

FCAN Continuing Professional Development FACTSHEET

Continuing Professional Development (CPD) is the reinforcement or acquisition of skills and knowledge relevant to the workplace.

Application

Applies to Associate members and Accredited members.

Amount

A financial counsellor must complete **20 points of CPD per annum**, with a minimum of one session from each of three categories as set out below.

The 3 categories are broadly defined as:

1. Technical (T) – e.g. financial counselling content knowledge relevant to legal issues, National Credit Code, banking, fines, WDO, bankruptcy, EDR/IDR, superannuation, hardship, insurance, budgeting, Statements of Financial Position, financial literacy

2. Skills (S) – e.g. counselling, mental health, communication (written, verbal), interviewing, negotiation, advocacy, cultural awareness, suicide prevention/training, and workshops covering Domestic Family Violence, Elder Abuse, Self-Care, learning how to provide Supervision,

3. Ethics (E) – e.g. professional standards, conflict of interest, boundaries, Self-Care, learning how to provide Supervision, counselling relationships, cultural awareness, options - client choices, appropriate referral to other services

CPD Components

The rules for how the various CPD components can be made up are as follows.

- There must be at least one activity from each of the three CPD categories of technical, skills and ethics.
- At least 3 CPD points must be derived in an interactive, face to face or video setting.
- A maximum of 10 points can be derived from any one activity.
- Attendance at a plenary session of a conference is not CPD, unless training is delivered as part of the plenary (as occurs from time to time at the state conference for FCAN)

Please refer to the table on the next page to identify the number of CPD points you can allocate for a particular CPD activity. Where FCAN provides the CPD activity, the number of points for each CPD activity will be advised in the registration process. If the CPD activity is not an FCAN CPD activity you will need to refer the table over the page to identify the number of points you can allocate to the activity.

Continuing Professional Development (CPD) Points

Activity TYPE	Points per CPD Activity
Live attendance at full day training, workshop or conference	6 points
Live attendance at half day training, workshop or conference	3 points
Live attendance at training, workshop or conference less than half a day. 1 or 2 points dependent on content	1 or 2 points
Preparation and delivery of a training session relevant to the sector	4 points
Delivery of a training session relevant to the sector where the material has already been developed	2 points
Online interactive activities e.g. webinar, elearning, online modules (max 4 points per online activity)	1 hour equivalent to 1 point
Audio-lecture, podcast/webinar recording (listen/watch only)	1 point
Online questionnaires developed by financial counselling associations to test current knowledge	1 point
Reading article about technical and educative aspects of financial counselling (max 2 points per membership year)	1 point
Research project contributing to policy work	3 points
Membership of a State/Territory financial counselling association board or FCA Representative Council	2 points
Contribution of an article on a relevant topic to media, industry newsletters or Sharkwatch	1 point
FCAN Approved Supervisors only – provision of professional supervision to a Financial Counsellor, (Max 4 points per membership year)	1 point per person supervised
Mentoring a Diploma of Financial Counselling student on placement. (Max 4 points per membership year)	1 point per person mentored

Evidence: you are required to record the CPD activities you attend and send your CPD record to FCAN with your membership renewal documentation. You must retain your own evidence of attendance at CPD activities e.g. any receipts, certificates, tickets and emails.

Inhouse professional development: Agencies provide inhouse professional development opportunities for their staff that may contribute towards a member's CPD points. Agencies must refer to the Points table to identify the points that can be allocated for inhouse professional development.