

THE AUSTRALIAN INSTITUTE OF WELFARE AND COMMUNITY WORKERS

THE ASSOCIATION FOR COMMUNITY SERVICE PROFESSIONALS

Vic. Reg. A0036440S

ABN 28 696 828 620



PROFESSIONAL DEVELOPMENT REQUIREMENTS

1. These requirements for Professional Development apply to all categories of membership except Organisational Members (O), Affiliates (A, ANU), Students (S, SP) (who are presumed to be regularly and substantially engaging in such activities), and those permanently retired from the workforce (NP3). It is considered especially important that unemployed and volunteering members monitor and enhance their professional development.
2. At the time of fee renewal, and in the National Newsletter, members are urged to undertake and note records and evidence of any professional development activities.
3. Members are to be provided with an extensive list of such activities, but reminded that they should also keep records of any other unlisted ones they consider advance their professional development.

Such activities may include:

- a) Attendance at seminars, workshops, conferences, and reviews or reports about these
 - b) Written and verbal contributions to seminars, workshops, conferences, including academic papers
 - c) Formal or informal training courses, either within or outside the workplace
 - d) Participation in network, management or community meetings where the processes are conducive to professional development (excluded from these participations are activities of a primarily administrative, clinical or supportive nature, and where routine or common procedures are employed).
 - e) Study or perusal of publications, including research articles, textbooks, self-awareness magazines.
 - f) Writing for such publications, including letters to the editor
 - g) Professional supervision, as either supervisor or supervisee
4. Each year at the time of membership renewal, members are asked to signify that in their professional opinion, they have satisfactorily attended to their professional development during the previous year, and they are willing to provide evidence should this be required.
 5. Members are notified that every 2 years a 5% random sample of members will be asked to provide evidence of professional development.

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6. Such evidence may include:

formal or informal resumés	schedules
job applications	activity programs
reports by supervisors or consultants	publications
receipts	analyses and reviews
certificates	audio or videotapes
awards	internet activity including logs of emails and web downloadsminutes of meetings
subscriptions	references from peers, colleagues, etc,
diary entries	testimonials from clients or other persons worked with.
cheque butts and credit card statements	

7. The minimum requirements are relevant activities that occupy an estimated 20 hours per year, with no more than one fifth of the total being claimable for either supervision, or study and perusal activities. However, this is a flexible guideline, since members can show they have attained professional development in ways other than those listed.

8. The Membership Coordinator will be responsible for implementing and assessing audits, but this task may be delegated, in full or in part, with the approval of the National Executive, which may also determine any payment.

9. An audited member will be asked in writing to supply evidence of Professional Development, and provided with a copy of these guidelines, which will be used to estimate whether the audited member has complied with requirements.

10. Any doubtful cases will be referred to the Membership Assessment Panel (MAP), which will adopt a similar assessment arrangement to that applying to Membership Eligibility doubtful cases.

PROFESSIONAL DEVELOPMENT DEFICIENCIES

11. When an audit has found prime facie deficiencies, the member will be asked for further clarification, and additional normally recognised evidence, or whether any alternatives apply.

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12. If the deficiency remains, then the member will be asked to provide evidence on a quarterly basis, that the deficiencies have been overcome for the year following the assessment.
13. If this requirement is refused or not completed satisfactorily, the audit assessor will recommend to the MAP that AIWCW membership be suspended.

SUPERVISION

14. Members will be urged at the time of renewal, and in the National Newsletter, to avail themselves of professional supervision.
15. It is recognised that some employment situations provide great difficulties in attaining such supervision, including remote locations, lack of suitable supervisors, and less intensive and varied work roles, etc. Nonetheless, members are asked to signify that in their professional opinion, they have attempted as much as possible to obtain suitable and adequate professional supervision.
16. Any such supervision should be oriented to the professional education and self-awareness of the worker, and not merely an opportunity for routine updates of activities and social conversation. It should involve support and advocacy when appropriate, as well as referral to external counseling if necessary.
17. It should be separate and additional to that provided by the employer or committee of management in relation to work performance or administrative and financial matters.
18. Members are encouraged to seek professional supervision outside the normal workplace if this is therein unavailable or inadequate, and to then apply to the workplace for contribution towards the cost.
19. Those members who supervise others should attempt to obtain appropriate training and professional development for that role.
20. Members will be asked to signify on membership renewal forms that they have complied with requirements, and will be reminded throughout the following two years to continue to record their professional development activity.

(National Executive 4 Dec 2005)

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US**

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