

CPD Program Points Schedule

Volunteering Victoria’s Continuing Professional Development (CPD) Framework has identified a variety of activities that you can complete to claim CPD points. This includes activities coordinated by Volunteering Victoria and external activities, either through your organisation, other sector training bodies or CPD endorsed partners.

Points are allocated to each activity based on time spent, complexity/depth of learning, engagement in learning/interactivity, and contribution/relevance to the volunteering sector. See the explanations in this document for further information.

** Denotes that a written justification, explanation of the learnings and/or evidence of attendance is required for approval.*

Volunteering Victoria Professional Development Activities

SPECIAL INTEREST GROUPS (SIG)

Log code: SIG

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

WEBINARS (WEB)

Log code: WEB

Activity	Points per activity	Max points per year
Presentation	2	3
Attendance	1	
CPD drop-in sessions (max. 2)	0.5	
New Member Webinar (max. 1)	0.5	

MENTORING

Log code: MEN

Activity	Points per activity	Max points per year
Mentor (upon completion)	6	4 – 6
Mentee (upon completion)	4	

NEWSLETTERS

Log code: NEW

Activity	Points per activity	Max points per year
Reading Volunteering Victoria newsletters*	0.25	3
Writing an article for our newsletter	2	



GUIDES / RESOURCES

Log code: GUI

Activity	Points per activity	Max points per year
Reading our guides and/or resources*	0.5	3
Assisting with guide development	2	

NATIONAL STANDARDS

Log code: IMP

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

COMMITTEE/GROUP PARTICIPATION

Log code: COM

Activity	Points per activity	Max points per year
Attendance	1	2

WORKSHOPS/TRAINING

Log code: WOR

Activity	Points per activity	Max points per year
Attendance	2	4

STATE CONFERENCE

Log code: CON

Activity	Points per activity	Max points per year
Presentation	3	
Attendance – Full Day	2	4
Networking Event	0.5	
Masterclass	1	

Other Professional Development Activities

PUBLICATIONS

Log code: PUB

Activity	Points per activity	Max points per year
Reading volunteering-related publications* (eg: Engage newsletter)	0.25	
Writing volunteering-related content for another publication* (eg: your organisation's newsletter)	1	3
Podcasts, blogs or videos*	0.25	

EVENTS

Log code: EVE

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

NETWORKING

Log code: NET

Activity	Points per activity	Max points per year
Attending a sector-specific network meeting*	1	
Membership with a networking group verified by Volunteering Victoria*	1	2

OTHER TRAINING

Log code: TRA

Activity	Points per activity	Max points per year
Attending training from our endorsed partners*	2	4

QUALIFICATIONS

Log code: QUA

Activity	Points per activity	Max points per year
Cert IV in Volunteer Coordination of Volunteer Programs (or similar)*	First year	12
	Second year	6
Any other accredited course or subject/module verified by Volunteering Victoria*	6	12^

^ CPD participants can only claim points for qualifications undertaken during their CPD year.

OTHER ACTIVITIES

Log code: OTH

If there is an activity not described above, please email cpd@volunteeringvictoria.org.au to determine eligibility and points value.

Additionally, Volunteering Victoria team will regularly send emails to participants with any worthwhile information, resources or activities recommended by other CPD participants. If you have engaged in an activity that you believe would be valuable to share, please email cpd@volunteeringvictoria.org.au.

Compulsory Activity

REFLECTIVE PRACTICE

Log code: REF

Activity	Points per activity	Max 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. This can include any learnings or experiences that have assisted in your professional development.		
Examples of undertaken work 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

This must be completed to meet requirements for the CPD program and can either be uploaded to your profile or emailed to cpd@volunteeringvictoria.org.au.

Activity Explanations

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

Special Interest Groups

Volunteering Victoria currently offer two Special Interest Groups (SIGs), which are an opportunity for volunteer managers to come together to discuss emerging issues in the sector. Topics include Inclusive Volunteering and Leadership in Volunteering. More information on these, including how to join and upcoming meeting dates, can be found [here](#).

Webinars

You can earn points for presenting 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 that 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 logging the activity.

Mentoring

Volunteering Victoria's Mentoring Program aims to foster networking, relationships and development of skills and knowledge. Applications open at the beginning of each calendar year. However, you can express interest at any time, as there may be an opportunity to join a waiting list. You can find more information [here](#).



Volunteering Victoria Newsletters

Volunteering Victoria distributes regular newsletters to members and other subscribers. If you are not receiving these or have something to contribute to the next newsletter, please email cpd@volunteeringvictoria.org.au.

Written pieces can include:

- a review of a book/article/podcast on Volunteer Management
- a reflective piece on a relevant topic
- anything else appropriate that you would like to share.

Guides

There are a number of guides on our website, which are great resources and cover a range of topics relating to volunteering and best practice volunteer management. These can be found [here](#).

National Standards

The [National Standards for Volunteer Involvement](#) provide a sound framework for supporting the volunteer sector in Australia. You can also purchase a guidebook to help you implement these standards. As a member you have access to a discounted member rate. You can purchase [here](#). To receive points for this category, we require you to outline and reflect on the implementation process at your organisation.

Committee/Group Participation

Throughout the year, Volunteering Victoria may ask for volunteers to participate in a committee or group or some kind. If there is a callout, this will be typically sent via email or advertised in our monthly newsletter. Eligible points for this activity could include advisory groups, boards, quality committees or any other group where members meet regularly – either with Volunteering Victoria or external organisations within the volunteer sector.

Workshops/Training

Volunteering Victoria runs public training workshops year-round on various issues related to managing volunteers effectively. These are open to all members and the public. The [calendar](#) on our website outlines all our upcoming events and workshops. 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 logging this 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, or being a trainer at a workshop or conference. When logging 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.



Networking

Volunteering Victoria encourages networking as a worthwhile activity for furthering your professional development. Examples of sector-specific networks include the Victorian Volunteer Support Network (VVSN), Leaders of Health Volunteer Engagement (LOHVE) Network, City Network of Volunteer Managers etc.

Qualifications

There are formally recognised training programs, which are recognised in the CPD program. Accredited qualifications are valued consistently across all State and Territory Peak Bodies. Points can only be accrued for qualifications undertaken during the CPD year, and therefore cannot be logged retrospectively. Activities under this category can also include any modules or university subjects that are relevant and verified by the Volunteering Victoria team.

Reflective Piece

The Reflective Piece is a 300-word summary of your professional development activities for the year. You can find a guide on what to include here. This is compulsory to complete the CPD program and can either be uploaded to your profile or emailed to cpd@volunteeringvictoria.org.au.

