

Financial Counselling Victoria “Inc” (FCVic)

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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.” 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.

2. PURPOSE

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

3. SCOPE

This policy applies to all practising members of FCVic, namely Full, 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.

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 CPD activities, and will accrue a maximum of 10 CPD points each. The skill set should be recorded in the member’s account as a ‘multi-day training’ activity.

5.2 Attendance of Professional Supervisor 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.

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 National Standards:

- 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.

5.5 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.

5.6 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.

5.7 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.

5.8 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.

5.9 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.

5.10 Online interactive activities

Online interactive activities (such as webinars, e-learning or online modules) 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 hours, e.g. 1 hour 30 mins would accrue 2 CPD points.

Definitions:

For the purposes of assigning CPD points:

- **e-learning** is defined as a standalone, self-directed, learning activity that can be completed within 4 hours;
- **online modules** are defined as the components of an e-learning course or series;
- **e-learning course** or **e-learning series** are ongoing, self-directed learning activities comprised of multiple online modules.

The allocation of 1 point per hour (up to a maximum of 4 points) applies to both standalone **e-learning**s and **online modules** that are part of a course/series.

When claiming points for **online modules** that forms part of an **e-learning course**, the maximum number of points that can be derived for the entire course is 10 CPD points. This should be recorded in the member's account as a 'multi-day training' activity.

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The PSC will consider applications for special dispensation of CPD points for activities that sit outside the above descriptions.

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

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

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.

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Version History



Financial Counselling Victoria “Inc” (FCVic)

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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