

# The Centre for Volunteering

## Continuing Professional Development Policy

**Date approved:**

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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 Whilst 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.