

## CPD Program FAQs

### What is CPD?

Continuing 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.

### Is it mandatory for Volunteering Victoria members to participate in the CPD program?

No, it is not mandatory for Volunteering Victoria members to participate in CPD. However, CPD is a key membership benefit and a great way to gain value out of your Volunteering Victoria membership.

### Does it cost to participate?

There is a \$50 (excluding GST) administration fee to join the Volunteering Victoria CPD program. Most professional development activities are already free for members, while others may have an associated cost.

### Can non-members participate?

No, participation in the CPD Program is exclusive to members. View our membership options [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
- relevance to volunteering or the sector

### 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 needs to be achieved by the end of the calendar year.

### What do I get from participating?

Participants who achieve a minimum of 16 CPD points in the calendar year 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. CPD participants can also benefit from discounts on selected Volunteering Victoria events and activities, and are able to use the CPD badge in their email signatures.

### **How do I demonstrate that I have completed an activity?**

CPD participants are required to submit activity details and evidence through their profile, in accordance with the points schedule. At the end of the year, a summary of this will be sent to the CPD participant's manager for their endorsement and approval. The summary outlines the total amount of activity and points approved for the year. When logging an activity, participants can outline how it has played a role in their professional development. There is also a space to upload any evidence, such as a certificate of attendance.

**Note:** When registering for an event through your member profile, an attendance certificate may automatically be applied to the CPD log, however it is the participant's responsibility to check this is the case.

### **Does Volunteering Victoria check that participants are completing activities?**

Proof of attendance or participation needs to be uploaded for the activity to be approved. This will be validated through the endorsed training partner if necessary. Explanatory notes also assist us with this process.

### **How does Volunteering Victoria 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 confirming your program completion.

To learn more about Volunteering Victoria's CPD Program, see  
[www.volunteeringvictoria.org.au/CPD](http://www.volunteeringvictoria.org.au/CPD)

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## CPD Reflective Writing Guide

Your Reflective Writing piece for CPD focuses on work that you have undertaken as part of your role to advance volunteering in your organisation or our sector. This could be as big as increasing the budget of your volunteer program, making progress on implementing the National Standards, or establishing a new way for volunteers to be involved in supporting your organisation's work. It could also be as simple as establishing a new newsletter for volunteers' recognition or implementing new organisational processes or databases. What's important is identifying what you did, the impact it had on your organisation or the sector and what you learned from the process.

**We require reflective practice as part of CPD for all participants to ensure you are putting your learnings into practice as professional leaders of volunteers.**

### Your piece must include:

- An explanation of what you did and why it was important
- What inspired you to do it
- How you feel it advanced volunteering in your organisation or sector
- What you will do differently (in your organisation or the sector) because of this piece of work or achievement
- What you would change about this piece of work if you were going to do it again
- **A minimum of 300 words**

### Helpful tips:

- Don't be afraid to use the first person ('I') when writing, as it is about your personal reflections
- Log into your [member profile](#) to see what previous events you attended
- Reference any books, articles or training sessions if they inspired you
- Use the headings in 'What your piece must include' to help guide your writing if you are getting stuck on structure

If you would like help or have any questions, please email  
[cpd@volunteeringvictoria.org.au](mailto:cpd@volunteeringvictoria.org.au)