

Continuing professional development (CPD) requirements for members



This information sheet outlines the CPD requirements for registered and provisionally registered members.

Mandatory requirements

Continuing professional development (CPD) refers to the ongoing opportunities that all practitioners should pursue after they have completed their formal education. CPD ensures practitioners retain their currency and build on their skills and knowledge. This is especially important for those not presently in the paid workforce, including volunteers.

All registered members are required to complete a minimum of 20 hours per year of relevant professional development activities. This is a common requirement of professional bodies and one ACWA members will need to meet to retain their membership. Undertaking CPD demonstrates a strong commitment to professionalism.

During the membership renewal process, members will be asked to provide details of their professional development from the previous year. They may also be asked to provide evidence.

As part of our role in supporting community workers ACWA endorses, and occasionally provides, relevant quality training. All attempts are made to ensure opportunities are available across the country as well as online for those in locations where face-to-face training is not always available.

A complete list of ACWA endorsed CPD is available on our website. In some cases, employers may arrange relevant training for their staff.

Members can also use their own judgement to choose activities that have not been pre-approved by us but which address their specific needs. CPD can be broader than training and we encourage members to think creatively about professional development.

Acceptable CPD activities include:

- Attending workshops, seminars or conferences*
- Completing short courses
- Delivering presentations at workshops, seminars or conferences
- Gaining additional formal qualifications
- Participating in relevant workplace training
- Writing peer reviewed or published papers
- Listening to webinars or podcasts related to best practice in community services
- Studying publications such as research articles and textbooks (study-based activities)*
- Participating in professional supervision, either as supervisor or supervisee, that is oriented to professional development (not routine updates)*
- Participating in network, management or community meetings where the processes are conducive to professional development (this excludes meetings normally undertaken as part of a job role)*

* See *Allocation of Hours* for the maximum hours that can be claimed for these activities.

Managing and reporting CPD

Members will need to log in to their account on the ACWA website and download the *ACWA Member CPD Record* from the welcome page. We recommend saving a copy so it can be used to track activities throughout the year.

Members are required to submit this record as part of the membership renewal process. They must also retain evidence of their CPD and provide it if requested.

There is space on the record for practitioners to reflect on how the CPD enhanced their skills and knowledge in relation to good practice and the *Australian Community Work Practice Guidelines*. Members should also assess the value of the chosen activities and how they can put this training into practice.

Please note: ACWA is transitioning to a system where members will be required to provide evidence of their CPD each year, rather than just upon request.

We are giving fair warning that this will become mandatory and those who do not comply will risk their membership being suspended or revoked.

Evidence

Evidence of CPD may include:

- certificates of attendance or completion
- receipts
- analyses and reviews
- published papers
- reports by supervisors or consultants

Allocation of hours

Activities are to be recorded in terms of participation hours excluding food and rest breaks. To ensure that practitioners explore a range of training that builds skills across multiple areas, members can claim a maximum of 10 hours for each conference and no more than 4 hours for supervision and study-based activities.

Compliance and deficiencies

As part of the renewal process, each member's CPD record will be reviewed. Members may also be asked to provide supporting evidence.

In the event ACWA finds that a person has not meet the requirements they will be asked to provide an explanation. If this is inadequate, the member will be required to demonstrate their participation in CPD on a quarterly basis for the 12 months following the audit to ensure compliance going forward.

If this is refused or not met satisfactorily, membership will be suspended or revoked.

We understand that life events can create unexpected difficulties so fairness will be applied throughout this process and exceptional circumstances taken into account.

Keep your eye out for the ACWA endorsed logo



Browse the ACWA endorsed CPD calendar:
Professional and career development
www.acwa.org.au