

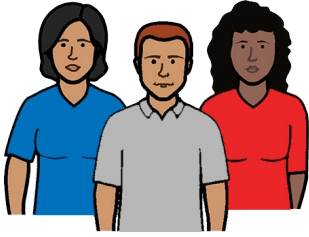
Continuing professional development standard

**Victorian Disability Worker Commission and
Disability Worker Registration Board of Victoria**



Easy English

Who wrote this book

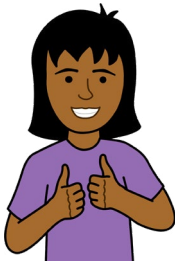


This book is from the Victorian Disability Worker Commission and the Disability Worker Registration Board of Victoria.



Our job is to

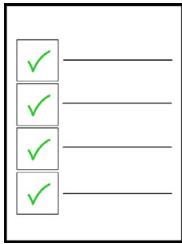
- protect the rights of people with disability
- make sure services for people with disability are safe and of good quality.



About this book



We wrote this book to tell you about registration standards in Victoria.



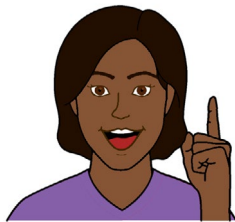
Our registration standards say what a person **must** do to be a registered disability worker.

For example, the person **must** complete continuing professional development or CPD.



CPD means activities they **must** do to help them

- learn more about the job



- show employers what they know about the job.

The Disability Worker Registration Board of Victoria made the registration standards.



We call them the Board.

In this book, you can read about

- how much CPD a registered disability worker must complete



- what activities count as CPD

- what records of CPD they should keep.

Records means how they show us that they completed their CPD.



If you need more information, you can find our contact information at the end of this book.

How much CPD must be completed



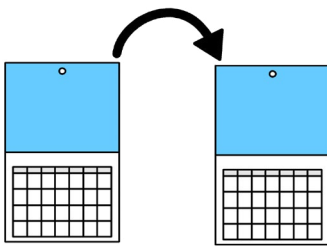
Most registered disability workers **must** complete 10 hours of CPD each registration year.

A registration year is between

- 1 October

and

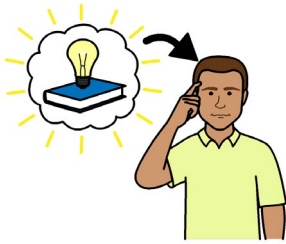
- 30 September.



They can complete less hours of CPD if they have been registered for less time.

For example, they can do 5 hours if they have been registered for 7 to 9 months.

What activities we count as CPD



The Board counts activities that help workers learn more about their job as a disability worker.



The activities should improve services for people with disability.



The Board counts lots of activities, like

- online learning
- training from their employer
- workshops and conferences
- education, like University and TAFE.



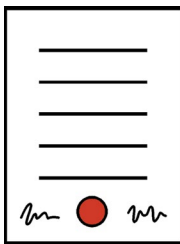
Records of CPD they should keep



We might ask for proof that registered disability workers have completed their CPD.

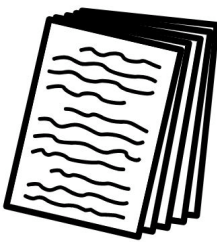
Proof means they have a record of all CPD they told us they completed.

They **must** keep a record of all CPD they complete.



A record could include

- a certificate that says they completed a course
- notes they made when they read a book about their job as a disability worker.





They could also keep a CPD log.

CPD log is when you write down the details of a CPD activity, like

- the date
- how long the activity took to complete
- how the CPD improved services as a disability worker.



Registered disability workers **must** keep all records for 2 years after the end of a registration year.

If a disability worker does not meet the registration standard



The Board might ask for more information.



The Board might give them extra rules to help them meet the registration standard.



The Board might also give a final decision that they **cannot** register.



More information

For more information contact the
Victorian Disability Worker Commission.



Call us

1800 497 132



Visit our website

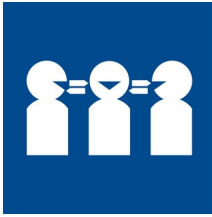
vdwc.vic.gov.au/disability-worker-registration



Email us

registration@vdwc.vic.gov.au

If you need help with English



Use the free Translating and Interpreting Service or TIS to make a phone call.

You can call the TIS in your language.

Call 131 450

Give the TIS officer the phone number you want to call.

If you need help to speak or listen



Use the National Relay Service to make a phone call.

You must sign up to the service first.

Website accesshub.gov.au/nrs-helpdesk

Call 1800 555 660

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