

Professional Leaders of Volunteers' CPD PROGRAM

Activity Validation Forms



CPD participants are required to complete an activity validation form for each activity they complete. These forms should then be submitted to Volunteering WA (VWA).

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.

STATEMENT OF ELIGIBILITY

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.

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 <i>(office only)</i>
Special Interest Groups		<input type="checkbox"/> Attended <input type="checkbox"/> Presented	VWA Managed	
		<input type="checkbox"/> Attended <input type="checkbox"/> Presented		
		<input type="checkbox"/> Attended <input type="checkbox"/> Presented		
Webinars or online courses for volunteer managers		<input type="checkbox"/> Attended <input type="checkbox"/> Presented	VWA Managed	
		<input type="checkbox"/> Attended <input type="checkbox"/> Presented		
		<input type="checkbox"/> Attended <input type="checkbox"/> Presented		
Mentoring		<input type="checkbox"/> Mentor <input type="checkbox"/> Mentee	VWA Managed	
		<input type="checkbox"/> Mentor <input type="checkbox"/> Mentee		
		<input type="checkbox"/> Mentor <input type="checkbox"/> Mentee		
VWA Newsletter/Publications		<input type="checkbox"/> Read <input type="checkbox"/> Contributed	Self-reported	
		<input type="checkbox"/> Read <input type="checkbox"/> Contributed		
		<input type="checkbox"/> Read <input type="checkbox"/> Contributed		
Implementing the National Standards		<input type="checkbox"/> Reviewed <input type="checkbox"/> Implemented	Self-reported	
		<input type="checkbox"/> Reviewed <input type="checkbox"/> Implemented		
		<input type="checkbox"/> Reviewed <input type="checkbox"/> Implemented		
VWA Calendar Workshops		<input type="checkbox"/> Attended	VWA Managed	
		<input type="checkbox"/> Attended		
		<input type="checkbox"/> Attended		
VWA Committees/ Networks		<input type="checkbox"/> Attended <input type="checkbox"/> Presented	VWA Managed	
		<input type="checkbox"/> Attended <input type="checkbox"/> Presented		
State/National Conference or Forum		<input type="checkbox"/> Attended <input type="checkbox"/> Presented	VWA Managed	
		<input type="checkbox"/> Attended <input type="checkbox"/> Presented		

OTHER PROFESSIONAL DEVELOPMENT ACTIVITIES

VWA PD Activities	Activity Details	Participation	Evidence of Activity	Sum of Points <i>(office only)</i>

Publications	<input type="checkbox"/> Read	<input type="checkbox"/> Contributed	Self-reported	
	<input type="checkbox"/> Read	<input type="checkbox"/> Contributed		
	<input type="checkbox"/> Read	<input type="checkbox"/> Contributed		
Events	<input type="checkbox"/> Attended	<input type="checkbox"/> Presented	<input type="checkbox"/> Convened	Self-reported
	<input type="checkbox"/> Attended	<input type="checkbox"/> Presented	<input type="checkbox"/> Convened	
	<input type="checkbox"/> Attended	<input type="checkbox"/> Presented	<input type="checkbox"/> Convened	
Networking	<input type="checkbox"/> Attended	<input type="checkbox"/> Presented	<input type="checkbox"/> Convened	
	<input type="checkbox"/> Attended	<input type="checkbox"/> Presented	<input type="checkbox"/> Convened	
	<input type="checkbox"/> Attended	<input type="checkbox"/> Presented	<input type="checkbox"/> Convened	
Completing Cert IV in Volunteer Coordination; Other relevant Cert IV relevant to Volunteer Management or Community Services (or similar qualification)	<input type="checkbox"/> Attended	<input type="checkbox"/> Contributed	<input type="checkbox"/> Completing	Submitted to VWA
	<input type="checkbox"/> Attended	<input type="checkbox"/> Contributed	<input type="checkbox"/> Completing	
	<input type="checkbox"/> Attended	<input type="checkbox"/> Contributed	<input type="checkbox"/> Completing	
Reflective Practices	<input type="checkbox"/> Written document			Submitted to VWA
	<input type="checkbox"/> Written document			
	<input type="checkbox"/> Written document			

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.