

Professional Leader OF VOLUNTEERS

CPD Program Points Schedule 2022

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. See the explanations in this document for further information.

* Denotes that a written justification and explanation of the learnings is required for approval.

Volunteering Victoria Professional Development Activities

Special Interest Groups

| Activity | Points per activity | Max CPD points per year |
|--------------|---------------------|-------------------------|
| Presentation | 2 | 3 |
| Attendance | 1 | |

Webinars

| Activity | Points per activity | Max CPD points per year |
|--|---------------------|-------------------------|
| Presentation | 1.5 | 3 |
| Attendance | 1 | |
| CPD drop in sessions / New Member Webinar (2+) | 0.5 | |

Mentoring

| Activity | Points per activity | Max CPD points per year |
|--------------------------|---------------------|-------------------------|
| Mentor (upon completion) | 6 | 4-6 |
| Mentee (upon completion) | 4 | |

VV Newsletters

| Activity | Points per activity | Max CPD points per year |
|---------------------------------------|---------------------|-------------------------|
| Reading (9-12 per year)* | 2 | 3 |
| Writing an article for our newsletter | 1 | |

VV Managers of Volunteer's Guides

| Activity | Points per activity | Max CPD points per year |
|-----------------------------------|---------------------|-------------------------|
| Reading (>3 per year)* | 1 | 3 |
| Assisting with Guide development* | 2 | |

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Volunteering Victoria Professional Development Activities cont.

Implementing the National Standards

| Activity | Points per activity | Max CPD points per year |
|--|---------------------|-------------------------|
| Implementing the National Standards in your organisation* | 6 | 6 |
| Reviewing your organisation's alignment to the National Standards* | 3 | |

VV Committee Participation (incl. advisory panel/group)

| Activity | Points per activity | Max CPD points per year |
|------------------------------|---------------------|-------------------------|
| Attendance (upon completion) | 2 | 2 |

VV Public Workshops/Training

| Activity | Points per activity | Max CPD points per year |
|------------|---------------------|-------------------------|
| Attendance | 2 | 4 |

State/National Conference

| Activity | Points per activity | Max CPD points per year |
|-----------------------------------|---------------------|-------------------------|
| Presentation | 3 | 4 |
| Attendance - Full Day | 2 | |
| Networking Event - Social Evening | 0.5 | |
| Masterclass - 2nd Day | 1 | |

Other Professional Development Activities

Publications

| Activity | Points per activity | Max CPD points per year |
|--|---------------------|-------------------------|
| Reading other volunteering-related publications (e.g. Justice Connect Newsletter)* | 0.5 | 2 |
| Writing volunteering-related content for another publication (e.g. your organisation's newsletter) | 1.5 | |

Digital

| Activity | Points per activity | Max CPD points per year |
|--|---------------------|-------------------------|
| Listen to a relevant podcast (5 hours)* incl. blog/vlog equivalent | 1 | 2 |



Other Professional Development Activities cont.

Events

| Activity | Points per activity | Max CPD points per year |
|--|---------------------|-------------------------|
| Attending a sector-related workshop* | 1 | |
| Attending a sector-related conference* | 2 | 3 |
| Presenting/leading/organising conference or workshop | 2 | |

Network

| Activity | Points per activity | Max CPD points per year |
|--|---------------------|-------------------------|
| Attending a sector-specific network meeting (e.g. VWSN, LOHVE, City Managers, etc.)* | 1 | |
| Being a member of a networking group as verified by Volunteering Victoria* | 1 | 2 |

Qualification(s)*

| Activity | Points per activity | Max CPD points per year |
|--|---------------------|-------------------------|
| Gaining the Cert IV in Volunteer Coordination of Volunteer Programs (or similar qualification) | 12** | |
| Any other accredited course or subject/module as verified by Volunteering Victoria | TBC | 12** |

Other training

| Activity | Points per activity | Max CPD points per year |
|---|---------------------|-------------------------|
| Attending training from our endorsed partners (e.g. Justice Connect, Campaspe etc.) Full list of endorsed partners available on the Volunteering Victoria website | 2 | 2 |

Other activities

| Activity | Points per activity | Max CPD points per year |
|--|---------------------|-------------------------|
| If there is an activity that is not described above, please email cpd@volunteeringvictoria.org.au to determine points value | 1-4 | 1-4 |

Reflective Practices (compulsory to complete to meet requirements)

| Activity | Points per activity | Max CPD points per year |
|--|---------------------|-------------------------|
| Submit a 300 word (minimum) reflective practice piece outlining the work you've undertaken to advance volunteering within your organisation or across the sector. Can include any learnings or experiences which have assisted in your professional development. Examples of work that has been undertaken may include: <ul style="list-style-type: none"> 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 |

**Accredited qualifications are valued consistently across all State and Territory Peak Bodies. CPD participants can claim points for accredited qualifications completed for two subsequent years. For the Certificate IV in Coordination of Volunteer Programs participants can claim 12 points the first year, 6 points the second year, and 3 points the third year. For other accredited qualifications approved by the peak body participants can claim 8 points in the first year, 4 points in the second year, and 2 points in the third year.

