

This document outlines the continuing professional development requirements for 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.

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.

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

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 can be found on our website.

Members can also use their own judgement to choose activities that have not been pre-approved by us but which address their 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, including online
- Delivering presentations at 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 or community meetings where the processes are conducive to professional development (this excludes meetings undertaken as part of a job role)*

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

Reporting CPD

Members will need to log in to their account on the ACWA website and complete *My CPD logbook* each year as part of the membership renewal process.

Members must enter the details of their CPD as well as upload evidence, such as:

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

Allocation of hours

Activities should be recorded in terms of participation hours excluding food and rest breaks. To ensure that practitioners explore a range of training, 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 be asked to provide additional evidence.

If ACWA finds that a person has not met the requirements they will be asked to provide an explanation. If this is inadequate, the member will be placed under audit and need to provide evidence of their participation in CPD on a quarterly basis for 12 months 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.

If you have any questions regarding this policy please email the membership team: membership@acwa.org.au.



Browse the ACWA endorsed CPD list:
Under the workers section
www.acwa.org.au