

## 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](#).

## 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).

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.

## 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 networking opportunities to connect with other participants. Once successfully completed, those demonstrating continuing professionalism will be to utilise the PLV electronic badge in online profiles and communication.

## **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.