Program 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 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 Volunteering Victoria members to participate in the CPD program?

No. It is not mandatory for Volunteering Victoria members to participate in CPD. CPD is a key membership benefit though, and a good way to gain value out of your Volunteering Victoria membership.

Does it cost money to participate?

There is a \$50 (excluding GST) administration fee to join the Volunteering Victoria 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 2022.

What do I get from participating?

Participants who achieve a minimum of 16 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.

Program FAQs

How do I demonstrate I have completed an activity?

CPD participants are required to submit the type of activity and evidence through their profile in order for Volunteering Victoria to approve the activity, in accordance with the points schedule above. At the end of the year, a summary of this will be sent to the CPD participant's manager for their endorsement and approval. The summary outlines the total amount of activity and points approved for the year. When submitting activity, there is a section where participants can add notes explaining how it has played a role in their professional development. There is also a space to upload any evidence of the activity, for example, a certificate of attendance. When registering for an event through your profile, in most cases it may automatically be applied to the CPD profile, however it is the participants responsibility to check this is the case.

Does VV check that participants are completing activities?

Proof of attendance or participation needs to be uploaded in order for the activity to be approved. 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.

Explanation of Professional Development Activities

There are various ways to meet your point requirements and we encourage you to use a range of activities to do so to get the most out of your CPD journey. Please read below the information which may help to provide clarity on the different categories available and encourage you to explore other activities.

Sharing of information in this group:

Each month, the CPD team will send an email out to participants with any worthwhile information or activities that CPD participants have attended or listened to. If you have listened to something worthwhile, or attended something that you believe would be valuable to share, please email cpd@volunteeringvictoria.org.au and we will distribute this. This is a great way to share resources amongst each other and we hope that you actively share anything along the way.

Special Interest Groups:

Volunteering Victoria have 3 Special Interest Groups (SIGs) that you can register for. These include Inclusive Volunteering, Leadership Volunteering and Advocacy. For more information on these, how to join and upcoming meeting dates, please click [here](#).



Explanation of Professional Development Activities

Webinars:

You can earn points if you present at a Volunteering Victoria event, or even a CPD catch up. We welcome CPD members to present on a topic, a review, or something you have attended which has assisted with your development. When attending a webinar, we require confirmation that you attended (either through a certificate of attendance, an email confirmation or similar) and this must be uploaded when submitting this as an activity.

Mentoring:

The mentoring program is run by Volunteering Victoria. The purpose of the program is to foster networking, relationships and development of skills and knowledge. Whilst applications for this program may be shut, please email any interest as there may be an opportunity to join a later stage or join the waiting list. You can find more information by clicking [here](#).

Volunteering Victoria Newsletters:

Volunteering Victoria distributes newsletter to members and those who have subscribed. If you are not receiving these, please email cpd@volunteeringvictoria.org.au.

If you read 9-12 of these a year, this equates to 2 points in this category.

If you have something to contribute to the next newsletter, please email cpd@volunteeringvictoria.org.au. If you write something for the newsletter, this can contribute 2 points to your CPD activity. Written pieces can include things like a review of a book or piece of writing on Volunteer Management, a reflective piece or anything else appropriate that you would like to share.

VV Managers of Volunteer's Guide:

On our website there are a number of guides that can be accessed which are great resources. These can be found [here](#).

Implementing Standards:

The National Standards for Volunteer Involvement provide a sound framework for supporting the volunteer sector in Australia. You can read them by clicking [here](#). Alternatively, you can purchase a guidebook to help you implement these standards. As a member you have access to a member rate. You can purchase [here](#).

To receive points for this category, we require you to outline and explain how you have implemented these and an insight into the implantation process.



Explanation of Professional Development Activities

VV Committee Participation:

Every so often Volunteering Victoria requires volunteers to join a committee for various reasons. If there is a callout for committee members, or a panel, this will be sent via email, and will fall under this category.

VV Public Workshops/Trainings:

These are trainings that are open to all members and public. If you look at the Volunteering Victoria calendar you can find an outline of upcoming events and workshops. You can access the calendar [here](#). When attending a workshop or training, we require confirmation that you attended (either through a certificate of attendance, an email confirmation or similar) and this must be uploaded when submitting this as an activity.

Publications:

Volunteering Victoria recognise that there are many volunteer or volunteer related organisations that release publications. For a list of endorsed providers that may help you to identify other publications, click [here](#).

Events:

Points can be collected for various events – whether that be attending a conference or workshop, planning or leading an event, and being a trainer at a workshop or conference. When attending an event, we require confirmation that you attended (either through a certificate of attendance, an email confirmation or similar) and this must be uploaded when submitting this as an activity.

Qualifications:

There are formally recognised training programs which are recognised in the CPD program. The point value will differ according to each course. This can also include any modules or university subjects that are relevant and verified by the CPD team.

The Reflective Piece:

The Reflective Piece counts for 4 points and is a 300 word piece to summarize the year's activities. You can find a guide on what to include [here](#). This is compulsory to complete the CPD program and can either be uploaded on your profile or emailed to cpd@volunteeringvictoria.org.au.