

Financial Counselling Victoria “Inc” (FCVic)

Policy Type: Constitutional
Policy Number CP007

Policy Title CPD ACTIVITIES POLICY

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Financial Counselling Victoria “Inc” (FCVic)

1. INTRODUCTION

Financial Counselling Victoria (FCVic) agrees to uphold a series of national standards for membership and accreditation of financial counsellors in Australia. These standards set out the requirements for meeting membership eligibility, which includes the completion of 20 points per year of Continuous Professional Development (CPD) by all practising financial counsellors. The National Standards for Membership & Accreditation (National Standards) defines CPD as “the reinforcement or acquisition of skills or knowledge relevant to the workplace.” The full requirements for CPD are contained in the CPD Table, which is updated by the National Training and Professional Development Committee and ratified by the Financial Counselling Australia Representative Council.

The FCVic Board, following recommendations from its Professional Standards Committee (PSC), has agreed to adopt a policy to provide further clarification around CPD point allocation beyond what is detailed in the National Standards and the CPD Table (refer to **Appendix 1**).

2. PURPOSE

The policy defines certain areas of CPD that are undefined by the *National Standards of Membership & Accreditation* and the nationally adopted CPD Table.

3. SCOPE

This policy applies to all practising members of FCVic, namely Accredited, Associate and Student Members.

4. DEFINITIONS

Accredited training refers to nationally recognised and certified qualifications, such as Certificate I-IV, Diploma, Advanced Diploma or Degree.

Continuous Professional Development (“CPD”) is the reinforcement or acquisition of skills or knowledge relevant to the workplace.

CPD Table sets out the full requirements for CPD, including eligible CPD activities and the relevant point allocations, attached as Appendix 1 to this document.

Financial Counselling National Standards for Membership and Accreditation (“National Standards”) sets out national standards for membership and accreditation of financial counsellors in Australia. The standards have been agreed by the State and Territory financial counselling associations.

Practising member refers to any member of FCVic employed as a financial counsellor and engaging in case work.

Professional Standards Committee (“PSC”) is a sub-committee of the FCVic Board established to consider and undertake assessments of professional standards issues, make relevant policy recommendations to the Board on professional issues, and to take any other actions in relation to professional issues delegated to it by the Board.

Professional supervision is a formal relationship between supervisor and supervisee (financial counsellor) designed to promote wellbeing, facilitate reflective practice, explore ethical issues, develop skills and foster best practice.

5. POLICY

5.1 Accredited training attendance

Undertaking accredited training (nationally recognised and certified qualifications, such as Certificate I-IV, Diploma, Advanced Diploma or Degree) is not normally considered CPD. The PSC will consider applications for special dispensation of CPD points awarded for participation in accredited training.

FCVic recognises the accredited skill sets in Financial Literacy Education and Problem Gambling as relevant to the role of the financial counsellor. As such, these skill sets can be claimed as ‘Facilitated Interactive Training’ activities, and members can claim a maximum of 10 CPD points for each.

5.2 Attendance of Professional Supervisor Training

This applies to members undertaking either of the two Professional Supervision training courses recognised by FcVic (refer to **Appendix 2**). As this training is providing certification for a new role – the role of a professional supervisor of financial counsellors – CPD points claimable for this training are limited to a maximum 3 CPD points.

The exception is the half-day professional supervisor training administered by FcVic which is relevant CPD for new and existing professional supervisors, and accrues 1 point per hour as a ‘Facilitated Interactive Training’ activity.

5.3 Delivering units of competency in the Diploma of Financial Counselling

The act of delivering units of competency from the Diploma of Financial Counselling, where the member is employed by a Registered Training Organisation (RTO) to do so, is not considered eligible CPD. However, FcVic acknowledges that the following units of competency: CHCFIN001, CHCFIN002, CHCFIN003 and CHCLEG002, reflect the core technical knowledge relating to financial counselling, and that the preparation that goes into the delivery of these specific units entails the development of a financial counsellor’s skills and knowledge, through research and learning.

Where a member has delivered training as part of the above units of competency, they may claim up to a maximum of 6 CPD points per membership year, based on an appropriate configuration of the following two CPD activity types listed in the CPD Table:

- Preparation and delivery of a training session relevant to the sector (4 points)
- Delivery of a training session relevant to the sector where the material has already been developed (2 points)

5.4 Providing a presentation on a specific topic to students of the Diploma of Financial Counselling

Providing a presentation on a specific topic to students of the Diploma of Financial Counselling as a guest presenter is a different category to being a paid lecturer. It involves in-depth thought, research and development of a presentation on a topic of expertise. It is therefore considered CPD. Minimum run-time is set at 30 minutes. 4 CPD points can be allocated under the category ‘Preparation and delivery of a training session relevant to the sector’.

5.5 Guest Speakers at Network meetings

There may be an allocation of CPD points for guest speakers at network meetings, provided there has been some structuring of learning outcomes with the FCVic Training Manager.

5.6 Attendance of First Aid training

Completion of First Aid training is not considered CPD. This may be an organisational expectation, but it does not meet the criteria for CPD.

