

Frequently asked Questions.

What if I work part-time or work part-way through a practice year?

You may be entitled to an exemption from the full requirement. You should check the "guidelines on page 5 for further details. They are also printed in the Parliament House Book at page F 552 (vol. 3).

If I do more than 20 hours in one practice year, can I carry these hours forward to the next year?

If you have completed your requirement by the end of September you may carry forward any October attendances.

If I attend a seminar in the early weeks of a practice year, can I include these hours in the previous year?

If you have not completed your requirement by the end of October you may include attendances in November to make up the shortfall.

Does the Society recommend seminars run by specific organisers?

No. The Society does not accredit any course provider. It is for the individual to decide which seminars will be of most benefit.

How many hours should I claim?

This is a matter for the individual. The CPD system is one of self-certification. The society is aware that seminar programmes can change at short notice. Workshops and Panel Sessions cannot be timed accurately in advance and participants may not attend through out. The individual is expected to note the number of hours actually attended rather than those advertised.

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What qualifies for "Management"?

Management skills are diverse and difficult to categorise. The description of "Management" on page 5 in the CPD guidelines is very flexible, but you should be able to justify the relevance to your practice. The criteria are that it assists the individual in his/her practice, e.g. you may wish to learn more about your client's business or learn a foreign language. Partners' meetings do not count for CPD either as management or otherwise.

What happens if I do not complete the required hours?

The Society will look sympathetically on cases where good reason can be shown for not completing the full requirement. If you suspect that you may have some difficulty in completing the 20 hours you should contact the Director of Administration 0131-476-8142 at the earliest opportunity so that an appropriate solution can be arrived at in

good time. Failure to comply with tile regulations may amount to professional misconduct.

My particular circumstances do not appear to be covered by the Regulations or have changed during the relevant practice year. What do I do?

Telephone the Director of Administration 0131-476-8142 at the earliest opportunity to discuss the problem. In some cases the Secretariat will be able to resolve the problem, but in more complex or unusual cases it may have to be referred to the Committee for a decision.

Who do I speak to at the Society?

All queries to the Director of Administration on Tel: 0131-476-8142.