



# **Volunteering Tasmania**

## **Continuous Professional Development Policy**

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## 1 Context

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

The CPD program for Professional Leaders of Volunteers (PLV) formally recognises the work members are doing to raise the standards of volunteer leadership in their organisations and across their jurisdiction.

## 2 Objective

The objective of CPD is to keep professional knowledge and skills current, develop and adapt careers and manage public risk. CPD is about behavioural and workplace capabilities, as well as technical competence. Volunteering Tasmania helps members to develop their potential, while holding members accountable to the community through a compliance process.

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.

We encourage members to meet certain CPD thresholds over a 12-month time period and submit online records.

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

We provide guideline materials for further detail and clarification.

## 3 CPD Compliance Obligations

Points are accrued per the CPD Points Schedule.

For **initial** accreditation into the CPD Program, participants must achieve a total of 16 points over a 12-month period, of which:

- 12 points must be from Sections 1, 2 or 3 of the CPD Points Schedule
- points must be from writing a reflective practice piece (recommended at least 500 words)

For **ongoing annual** accreditation, 8 CPD points are required of participating members over the ensuing 12-month period, of which:

- 6 points must be from Sections 1, 2 or 3 of the CPD Points Schedule
- points must be from writing a reflective practice piece (recommended at least 300 words)

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

Members receive an annual CPD certificate and the right to the post-nominal PLV on fulfilment of CPD obligations.

## 4 Structured CPD

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

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.

Structured workplace learning programs are claimable, but 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

## **5 Unstructured CPD**

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.

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.

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**

Upon fulfilment of CPD obligations, members are entitled to use PLV after their name for the 12 months following attainment.

Volunteering Tasmania requests members desist from using the post nominal when they:

- Cease membership of Volunteering Tasmania
- Do not pay their annual CPD administration fee
- Leave the profession.

## **7 Non-compliance**

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

Non-compliance is determined by the CEO of Volunteering Tasmania.

## **8 Cross-jurisdictional issues**

The certification of CPD is recognised in all States and Territories and the PLV postnominal is portable between jurisdictions. Points accrued are portable with ongoing certification dependent on State and Territory-based conditions.