

Professional Leaders of Volunteers' CPD PROGRAM

FAQs



■ What is CPD?

CPD is an acronym for Continuous Professional Development. CPD is the practice of maintaining and developing the skills and knowledge required in your current job role, sector and beyond. CPD can be achieved through a range of methods including learning on the job, reading relevant articles, attending and/ or participating in events, joining industry committees and groups, as well as formal training. The CPD is for Volunteer Managers who are actively leading volunteers.

■ Is it mandatory for Volunteering WA members to participate in the CPD Program?

No, it is not mandatory to participate in the CPD program. It is a choice you make to participate for your professional development.

■ Does it cost money to participate?

There is a \$50 (+ GST) administration fee to join the Volunteering WA CPD program in 2021. Some activities are already free for members, while other activities will have an associated cost.

■ Can non-members participate?

No. Participation in the CPD program is exclusive to Volunteering WA's full and associate members. View our membership information [here](#).

■ How are points allocated to each activity?

When points are allocated for each activity, consideration is given to the following:

- time spent
- complexity/ depth of learning
- engagement in learning/ interactivity
- contribution to the volunteering sector
- how closely linked to volunteering an activity is

■ How many points do I need to accumulate?

To be eligible to receive a certificate of completion and the PLV post nominal, a minimum of 16 CPD points need to be achieved between 1 July 2021 – 30 June 2022.

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■ What activities are part of the Volunteering WA CPD Program?

- Webinars/ workshops/ masterclasses – presentation
- Webinars/ workshops/ masterclasses – attendance
- Qualifications – Certificate IV in Coordination of volunteer programs
- State Conference – presentation
- State Conference – attendance
- Volunteering WA newsletter – reading
- Volunteering WA newsletter – writing an article
- Reflective practice piece
- VWA Committee/network participation
- Forum attendance
- Forum participation
- Formal Qualifications

■ Can I participate in activities not run or associated with Volunteering WA?

Yes. Volunteering WA allows participants to participate in activities such as the ones listed below:

- Publications/ Industry Articles/ Newsletters Reading – volunteering specific
- Publications/ Industry Articles/ Newsletters Writing – volunteering specific
- Events – workshop
- Events – conference
- Networks – attending meetings
- Qualifications – Certificate IV in Coordination of Volunteer Programs or Cert IV relevant to Volunteer Management or Community Services
- Other - Other substantive work undertaken to advance volunteering within your organisation such as:
 - Increasing the budget of your volunteer program
 - Resolving structural conflict in your organisation involving volunteers
 - Actively seeking input and feedback from the community and/ or partner organisations into plans and potential collaborations
 - Other innovations to your volunteer program.

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■ What do I get from participating?

Participants who achieve a minimum of 16 CPD points between the 1 July 2021 – 30 June 2022 will receive a certificate of completion and the right to put the post-nominal PLV (Professional Leader of Volunteers) after their name. In addition, participating in the CPD program is a great way to improve your knowledge, skills, and future employability.

■ How do I demonstrate that I have completed an activity?

CPD participants are required to update their Activity Validation Form and complete a reflective report as soon as an activity is completed. This must be verified by their Manager. Then they must submit their Activity Validation Form to Volunteering WA every two months and finalise at the end of the year.

The points schedule will be provided in June 2021. This is a formal template that enables Volunteering WA to confirm the points claimed are eligible for CPD. It also provides participants with an opportunity to reflect on what they learnt from completing the activity. The Activity Validation Form and reflective report will ask for some notes as to what you have achieved.

■ Does Volunteering WA check that participants are completing activities?

On an annual financial year basis Volunteering WA will conduct audits on selected CPD participants to ensure the activities and points being claimed are eligible and within the program. If required, participants will need to allow a representative of Volunteering WA to check on their Activity Validation Forms.

If required, proof of attendance and participation may be requested. This will be validated through the training partner if necessary. Your explanatory notes assist Volunteering WA with this process.

■ How does Volunteering WA communicate the value of CPD to my organisation?

Two letters are sent to your manager. The first letter is sent at the start of the program indicating your start date and what the program involves. Upon completion of the program, a final letter is sent to your manager indicating your achievements and program completion.