

# CONTINUING PROFESSIONAL DEVELOPMENT (CPD) AND SUPERVISION POLICY



Date approved: 1 December 2020

## 1. Scope

- a. Financial counselling is a national profession, underpinned by national standards.
- b. A key objective of FCAT is to support its members to develop and maintain their professional knowledge and skills to a level that, as a minimum, meets the national standards.
- c. Rule 5(12) states that all members agree to abide by the Association Constitution, the Australian Financial Counselling Code of Ethical Practice and agree with FCAT Rules and Objects, and policies and procedures as approved and amended by the Association.
- d. Rule 5(13) of the FCAT Constitution states that ongoing membership eligibility and membership category is to be reviewed and assessed by the Committee in accordance with the National Standards for Membership and Accreditation Financial Counselling Australia and approved policies and procedures of the Association.

## 2. Requirements

- a. Continuing Professional Development
  - i. The National Standards for Membership and Accreditation require a person working as a financial counsellor, or who wishes to maintain their accreditation, to obtain 20 points of CPD per membership year.
  - ii. There are three categories for CPD (technical, skills and ethics).
  - iii. The rules for how the various CPD components can be made up are contained in the National Standards for Membership and Accreditation.
- b. Supervision
  - i. The National Standards for Membership and Accreditation requires full members and associate members to have a minimum level of supervision, based on their employment hours.
- c. If a member was approved for membership in the year being assessed, their professional development and supervision requirements are calculated on a pro-rata basis for the proportion of the year they were a member.

## 3. Record Keeping

- a. It is the responsibility of members to keep their own record of professional development and supervision that they have completed.

- b. Members are to use the Financial Counselling Australia portal for record-keeping.
- c. Members are expected to use the description field to record a summary of what was learned from each PD session and a brief summary of what was discussed in supervision (excluding confidential details).
- d. Record keeping is based on a calendar year.

#### **4. Annual Professional Development and Supervision Returns**

- a. In January each year, the Committee will issue a request to all members to complete and return their record of professional development and supervision.
- b. Members will be provided with a period of 28 days to return their record.
- c. Members may apply to the Committee for an extension of time to provide the return.

#### **5. Review of Returns**

- a. The Committee will appoint a sub-Committee to review CPD and supervision returns.
- b. The returns will provide members the opportunity to self-assess whether they have met requirements
- c. A member who fails to provide a return within the required (or approved) timeframe will be deemed to have not met the professional development and supervision requirements of FCAT.
- d. The sub-Committee will select a sample of returns for auditing. The subset will be selected in order that all the returns for all members are audited on a rotational basis.

#### **6. Requirements Not Met**

- a. If requirements are not met, the member will be asked to provide a written plan on how they will make up CPD points and supervision hours over the next 12 months and submit the plan to the sub-Committee within 28 days. Membership will then go to the Committee to be approved.
- b. If the member fails to submit their plan within the required 28 days the Committee may decide to suspend a member's membership as per rule 34 of the Constitution.
- c. If the member fails to meet their membership requirements and clear the plan within the 12-month period, the Board may decide to suspend or expel a member as per rule 34 of the Constitution.

## Forms and other materials relevant to Procedure

- FCAT Continuing Professional Development and Supervision Return, as approved by the Committee