5.7 Time-based CPD activities

All CPD activities which accrue points per hour, such as ‘Facilitated Interactive Training’ and ‘Non-facilitated Interactive Training’ activities, must be a minimum of 1 hour in duration to attract CPD points. Activities that conclude on the half hour can be rounded up to the next hour, e.g. 1 hour 30 mins would accrue 2 CPD points.

5.8 Membership of a State/Territory financial counselling association board or FCA Representative Council

As per the CPD Table, the maximum number of points that any individual can claim for membership of a board or representative council is 2 CPD points per year, regardless of the number of boards or councils they are members of. The points will be applied automatically by the FCVic office where the member has attended a minimum of 80% of meetings for the year.

The application of points under this category is extended to members of any Board subcommittee and convenors of FCVic Working Groups. The same conditions apply as above.

6. RELEVANT DOCUMENTS

FCVic Constitution

FCVic CPD & Supervision Audit Policy

FCVic Professional Supervision Policy

FCVic Membership Policy

National Professional Supervision Policy

National Standards for Membership & Accreditation

Financial Counselling Victoria “Inc” (FCVic)

7. IMPLEMENTATION

The policy is subject to approval by the FCVic Board. The Training Manager for FCVic is responsible for the implementation and management of this policy.

8. APPROVED

Approved by FCVic Board: 16 July 2019

Enquiry Contacts

For questions about this policy, contact the FCVic Training Manager.

Tanja Haeusler

thaeusler@fcvic.org.au

RATIFIED: 16 July 2019

REVIEW: Bi-annually

MONITORING FREQUENCY: Bi-annually

MONITORING TYPE: Board

Version History				
Version Number	Issue Date	Nature of Amendment	Developed by	Approved By
1	16/7/2019	New	Tanja Haeusler	FCVic Board
2	19/05/2020	Update	James Degenhardt	FCVic Board
3	20/8/2021	Update	James Degenhardt	FCVic Board
4	16/4/2024	Update	James Degenhardt	FCVic Board

Financial counsellors' Continuing Professional Development

Continuing Professional Development (CPD) is the reinforcement or acquisition of skills or knowledge relevant to the financial counselling role.

APPLICATION

CPD requirements apply to Associate members and Accredited members.

AMOUNT

A financial counsellor must complete **20 points of CPD per membership year.**

THREE CATEGORIES

There are three categories of CPD. Each training session will be classified into one or more of those categories.

Technical – e.g. content knowledge relevant to legal issues, banking, fines, EDR/IDR, superannuation, hardship, insurance, completion of Statements of Financial Position

Skills – e.g. counselling, mental health, communication (written, verbal), interviewing, cultural awareness, suicide prevention/training and negotiation

Ethics – e.g. conflict of interest, boundaries, counselling relationships, cultural awareness, options- client choices; appropriate referral to other services

CPD RULES

CPD points for a membership year are calculated based upon CPD activities according to the following rules and as set out in the table below:

- There must be at least one activity from each of the three CPD categories of technical, skills and ethics.

There is a mandatory requirement to undertake a minimum amount of Facilitated Interactive Training per membership year of 3 points. This is because this form of training is seen as critical for maintaining professional standards. The other requirements applying to Facilitated Interactive Training are:

- All 20 CPD points can be derived from this activity, however you can only claim a maximum of 10 points for any one course.
- A maximum of 6 points per day can be claimed.
- For other activities, the maximum that can be claimed per activity is 10 points per membership year. This is to ensure financial counsellors access a broad range of CPD activities.
- Please note that some activities have lower limits as set out in the table following.



POINTS TABLE FOR CPD

CPD Activity	Points
Attending plenary sessions at a State or FCA conference	Maximum of 2 points per conference
Facilitated Interactive Training e.g. face to face and live webinar	1 hour equivalent to 1 point
Non-facilitated Interactive Training e.g. e-Learning	1 hour equivalent to 1 point
Listen/watch only training e.g. audio-lecture/ podcast/webinar recording	1 point per recording
Preparation and delivery of a training session relevant to the sector	4 points per individual training session
Delivery of a training session relevant to the sector where the material has already been developed	2 points per individual training session
Reading article about technical and educative aspects of financial counselling	1 point per article (max 2 points in a membership year)
Research project contributing to policy work	3 points per project
Contribution of an article on a relevant topic to media/newsletter/association material	1 point per article
Membership of an Association board or advisory committee or of FCA Representative Council	2 points maximum for all memberships combined per membership year
Online questionnaires developed by financial counselling associations that test current knowledge	1 point each, maximum 3 points per membership year
Supervisors only – provision of professional supervision to a financial counsellor	1 point per person supervised (max 4 points in a membership year)
Mentoring a Diploma of Financial Counselling student on placement	1 point per person mentored (max 4 points in a membership year)

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APPENDIX 2: Approved providers of Professional Supervisor Training

The following is the list of approved providers of the Professional Supervisor Training (in alphabetical order):

1. ICAN Learn: <https://icanlearn.edu.au/courses/professional-supervision-financial-counsellors/>
2. Michelle Bihary: <https://michellebiharyhealth.com/supervision-session-details>

CPD points claimable for one of the above courses are limited to a maximum 3 CPD points.

(Upon completion of one of the above courses, members will also need to complete a [final e-Learning with FCVic](#).)

If you wish to be considered for approval as a Professional Supervisor Training course provider, please email: training@fcvic.org.au.