

Continuing Professional Development

Why is Continuing Professional Development (CPD) important?

Put simply, CPD is the best method of keeping abreast of the technical, policy and legal changes that affect our profession. Once you have completed your academic qualifications, CPD is the method to keep your learning up-to-date in an ever-evolving world of financial advice.

CPD is a requirement set out in RG146 and many licensees mandate that their authorised representatives complete a certain amount of CPD activity (measured in points or hours) each year, though it should also be considered a personal responsibility of the financial advice professional to keep their knowledge and skill current to ensure they are providing the best possible advice to their clients.

“Education is not the learning of facts, but the training of the mind to think”

– Albert Einstein.

Why beneficial for event to be CPD accredited?

Financial Advisers are always looking for CPD accredited events to meet their licensee requirements. CPD accredited events are more attractive to advisers and may lead to greater event attendance.

AFA accreditation of CPD denotes the training is both of a high standard and, where appropriate, is also mapped to ongoing training requirements of RG146.

To get your event CPD accredited

You must provide Campus AFA with 5 key things:

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| <p>1. The program agenda (including title, duration and learning outcomes of the training session).</p> | <p>2. Any content associated to the learning activity, such as course notes, slides, speaker notes and leader guides.</p> | <p>3. Details of the writer and/or facilitators qualifications and experience.</p> |
| <p>4. The learning activity's evaluation/ feedback form.</p> | <p>5. The scope or a copy of any formal assessment undertaken by participants.</p> | |



Non-acceptable CPD Activity...

Educational content that is deemed 'non-acceptable' includes but is not limited to:

- Courses providing initial RG146 compliance (Diploma of Financial Planning or equivalent). These programs are considered an entry level requirement and does not exceed the current minimum education requirement.
- Product training and updates (sessions that are limited to presenting key features, benefits, risks, fees and performance for example).
- An exception to this rule may be provided where the training exceeds the minimum 'know your product' rules by providing information and examples of how the product may be appropriate to include in a client's strategy.
- Company/employer/AFS Licensee induction training and updates. This type of training is considered a minimum requirement of employment and may include updates to company structure, meet and greets, computer and software training, administration procedures and roles and responsibilities.

Training must meet the following requirements to meet AFA CPD Guideline standards:

Pre event

- Have clearly defined aims and outcomes
- Have clearly defined, logical structure that follows adult learning principles
- Provide content that is current and accurate
- Provide content that contributes to a financial advisers' ongoing professional development of skills and knowledge
- Have content that is prepared by relevant professional experts
- Provide participants with learning/training support documentation that, where relevant include written worked examples, case studies and specific reference to relevant legislation
- Must collate a participant register which may be periodically audited by the AFA
- Provide participants with proof of attendance documentation in the form of a CPD certificate, letter or emailed PDF file which includes as a minimum
 - The name of the training session/course and the provider
 - The date the training was undertaken
 - The AFA accreditation number and CPD points awarded
 - Complete breakdown of the areas of competency addressed
 - Name of the training provider or an appropriate authorised person, such as a training manager or relevant department head

If you need more information about Event CPD accreditation don't hesitate to contact one of our friendly Campus AFA Staff at HQ.

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