

Professional Leaders of Volunteers' CPD PROGRAM



Frequently Asked Questions (FAQs)

What is the Continuous Professional Development (CPD) Program?

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 participating in events, joining industry committees and groups, as well as formal training. Volunteering WA's Continuous Professional Development (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.

What are the fees to participate?

There is a \$50^{+GST} per annum administration fee to join the Volunteering WA CPD program.

Development activities, events and training workshops throughout the year will either be free for members, or at a subsidised rate.

Can non-members participate?

No. Participation in the CPD program is exclusive to Volunteering WA financial members. View our membership information at <https://www.volunteeringwa.org.au/membership>.

How are points allocated to each activity?

At the end of each quarter, participants are required to submit an Activity Validation Form for Volunteering WA to review. 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

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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 within the calendar year (1 January – 31 December).

What activities are part of the Volunteering WA CPD Program?

You can participate in activities ran by Volunteering WA (including the below), as well as relevant opportunities offered by other organisations.

- Presenting at and/or attending [Volunteering WA](#) webinars, workshops, network meetings, conferences, and masterclasses.
- Enrolling in the 12-month *Certificate IV in Coordination of volunteer programs* course.
- Participating in VWA volunteer management network groups and committees, including attendance, mentor/mentee, or presenting.
- Reading and engaging industry publications, including the monthly [volunteer sector enewsletter](#).
- Reflective practice.

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

Absolutely. Volunteering WA encourages participants to participate in professional development activities, including participating in industry events, networking meetings, conferences, workshops, webinars, reading and publishing industry publications, enrolling in relevant qualifications such as Qualifications – Certificate IV in Coordination of Volunteer Programs or Cert IV relevant to Volunteer Management or Community Services.

As well as other substantive work undertaken to advance volunteering within your organisation such as:

- demonstrating how you increased the budget and deliverables 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; and
- 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 within the calendar year (1 January – 31 December) 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 your manager. Then they must submit their Activity Validation Form to Volunteering WA every quarter and finalise at the end of the year.

A points schedule will be provided. This formal template 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 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.

For any other queries please contact the Volunteering WA training team on 9482 4333 or at training@volunteeringwa.org.au.

training@volunteeringwa.org.au www.volunteeringwa.org.au



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Leading, advancing, celebrating volunteering in WA