



Registration standard: Continuing professional development

Summary

This registration standard sets out the Disability Worker Registration Board of Victoria’s (the Board’s) requirements for continuing professional development (CPD) for registered disability workers.

Does this standard apply to me?

This standard applies to all registered disability workers except those with non-practising registration.

What must I do?

When you are registered

1. If you have been registered for 12 months, you must complete at least 10 hours of CPD each registration year (between 1 October and 30 September) that:
 - (a) aims to improve outcomes for people with disability in your practice as a disability worker
 - (b) contributes directly to improving your existing knowledge and skills in the type of disability work you do and the disability services you provide
 - (c) uses the most up-to-date information and research where possible to guide good decisions and practices
 - (d) keeps you updated on government policies, regulations and practice standards.
2. If you have been registered for less than 12 months (for example, you are in your first registration year or returning from non-practising registration), you must meet pro-rata CPD requirements. You must complete 2.5 hours of CPD for every 3 months of registration remaining in the registration period.

| Months you have been registered | Minimum CPD hours required |
|--|----------------------------|
| 10 to 12 months (registered between October and December) | 10 hours |
| 7 to 9 months (registered between January and March) | 7.5 hours |
| 4 to 6 months (registered between April and June) | 5 hours |
| 0 to 3 months (registered between July and September) | 2.5 hours |

3. You must comply with any conditions imposed by the Board to your registration related to part of the CPD standard for the registration period. For example, if the Board imposes a condition that the worker must complete certain CPD.
4. You must keep records of your CPD activities.

5. If you cannot meet the CPD requirements, you can apply for an exemption. You will need to request an exemption as soon as you know you will not be able to meet the CPD requirements by emailing registration@vdbc.vic.gov.au.

When you apply to renew your registration

1. You must declare that you have completed the required hours of CPD.
2. You must provide details of the CPD activities you have undertaken.

What activities count as continuing professional development?

CPD activities are training and development activities relevant in your practice as a disability worker and:

- contribute directly to improving your knowledge and skills in the type of disability work you do and the disability services you provide
- aim to improve outcomes for people with disability receiving services
- help you stay up to date with disability sector knowledge and professional practice
- use the most up-to-date information and research in disability where possible to guide good decisions and practices.

Training and development you complete with your employer that meets the principles above can be counted towards the 10 hours of diverse activities each year.

Development activities that build skills, knowledge and practice as a disability worker that the Board accepts include:

- online learning – individual training modules or modules that are part of a course relevant to disability practice
- disability practice training provided by your employer
- disability-related webinars, workshops and conferences
- higher education and certificate courses completed that year or individual modules (such as Individual Support Certificate III or Disability Certificate IV)
- taking part in a 'community of practice' related to disability practice
- formal mentoring through a professional network or from a leader in your workplace
- conference sessions including online conference sessions specifically related to disability practice
- reading technical books and journals relevant to your disability practice
- taking part on a committee relevant to disability practice.

These can be paid or free activities but must be specific to disability practice.

How do I count my CPD hours?

The Board requires registered disability workers to complete a number of diverse CPD activities each year. These activities must build on skills and knowledge and be specifically relevant to your practice as a disability worker.

You can include some repeat or annual refresher training with your CPD. Up to 2 hours of repeat or refresher training may be counted towards your 10 hours of CPD each registration year. This limit means that at least 80% of your CPD focuses on new opportunities for improving knowledge and skills.

Exemptions

1. The Board may exempt you from complying with this standard in exceptional circumstances.
2. Exceptional circumstances are circumstances that prevented you from undertaking your CPD and were unforeseen or out of the ordinary such that you could not have been expected to manage their impact.

3. The Board may grant a full or partial exemption from the need to complete 10 hours of CPD in a given registration year, depending on the circumstances.

Record keeping

You must keep records of your CPD activity. These records could include:

- certificates of attainment or attendance
- your notes from the CPD activity such as through reading journals, participating in communities of practice and mentoring
- your log that records all your CPD activities, name, date and hours as well as your reflection on how these CPD activities will improve or have improved your practice.

You must keep records of your CPD activities for 2 years after the registration period they were completed in.

The Board may conduct audits of CPD declarations from time to time. The Board may ask you to give evidence of your CPD activities, including your personal CPD activity log, to show you have met CPD requirements.

What if I do not meet the CPD standard?

If you do not meet the CPD standard, the Board may either:

- refuse your application to renew your registration
- renew your registration subject to a condition, or
- take action against you under the *Disability Services Safeguards Act 2018*. Available actions include a counsel or caution, imposing a condition or accepting an undertaking.

More information

You can find more information and further guidance about CPD in the CPD guide and fact sheet on the [Victorian Disability Worker Commission's website](https://www.vdwc.vic.gov.au/registration/CPD) <<https://www.vdwc.vic.gov.au/registration/CPD>>.

Authority

This standard was approved by the Disability Worker Registration Board Victoria.

Registration standards are developed under Part 10, Division 1 of the *Disability Service Safeguards Act 2018*.

Definitions

Continuing professional development (CPD) is how members of a profession maintain, improve and broaden their knowledge, expertise and competence. It's how they develop the personal and professional qualities needed throughout their professional lives.

Evidence is information or proof that shows compliance with specific requirements or criteria. It supports claims and shows that the necessary conditions have been met.

Non-practising registration is a type of registration granted under the Disability Service Safeguards Act. It is suitable for people who choose to temporarily stop practising. It allows a person to stay on the register and to continue to use the protected title 'registered disability worker'.

CPD activity log is a collection of information about CPD activities you have done. It records the name, date and hours of CPD undertaken as well as your reflection on how these CPD activities might improve or have improved your practice. This can be in hardcopy, an electronic document or a combination.

Pro rata means allocating or distributing something based on a share of the full rate or time period.