

# CPD Policy

## Introduction

Financial Counselling Victoria Inc (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.” CPD points are allocated to a variety of activities based on the points table published in the National Standards.

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.

## Scope

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

## Policy

### 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, provided the application is made before undertaking the training.

### 2. Attendance of Professional Supervision Training

This applies to members undertaking either of the two Professional Supervision training courses recognised by FCVic (The Delta Centre and ICAN Learn). 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 3 points.

The exception is the half-day professional supervisor training administered by FCVic which is relevant CPD for new and existing professional supervisors.

### 3. Delivering units of competency in the Diploma of Financial Counselling

Where the member is employed by a Registered Training Organisation (RTO) to deliver units of the Diploma of Financial Counselling, they will not be awarded CPD points as it forms part of the member's paid duties; not a development of skills and knowledge. The same applies to the delivery of professional supervision training outside of FCVic.

**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.

**5. Attendance of relevant training over two or more days**

Members can claim 10 CPD points for any training on a single topic that is delivered over two or more days. This recognises the additional time commitment beyond one-day training blocks, while still ensuring a variety of topics can be covered within the annual CPD point requirements.

**6. 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.

**7. Conference attendance**

Conference attendance alone does not attract CPD points, as it is primarily information sharing and networking. CPD points can only be allocated to workshops and breakout sessions with specific learning outcomes.

**8. 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.

**9. Minimum of 2 hours for CPD**

Unless otherwise stipulated in the National Standards, it is expected that CPD activities attracting 3 points will run for a minimum of 2 hours.

## **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.

## **Approval**

Approved by FCVic Board: 16 July 2019