volunteering VICTORIA

CPD PROGRAM FOR
Professional Leaders of Volunteers

CPD Program Points Schedule 2019

Vounteering Victoria'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 VV and external activities. Points have been allocated to each activity based on time spent, complexity/depth of learning, engagement in learning/interactivity, contribution to the volunteer-ing sector and how closely linked to volunteering an activity is.

Volunteering Victoria Professional Development Activities

Activity	Points per activity	Max CPD Points per year
Special Interest Groups		
Presentation	1	2
Attendance	0.5	
Webinars		
Presentation	1	2
Attendance	0.5	
Mentoring		
Mentor (upon completion)	6	4-6
Mentee (upon completion)	4	
VV Newsletters		
Reading (9-12 per year)	2	4
Writing an article for our newsletter	2	
VV Managers of Volunteers' Guides		
Reading (>3 per year)	1	3
Assisting with Guide development	2	
Implementing the National Standards		
Implementing the National Standards	6	6
Reviewing your organisation's alignment to the National Standards	3	
VV Committee Participation		
Attendance (upon completion)	2	2
VV Public Workshops		
Attendance	2	2
State/National Conference		
Presentation	3	2-3
Attendance	2	

Other Professional Development Activities

Activity	Points per activity	Max CPD points per year
Publications		
Reading other volunteering-related publications (e.g. Justice Connect Newsletter)	0.5	3
Writing volunteering-related content for another publication (e.g. your organisation's newsletter)	2	
Events		
Attending a sector-related workshop	1	3
Attending a sector-related conference	2	
Network		
Attending a sector-specific network meeting (e.g. VVSN, LOHVE, City Managers,etc.)	1	2
Qualification(s)		
Gaining the Cert IV in Volunteer Coordination of Volunteer Programs (or similar qualification)	6	6

Reflective Practices

Activity	Points per activity	Max CPD points per year
Reflective Practices		
Submit a reflective practice piece outlining other substantive work you've undertaken to advance volunteering within your organisation or across the sector. 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

To learn more about Volunteering Victoria's Professional Volunteer Leader - CPD Program visit www.volunteeringvictoria.org.au/CPD

FAQ's

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 job role, sector and beyond. CPD can be achieved through a range of methods including learning on the job, reading relevant articles, attending and/or participating in events, joining industry committees and groups, as well as formal training.

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

While VV encourages all relevant members to participate, it is not a mandatory part of membership.

Does it cost money to participate?

There is a $50 (excluding GST) administration fee to join the VV CPD program. Most 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 are points allocated to each activity?

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 to volunteering an activity is.

How many points do I need to accumulate?

As per calendar year, to be eligible to recieve a certificate of completion and the PLV post nominal, a minimum of 12 CPD points needs to be achieved by the end of 2019.

What activities are part of the VV CPD Program?

- Special interest groups (SIG) – presentation
- Special interest groups (SIG) - attendance
- Webinars – presentation
- Webinars - attendance
- Mentoring – mentor
- Mentoring – mentee
- State Conference - presentation
- State Conference – attendance
- VV newsletter – reading
- VV newsletter – writing an article
- VV Guides – reading
- VV Committee participation
- Reflective practice piece

Can I participate in activities not run/associated with VV?

Yes. VV will allow participants to participate in activities such as the ones listed below:

- Publications Reading – volunteering specific
- Publications Writing – volunteering specific
- Events – workshop
- Events - conference
- Networks – attending meetings
- Qualifications
- Other - Other substantive work undertaken to advance volunteering within your organisation

  - Increasing the budget of your volunteer program
  - Resolving structural conflict in your organisation involving volunteers
  - Actively seeking input and feedback from the community and/or partner organisations into plans and potential collaborations,
  - Other innovations to your volunteer program

What do I get from participating?

Participants who achieve a minimum of 12 CPD points per calendar year, receive a certificate of completion and the right to put the post-nominal PLV (Professional Leader of Volunteers) after their name. 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 VV- managed events and activities.

How do I demonstrate I have completed an activity?

CPD participants are required to update their online activity validation form every 2-3 months. At the end of the year, the activity validation form is signed by the participant and their manager and submitted to VV. The activity validation form is a formal template that enables VV 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.

Does VV check that participants are completing activities?

On an annual basis, VV will conduct audits on selected CPD participants to ensure the activities and points being claimed are eligible and within the program. If required, participants will need to allow a representative of VV to check on their activity validation sheets. If required, proof of attendance, participation may be requested.

Volunteering Victoria

Continuous Professional Development Policy

Date approved: 25 July 2019

Review Date: July 2020

Authority: Volunteering Victoria Chief Executive

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1   Context

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

2   Objective

2.1   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 Victoria helps members to develop their potential, while holding members accountable to the community 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 calendar year and submit online records.

2.4   We certify members for 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 per the Activity Schedule.

3.2   12 CPD points are required of participating members annually (calendar year), of which:

- At least 8 points must be structured CPD, as defined below

- 4 points must be from writing a reflective practice piece (recommended at least 200 words)

3.3   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.

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

4   Structured CPD

4.1   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.

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, 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.

4.4   VV 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 January to December).

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

- Cease membership of Volunteering Victoria
- 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 Volunteering Victoria Chief Executive