The Centre for Volunteering

Continuing Professional Development Policy

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Authority: The Centre for Volunteering Chief Executive

1   Context

1.1   Continuing Professional Development (CPD) comprises learning activities that enhance individual professional knowledge and skills.

2   Objective

2.1   The objective of CPD is to enhance the professionalism of leaders of volunteers, to keep professional knowledge and skills current, and to develop and adapt careers. CPD is about behavioural and workplace capabilities, as well as technical competence. The Centre for Volunteering helps members to develop their potential, while holding members accountable through a compliance process.

2.2   We encourage members to embrace ongoing learning and career adaptation, regularly reflect on their development gaps and needs, plan their CPD activities, and record outcomes.

2.3   We encourage members to meet certain CPD thresholds each membership year and to submit online records.

2.4   We certify members upon completion of annual CPD obligations, as evidence for third parties.

2.5   We provide guideline materials and advice for further detail and clarification.

3   CPD Compliance Obligations

3.1   Points are accrued as per the Activity Schedule.

3.2   16 CPD points are required of participating members annually (membership year/ Financial Year), of which:
- At least 12 points must be structured CPD, as defined below
- 4 points must be from writing a reflective piece (minimum 500 words, see reflective piece guide).

3.3   Members must lodge CPD evidence online, for compliance and periodic audit. A brief description of the activity and what was learned should accompany the submission.

3.4   Members receive an annual CPD certificate and the right to the post-nominal PLV (to be renewed annually) on fulfilment of CPD obligations.

3.5   Activity Schedule will be reviewed with industry consultation and may be altered.

4   Structured CPD

4.1   This includes participation in a seminar, workshop, short course, conference, online learning program etc. This may include higher education coursework, and reasonable claims for associated study.

4.2   Structured CPD should update professional knowledge or address individual development gaps and needs. Activities should ideally be designed around learning objectives and outcomes, which may include assessment. These may become requirements of Structured CPD in future.

4.3 Structured workplace learning programs are claimable, and regular external peer interaction is encouraged. Reasonable claims for self-managed learning programs may be accepted if there is evidence of clear learning outcomes linked to individual development needs.

4.4 CFV may, on request, provide advice on CPD points claimable for planned activities.

5 Unstructured CPD

5.1 This may include attendance at informal knowledge sharing events, on-the-job training, supervised practice, or research for articles. It may also include reasonable claims for relevant learning arising from mentoring, board and committee participation etc.

5.2 CPD points claimed for unstructured activities should reflect the extent of learning outcomes, and reasonable equivalence to Structured CPD hours. Learning outcomes should be described when making claims for Unstructured CPD.

5.3 Whist learning takes many forms, for CPD compliance purposes, we do not generally recognise work tasks, casual reading, social networking or business meetings.

6 Use of the post-nominal PLV

6.1 Upon fulfilment of CPD obligations, members are entitled to use PLV after their name for the 12 months following attainment (e.g. from July to June in FY).

6.2 The Centre for Volunteering requests members desist from using the post nominal when they:
- Cease membership of The Centre for Volunteering
- Do not pay their annual CPD administration fee
- Leave the profession.

7 Non-compliance

7.1 CPD non-compliance may have a range of consequences according to significance and past record. Consequences may include:
- Counsel and cautionary notice
- Requirement for a CPD Rectification Plan
- Dismissal from the CPD program

7.2 Non-compliance is determined by The Centre for Volunteering Chief Executive.

CPD Program Points Schedule

The Centre for Volunteering's Continuing Professional Development (CPD) Framework has identified a number of activities that you can complete to claim continuing professional development (CPD) points. These activities are highlighted in this document and include activities coordinated by The Centre for Volunteering, School of Volunteer Management and external activities, either through your organisation, other sector training or CPD endorsed training partners. Points have been allocated to each activity based on time spent, complexity/depth of learning, engagement in learning/interactivity, contribution to the volunteering sector and how closely linked to the professional leadership of volunteers an activity is.

Professional Development Activities

Activity	Points per activity	Max CPD Points per year
Qualifications		
Certificate IV in Coordination of Volunteer Programs (CHC44015)	12	12
Other Relevant Qualifications directly linked to Professional Leadership of Volunteers	8	
Training Events		
Live interactive Workshops - CfV and endorsed partners	2	6
Live interactive Workshops - Sector	1	3
Recorded Webinars	0.5	2
Other Online training	0.5	2
Conferences		
NSW State Volunteering Conference	2	4
National Volunteering Conference	2	
Sector-related Conference	2	
Networking		
Presenting at CfV SIG meeting, Volunteer Managers Forum or relevant sector - specific Network Meeting	1	3
Attending CfV SIG meeting, Volunteer Managers Forum or relevant sector - specific Network Meeting	0.5	
Implementing the National Standards for Volunteer Involvement		
Implementing the National Standards (2 points *per standard*)	2	8
Reviewing your organisation's alignment to the National Standards	2	
Professional Writing		
Professional Writing Contribution eg Newsletters, publications, resources	2	2
Reading and Research		
Reading CfV Newsletters, and other volunteering related publications, eg Justice Connect Newsletter, NCOSS Newsletter etc.	0.5	4
Mentoring		
Participating in mentoring program as a mentor	4	4
Participating in mentoring program as a mentee	2	

