

# Examples of On-the-job CPD Activities

# Instructions:

> Under SAICA’s new CPD Policy, there are **NO verifiable CPD hours** required anymore.

> **Self-study activities**, **reading articles**, **attending meetings** and **on-the-job experience** all count as relevant CPD Activities under the new CPD Policy.

> myCAhub will **help you record your on-the-job experience** in yourCPD Reflective Plan against the relevant competencies.

> You can **use the examples below** as a basis for your own on-the-job experience and fill out this document with your own bullet points.

> If you are a **myCAhub Member**, you can **simply forward this document with your own On-the-job CPD Activities** to mib@myCAhub.co.za - we will assist with recording these in your CPD Reflective Plan to save you time.

> If you are **not yet a myCAhub Member**, we **can help you get your CPD Reflective Plan sorted** from start-to-end ASAP **– book your FREE Demo** now: [**myCAhub.co.za/cpd**](https://myCAhub.co.za/cpd)

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| **myCAhub Login Details** |
| Username: |  |
| Password: |  |

If you prefer, you can also **Reset your Password** to **123456789aB!** [via this link](https://portal.mycahub.co.za/resetPassword) and then send through this completed template with the updated password.

# Examples of On-the-job CPD Activities – add your own:

* Tax – full completion of tax returns, dealing with SARS with queries, ensuring the company is fully-compliant
* Financing – managing and acquiring funding for the business
* Compliance – company registration, issuing of shares, ensuring the company is compliant with Companies Act, CIPC, Annual Returns, etc
* Attended board meetings, conferences, industry events
* Customer and vendor contract negotiations
* Learnt how to use new IT systems and software
* Excel training in-house
* Part of implementation team for projects
* Learnt how to complete balance sheet reconciliations, reports, etc
* Involved in the budgeting process.
* People management skills – learnt how to manage a junior team this year
* Coaching with a mentor
* Learnt to use ChatGPT, other AI systems
* Learnt about LinkedIn, YouTube, social media, video editing etc
* Read articles and books – list the books / articles here
* Wrote articles / lectured / presented on any topics
* Listened to weekly podcasts – list the podcasts here

### COMPLETE THIS DOCUMENT WITH YOUR OWN ON-THE-JOB CPD ACTIVITIES AND SEND TO MIB@MYCAHUB.CO.ZA TO RECORD IN YOUR CPD REFLECTIVE PLAN