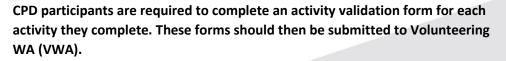
## Professional Leaders of Volunteers' CPD PROGRAM

**Activity Validation Forms** 



The activity validation form is a formal template that enables VWA to check that the activity is eligible for CPD points. It also provides participants with an opportunity to reflect on what they have learnt from completing the activity.

Forms can be submitted via email (if completing online) or via post (using the address at footer of this form). It is recommended that forms are submitted after each Quarter.

16 CPD points are to be accumulated per year to be eligible to receive a certificate of CPD achievement. Points are allocated to each type of activity as per the VWA CPD Program Points Schedule.

Additional points may be awarded if they do not fall under the following development activities. If this is the case, please email training@volunteeringwa.org.au

**Full Name:** Click or tap here to enter text.

Organisation: Click or tap here to enter text.

Position Title: Click or tap here to enter text.

**Contact Number:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.



The information/activity stated below is true and relevant to my career as a Leader of Volunteers. If required, I will allow a representative of VWA to contact me to validate the professional development activities I have provided in the Activity Validation Forms.

volunteeringwa

If required, I will provide proof of attendance, participation, research links etc.

I Click or tap here to enter text. agree to the above conditions

Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

Manager's Name: Click or tap here to enter text.

Manager's Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

## **VOLUNTEERING WA'S PROFESSIONAL DEVELOPMENT ACTIVITIES**

| Activities  | Activity Details | Participation |               | Evidence of Activity | Sum of Points (office only) |
|---|------------------|---------------|---------------|----------------------|-----------------------------|
| Special Interest Groups                           |                  | ☐ Attended    | ☐ Presented   | VWA Managed          |                             |
|   |                  | ☐ Attended    | ☐ Presented   |                      |                             |
|   |                  | ☐ Attended    | ☐ Presented   |                      |                             |
| Webinars or online courses for volunteer managers |                  | ☐ Attended    | ☐ Presented   | VWA Managed          |                             |
|   |                  | ☐ Attended    | ☐ Presented   |                      |                             |
|   |                  | ☐ Attended    | ☐ Presented   |                      |                             |
| Mentoring   |                  | ☐ Mentor      | ☐ Mentee      | VWA Managed          |                             |
|   |                  | ☐ Mentor      | ☐ Mentee      |                      |                             |
|   |                  | ☐ Mentor      | ☐ Mentee      |                      |                             |
| VWA<br>Newsletter/Publications                    |                  | ☐ Read        | ☐ Contributed | Self-reported        |                             |
|   |                  | ☐ Read        | ☐ Contributed |                      |                             |
|   |                  | ☐ Read        | ☐ Contributed |                      |                             |
| Implementing the National Standards               |                  | ☐ Reviewed    | ☐ Implemented | Self-reported        |                             |
|   |                  | ☐ Reviewed    | ☐ Implemented |                      |                             |
|   |                  | ☐ Reviewed    | ☐ Implemented |                      |                             |
| VWA Calendar<br>Workshops                         |                  | ☐ Attended    |               | VWA Managed          |                             |
|   |                  | ☐ Attended    |               |                      |                             |
|   |                  | ☐ Attended    |               |                      |                             |
| VWA Committees/                                   |                  | ☐ Attended    | ☐ Presented   | VWA Managed          |                             |
| Networks  |                  | ☐ Attended    | ☐ Presented   |                      |                             |
| State/National                                    |                  | ☐ Attended    | ☐ Presented   | VWA Managed          |                             |
| Conference or Forum                               |                  | ☐ Attended    | ☐ Presented   |                      |                             |

## OTHER PROFESSIONAL DEVELOPMENT ACTIVITIES

| VWA PD Activities | Activity Details | Participation | Evidence    | Sum of  |
|-------------------|------------------|---------------|-------------|---------|
|                   |                  |               | of Activity | Points  |
|                   |                  |               |             | (office |
|                   |                  |               |             | only)   |

|  |  | Read  | $\square$ Contributed |                    | Self-reported       |  |
|--|--|---|-----------------------|--------------------|---------------------|--|
| Publications   |  | Read  | $\square$ Contributed |                    |                     |  |
|  |  | Read  | $\square$ Contributed |                    |                     |  |
|  |  | Attended  | $\square$ Presented   | $\square$ Convened | Self-reported       |  |
| Events   |  | Attended  | $\square$ Presented   | $\square$ Convened |                     |  |
|  |  | Attended  | $\square$ Presented   | $\square$ Convened |                     |  |
|  |  | Attended  | $\square$ Presented   | $\square$ Convened |                     |  |
| Networking   |  | Attended  | $\square$ Presented   | $\square$ Convened |                     |  |
|  |  | Attended  | ☐ Presented           | $\square$ Convened |                     |  |
| Completing Cert IV in Volunteer Coordination;              |  | Attended  | ☐ Contributed         | ☐ Completing       | Submitted to VWA    |  |
| Other relevant Cert IV relevant to Volunteer Management or |  | Attended  | $\square$ Contributed | ☐ Completing       |                     |  |
| Community Services (or similar qualification)              |  | Attended  | ☐ Contributed         | ☐ Completing       |                     |  |
|  |  | <ul><li>☐ Written document</li><li>☐ Written document</li></ul> |                       |                    | Submitted to<br>VWA |  |
| Reflective Practices                                       |  |   |                       |                    |                     |  |
|  |  | Written docume  | ent                   |                    |                     |  |

**REFLECTIVE PRACTICE:** Use this section to summarise the skills and knowledge you gained from your practice and how you can use this knowledge to enhance your work as a Leader of Volunteers.

Click or tap here to enter text.

