience they have already logged in their old IPD logbooks into their new IPDS logbooks. Alternatively students can chose to continue logging their experience in their old logbook. Either approach will be accepted. Please note students must choose one or the other, they cannot mix and match their logbooks.

4 Employer personal development plans for the log of workplace experience?

In some cases these may be acceptable, although you will still need to link your work to the Statement of Expertise Please contact etis@cipfa.org for further advice.

5 Including the evidenced activities in the log of 400 days of workplace experience?

The evidenced activities that you select from Appendix A also count towards your 400 days workplace experience.

6 Counting regular tasks in the log of workplace experience

Each discrete task can be counted separately towards the 400 days workplace experience, even though the tasks may be identical. It is up to you whether you group them together, with a total number of days, or whether you list them separately.

7 Experience from outside the workplace

The log of 400 days workplace experience should cover experiences undertaken as part of your work. If you are unemployed, but are engaged in voluntary work, then the voluntary organisation would be considered your employing organisation.

The evidenced activities may include activities undertaken outside of your employing organisation.

8 The employer role in the IPDS

Your employer's signature is required against each entry on the log of 400 days workplace experience to validate it as a true entry. Where you have grouped the same activity (taken at different times (see point 6 above) your employer will need to sign each group.

Your employer's signature is required to validate each of the six evidenced activities undertaken. They are also required to provide a comment on each of the activities, as to its usefulness to the organisation.

Comments from employers can be used as part of the evidence for an activity as long as it fulfils certain criteria. A suitable comment from an employer will:

- Name the student
- Identify the task undertaken
- Identify the role of the student in undertaking the task
- Comment on the usefulness the activity to the organisation
- Comment on the outcomes of the activity

Employers are encouraged to help you plan both your workplace experience and your evidenced activities. This can be easily accommodated within an objective setting/annual appraisal scheme. Providing you with opportunities to develop and expand your experience and capabilities will not only help you to complete the IPDS but will provide your employer with a well rounded and flexible member of team!

9 Requirements for each of the six evidenced activities

For each of the activities chosen you are being asked to demonstrate the following:

- How you planned each activity (planning)
- How you applied your knowledge and skills to the workplace (application)
- How you have provided evidence to show that you undertook the chosen activity (evidence)
- How you have reflected on the effectiveness with which you have applied your knowledge and skills to your practice and the learning that has taken place (reflection)

10 Choosing an activity

You can only undertake an activity that would fall within the areas of activity set out in Appendix A. Where you cannot find an activity that you do as part of your current everyday work then attempt something that you would not normally do. This will be useful for developing new skills and understanding which you will certainly use in your future career. Do read the guidance at the beginning of Appendix A to help you choose your three professional level activities.

11 How long should the 'long term process' last?

The activity must have been planned to be undertaken over a period of at least three months, and should last at least that long. You do not have to not have worked on it every day. It does not have to have been completed as long as you can explain why it has not yet been completed (e.g lasting past IPDS submission date, withdrawal of funding). The long term process is not something that just happens to have 'dragged on'.

12 The iterative process

The iterative process is one where you respond to feedback from another person or people, reworking an earlier piece of work to address that feedback. Examples could include a report you have done that your manager has asked you to rework to include additional information or the updating of process where you start with a draft and then collect information from other parties to improve that process.

13 The presentation.

The only criteria we stipulate for the presentation is that it is on a pre-agreed subject (so there will have been some planning) and that it is in front of an audience of at least three people. Attendance at a meeting is not a presentation. You may use a group presentation (as long as you presented aspects of it to an audience), but as with all the activities, be very clear about what your own involvement was.

PLEASE MAKE SURE YOU HAVE READ THE FULL IPDS GUIDE BEFORE YOU START YOUR EVIDENCED ACTIVITIES.