Reflection

Submit a reflective practice piece outlining other substantive work undertaken to advance volunteering within your organisation or across the sector (min 500 words). For example: • Increasing the budget of your volunteer program • Implementing the National Standards • Actively seeking input and feedback from the community and/or partner organisations into plans and potential collaborations • Other innovations to your volunteer program		
	4	4

Frequently Asked Questions (FAQs)

What is CPD?

CPD is an acronym for continuing professional development. CPD is the practice of maintaining and developing the skills and knowledge required in your current role in the volunteering sector and beyond. CPD can be achieved through a range of methods including learning on the job, reading relevant professional articles, attending and participating in events, participating in industry committees and groups, as well as formal training.

The CPD Program for Professional Leaders of Volunteers is a formal avenue for you to enhance your knowledge and skills. The CPD Program will help raise your profile, and participation demonstrates your dedication to your career and to the volunteer leadership profession. The annual points requirement is 16 points to earn the right to use the post-nominal PLV as a public declaration of your professionalism.

Is it mandatory for CfV members to participate in the CPD program?

No, it is not mandatory to participate in the CPD program. It is a choice you make to participate for your professional development.

Does it cost money to participate?

There is a $55 administration fee (including GST) to join the CfV CPD program.
Many CfV activities are already free for members, while other activities will have an associated cost.

Can non-members participate?

No. Participation in the CPD Program is exclusive to members. View our membership options here.

When points are allocated for each activity, consideration is given to the following:

• time spent
• complexity/depth of learning
• engagement in learning/interactivity
• contribution to the volunteering sector
• how closely linked an activity is to volunteer management.

How many points do I need to accumulate?

To be eligible to receive a certificate of attainment and the PLV post-nominal, a minimum of 16 CPD points needs to be achieved annually by June 30 each year.

What activities are part of the CfV CPD Program?

Accredited Training programs: Certificate IV in Coordination of Volunteer Programs
CfV Volunteer Managers' Special interest group (SIG) – presentation
CfV Volunteer Managers' Special interest group (SIG) - attendance
Workshop/Forum attendance and participation
NSW State Volunteering Conference - presentation
NSW State Volunteering Conference – attendance
Professional reading
Participation in Policy/research masterclasses
Reflective practice paper* (please note, the reflective practice piece is a compulsory part of CPD that demonstrates your ongoing application of your professional skills).

Can I participate in activities not run/associated with The Centre for Volunteering?

Yes. CfV encourages participants to undertake some of the following activities, with relevance to leadership, management and volunteering:

• Professional Reading
• Attend workshops of CPD partners
• Attend conferences
• Attain Qualifications (e.g. community services)
• Other - Other substantive work undertaken to advance volunteering within your organisation such as:
    - Resolving structural conflict in your organisation involving volunteers and documenting outcomes
    - Research and reports
    - Other innovations in your volunteer program
    - Driving the implementation of the National Standards for Volunteer Involvement.

What do I get from participating?

Participants who achieve a minimum of 16 CPD points per membership year will receive a certificate of attainment and the right to use the post-nominal PLV (Professional Leader of Volunteers). In addition, participating in the CPD program is a great way to improve your knowledge, skills, and future employability. CPD participants can benefit from discounts on selected CfV-managed events, activities and, once completed, use the PLV email badge in their email signatures.

How do I demonstrate I have completed an activity?

CPD participants are required to update their activity log as soon as an activity is completed and upload every 3 months on our Learning Management System (LMS). At the end of the year,

the statement of eligibility form is signed by the participant and their manager and submitted to CfV. The points schedule is a formal template that enables CfV to confirm the points claimed are eligible for CPD. It also provides participants with an opportunity to reflect on what they learnt from completing the activity. The Activity Validation Form will ask for some notes as to what you have achieved.

On an annual basis, CfV will conduct audits on selected CPD participants to ensure the activities and points being claimed are eligible within the program. Proof of attendance/ participation in CPD activities should be uploaded to the LMS. This will be validated through the endorsed training partner if necessary.

How does CfV communicate the value of CPD to my organisation?

Two letters are sent to your manager. The first letter is sent at the start of the program indicating your start date and what the program involves. Upon completion of the program, a final letter is sent to your manager indicating your achievements and program completion.

If I need more information who should I contact?

If you have and questions, or require any additional information please contact cpd@volunteering.com.au.