

## CPD Program Points Schedule 2020

Volunteering 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, either through your organisation, other sector training bodies 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 volunteering an activity is.

### Volunteering Victoria Professional Development Activities

Activity	Points per activity	Max CPD Points per year
<b>Special Interest Groups</b>		
Presentation	1	2
Attendance	0.5	
<b>Webinars</b>		
Presentation	1	2
Attendance	0.5	
<b>Mentoring</b>		
Mentor (upon completion)	6	4-6
Mentee (upon completion)	4	
<b>VV Newsletters</b>		
Reading (9-12 per year)	2	4
Writing an article for our newsletter	2	
<b>VV Managers of Volunteers' Guides</b>		
Reading (>3 per year)	1	3
Assisting with Guide development	2	

### Implementing the National Standards

Implementing the National Standards in your organisation	6	6
Reviewing your organisation's alignment to the National Standards	3	

### VV Committee Participation

Attendance (upon completion)	2	2
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### VV Public Workshops / Training

Attendance	2	2
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### State/National Conference

Presentation	2	4
Attendance	2	

## Other Professional Development Activities

Activity	Points per activity	Max CPD points per year
<b>Publications</b>		
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	
<b>Events</b>		
Attending a sector-related workshop	1	3
Attending a sector-related conference	2	
<b>Network</b>		
Attending a sector-specific network meeting (e.g. VVSN, LOHVE, City Managers, etc.)	1	2
<b>Qualification(s)</b>		
Gaining the Cert IV in Volunteer Coordination of Volunteer Programs (or similar qualification)	6	6
<b>Other training</b>		
Attending training from our endorsed partners (e.g. Justice Connect, Campaspe, etc.) Full list of endorsed partners available on our website	2	2

## Reflective Practices

Activity	Points per activity	Max CPD points per year
<b>Reflective Practices</b>  Submit a reflective practice piece no less than 200 words outlining other substantive work you've undertaken to advance volunteering within your organisation or across the sector. For example: <ul style="list-style-type: none"><li>• Increasing the budget of your volunteer program</li><li>• Implementing the National Standards</li><li>• Actively seeking input and feedback from the community and/or partner organisations into plans and potential collaborations</li><li>• Other innovations to your volunteer program</li></ul>	4	4

To learn more about Volunteering Victoria's Professional Volunteer Leader CPD Program visit [www.volunteeringvictoria.org.au/CPD](http://www.volunteeringvictoria.org.au/CPD)



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## 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?

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.

### 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 receive a certificate of completion and the PLV post nominal, a minimum of 16 CPD points needs to be achieved by the end of 2020.

## 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
- Policy/research masterclasses
- Reflective practice piece\* (*please note, the reflective practice piece is a compulsory part of CPD that demonstrates your ongoing application of your professional development skills*).

## 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 – Certificate IV in Coordination of Volunteer Programs or other relevant certificates (e.g. community services)
- Other - Other substantive work undertaken to advance volunteering within your organisation such as:
  - ◇ 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
  - ◇ See endorsed CPD partners on website

## 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, activities and use the CPD email badge in their email signatures.

## How do I demonstrate I have completed an activity?

CPD participants are required to update their online activity validation form every 2-3 months, or as soon an activity is completed. At the end of the year, the statement of eligibility form is signed by the participant and their manager and submitted to VV. The points schedule 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. The Activity Validation Form will ask for some notes as to what you have achieved.

## 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. This will be validated through the endorsed training partner if necessary. Explanatory notes assist us with this process.

## How does VV communicate to my organisation the value of CPD?

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.



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# Volunteering Victoria

## Continuous Professional Development Policy 2020

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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 16 CPD points are required of participating members annually (calendar year), of which:  
At least 12 points must be structured CPD, as defined below  
4 points must be from writing a reflective practice piece (recommended at least 200 words). See reflective piece guide.
- 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 (to be renewed annually) 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