**CPD PLANNING AND EVALUATION TEMPLATE FOR STATUTORY AUDITORS – please tailor as necessary**

**Name of statutory auditor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Firm Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CPD Year:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CPD PLANNING**

**1.Summary of Matters Considered**

|  |  |
| --- | --- |
| **Factors to consider** | **Outline any matters specific to the maintenance of competence** |
| • the specific needs of my client base (for example, credit unions, SMEs, public interest entities, specialised industries, new clients)  • the time period since I last completed training in a particular area  • weaknesses identified during quality assurance reviews  • developments in Irish or EU legislation including in company law and tax  • changes to the Irish financial reporting or auditing frameworks   * Other matters |  |
| Specific IES 8 learning outcomes focus for this year |  |
| Other Learning needs Identified |  |

**Additional page**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **DETAILED CPD PLAN** | | | | | | |
| **Ref** | **IES 8 - COMPETENCE AREA** | | **Learning outcome identified** | **PLANNING details** | **ACTION - HOURS COMPLETED** | | **DATE COMPLETED** | **Post event consideration and review** |
|  | Examples;  Audit  Financial Reporting  Taxation | | Identify and plan your own learning outcomes. The learning outcomes should also reference those set out in Table A of IES 8 | Identify activities that may help to meet identified learning outcomes – course details | Structured Hrs | Unstr. hrs | CPD activity (date Completed) | Consider whether the CPD event achieved the learning outcome identified. The learning outcome your may not have been met or only partly met.  Reflect on the activity and what you learned.  How what you learnt has/has not changed your Competence in this area |
| 1 |  | |  |  |  |  |  |  |
| 2 |  | |  |  |  |  |  |  |
| 3 |  | |  |  |  |  |  |  |
| 4 |  | |  |  |  |  |  |  |
| 5 |  | |  |  |  |  |  |  |
| 6 |  | |  |  |  |  |  |  |
| 7 |  | |  |  |  |  |  |  |
| 8 |  | |  |  |  |  |  |  |
| 9 |  | |  |  |  |  |  |  |
| 10 |  | |  |  |  |  |  |  |
| 11 |  | |  |  |  |  |  |  |
| 12 |  | |  |  |  |  |  |  |
| 13 |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |

**CPD Evaluation**

**Date of Evaluation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Consider and reflect on the following** | **Response** |
| Have the learning outcomes set out at the beginning of the year been achieved this year? |  |
| If not outline what learning outcomes were not met? |  |
| Outline any necessary action plan to remedy any learning outcomes that have not been achieved as planned? |  |
| Have adequate CPD hours been completed that meet the requirements of CPA Ireland’s Bye Laws? |  |
| Is it considered that your theoretical knowledge, professional skills and values, including, in particular, in relation to auditing, have been maintained at a sufficiently high level? |  |
| Reflect on any areas where further CPD is required |  |
| Have there been any changes to your role or profile of clients that should be considered for the next years CPD plan? |  |
| Identify in the table below the IES 8 learning outcomes achieved |  |
| Consider the learning outcomes from Table A, IES 8 (below) that should be considered for next years CPD plan? |  |
| Other Matters |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CPD Evaluation Record– IES 8 TABLE A, LEARNING OUTCOMES ACHIEVED** | | | | |
| **Technical** | **COMPETENCE AREA** | **LEARNING OUTCOME** | **SELECT OUTCOME ACHIEVED**  **(X)** | **\*CPD RECORD**  **REFERENCE** |
| **Audit** | Lead the audit through active involvement during all phases of the audit engagement. |  | . |
| Lead the identification and assessment of the risks of material misstatement . |  |  |
| Develop an audit plan that responds to the risks of material misstatement identified. |  |  |
| Develop an appropriate audit opinion and related audit report, including a description of key audit matters as applicable. |  |  |
| Evaluate responses to the risks of material misstatement |  |  |
| Conclude on the appropriateness and sufficiency of all relevant audit evidence, including contradictory evidence, to support the audit opinion. |  |  |
| Evaluate whether the audit was performed in accordance with International Standards on Auditing or other relevant auditing standards, laws, and regulations applicable to an audit of the financial statements. |  |  |
| Develop an appropriate audit opinion and related auditor’s report, including a description of key audit matters as applicable. |  |  |
| **Financial**  **accounting and**  **reporting** | Evaluate whether an entity has prepared, in all material respects, financial statements in accordance with the applicable financial reporting framework and regulatory requirements. |  |  |
| Evaluate the recognition, measurement, presentation, and disclosure of transactions and events within the financial statements in accordance with the applicable financial reporting framework and regulatory requirement |  |  |
| Evaluate accounting judgments and estimates, including fair value estimates, made by management. |  |  |
| Evaluate the fair presentation of financial statements relative to the nature of the business, the operating environment, and the entity’s ability to continue as a going concern. |  |  |
| **Governance and risk management** | Evaluate corporate governance structures and risk assessment processes affecting the financial statements of an entity as part of the overall audit strategy. |  |  |
| **Business**  **environment** | Analyse relevant industry, regulatory, and other external factors that are used to inform audit risk assessments including, but not limited to, market, competition, product technology, and environmental requirements. |  |  |
| **Technical** | **Taxation** | Evaluate procedures performed to address the risks of material misstatement in the financial statements in respect of taxation, and the effect of the results of these procedures on the overall audit strategy. |  |  |
| **Information and**  **communications**  **technologies** | Evaluate the information and communications technologies (ICT) environment to identify controls that relate to the financial statements to determine the impact on the overall audit strategy. |  |  |
| **Business laws and**  **regulations** | Evaluate identified or suspected non-compliance with laws and regulations to determine the effect on the overall audit strategy and audit opinion. |  |  |
| **Finance and financial**  **management** | Evaluate the various sources of financing available to, and  financial instruments used by, an entity to determine the impact  on the overall audit strategy. |  |  |
| Evaluate an entity’s cash flow, budgets, and forecasts, as well  as working capital requirements to determine the impact on the  overall audit strategy. |  |  |
|  |  |  |  |
| **Professional skills** |  | | | |
| **Interpersonal**  **and**  **communication** | Communicate effectively and appropriately with the engagement team, management, and those charged with governance of the entity. |  |  |
| Evaluate the potential impact of cultural and language differences on the performance of the audit. |  |  |
| Resolve audit issues through effective consultation when necessary. |  |  |
| **Personal** | Promote lifelong learning. |  |  |
| Act as a role model to the engagement team. |  |  |
| Act in a mentoring or coaching capacity to the engagement team. |  |  |
| Promote reflective activity. |  |  |
| **Organisational** | Evaluate whether the engagement team, including auditor’s experts, collectively has the appropriate objectivity and competence to perform the audit. |  |  |
| Manage audit engagements by providing leadership and project  management of engagement teams. |  |  |

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_