



**Advocacy Training and
Development Program**

CPD Easy Guide

ATDP Continuing Professional Development Program

Version 1: July 2020

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1. CPD INTRODUCTION

This guide provides information about the Advocacy Training and Development Program's (ATDP) Continuing Professional Development (CPD) program. Advocates are required to understand complex and constantly changing legislation and policy that necessitate that their learning must continue beyond completion of a particular Unit of Competency.

Continuing Professional Development (CPD) encompasses the work-related learning and development that continues throughout an advocate's period of practice. The intent of the ATDP's CPD is to support accredited military advocates to maintain an appropriate level of knowledge for the provision of advocacy services to veterans and their families after gaining their qualification – with the objective of allowing advocates to further develop their baseline skills and knowledge.

The ATDP encourages all advocates to understand both streams of advocacy available within the program – Wellbeing and Compensation. The accumulation of points is the mechanism whereby advocates keep track of how their continuing development is progressing. However, the accumulation of CPD points is incidental to the objective of maintaining and increasing knowledge and skills of advocates.

The CPD program complements an ESO's own training and development activities and this collectively allows an advocate to maximise opportunities for personal and professional growth and hence their ability to assist veterans and their families .

2. ACCESSING THE CPD ONLINE SYSTEM

Please also see the [ATDP CONTINUING PROFESSIONAL DEVELOPMENT HELP GUIDE](#) at <https://web.atdp.org.au/cpd.php> for specific login information.

The CPD Home page is available via the ATDP Home Page. Log in to the ATDP Home Page, then click on the green 'Log in to your CPD home page' tab. You will be taken to the CPD Portal. Note that the 'Welcome' button shows an advocate is automatically logged in to the CPD Portal.

Via any Internet Browser. Type www.cpd.atdp.org.au into the address bar of your internet browser. You will be taken to the CPD Home Page. Note that the 'Log in' button shows that you will need to log in to your CPD page.

3. WHO HAS A CPD OBLIGATION?

All advocates who have been issued a Statement of Attainment and who are not actively engaged on an ATDP learning pathway have a CPD obligation.

Where an Advocate already holds an existing ATDP qualification, if they then make an application to undertake RPL for a qualification in the alternative stream, they will still have a CPD obligation from their first qualification.

4. CPD ACTIVITIES

ATDP's CPD activities currently include:

- Update modules for advocates who gained accreditation through Recognition of Prior Learning (RPL);
- Webinars;
- On-line quiz;
- Case studies and question sheets;
- Involvement in workshops and seminars including Community of Practice; and
- Completion of pre-approved activities, including
 - Mental Health First Aid
 - ASIST
 - AVERT
 - Understanding dementia
 - eSuicideTALK
 - COVID-19 training
 - Firefighters

5. CPD POINTS SYSTEM

CPD is a points-based system. An advocate must accrue a minimum of 45 CPD points over a three (3) year rolling period, including at least 15 CPD points in each CPD year. A CPD year for the purposes of this program is 1 July to 30 June.

An advocate who accrues at least 15 points in a CPD year is considered to be 'CURRENT'.

Where an advocate does not accrue 15 points in a given year, they are considered 'IN ARREARS' from 1 July the following year. The deficit points total in these situations is carried forward into the next CPD year and the Advocate must make up those points before they can start accruing new CPD points in the subsequent CPD year.

Where an advocate does not accrue 45 points over a three year period and has been 'In-arrears; for three (3) consecutive years they are considered 'Not Current'. Not Current means the advocate has not undertaken sufficient continuing professional development to meet the requirements for professional indemnity insurance by the Veterans' Indemnity and Training Association Inc. (VITA) needs to be abbreviated earlier. Where an advocate earns the status of 'not current' the only way to regain accreditation is by RPL to provide a full demonstration of compliance and therefore competency.

Note: An advocate may not be eligible for insurance even if the advocates' ex-service organisation has issued them with a '**Letter of Authority**' to act as an advocate on their behalf and they are practising at the level at which they hold relevant qualifications. For those advocates who's Authorising ESOs are not VITA members will need to discuss with their insurers what is required of them to ensure maintenance of professional indemnity insurance cover.

Diagram 1: CPD 3 year rolling period - examples

	2018-19 Advocates status as at 1 July 2019	2019-20 Advocates status as at 1 July 2020	2020-21 Advocates status as at 1 July 2021	Status Advocates status at the end of 3 year rolling period – 1 July 2022
Example 1	The advocate achieved 15 points in 2018-19. Their status for 18/19: Current	The advocate achieved 15 points in 2019-20. Their status is: Current	The advocate achieved 15 points in 2020-21. Their status is: Current	At 1 July 2021 the advocate's status is 'Current' because the advocate has achieved 45 points over the 3 year rolling period.
Example 2	The advocate achieved 0 points in 2018-19. Their status is: In Arrears	The advocate achieved 30 points in 2019-20. Their status is: Current	The advocate achieved 15 points in 2020-21. Their status is: Current	At 1 July 2021 the advocate's status is 'Current' because the advocate has achieved 45 points over the 3 year rolling period.
Example 3	The advocate achieved 0 points in 2018-19. Their status is: In Arrears	The advocate achieved 0 points in 2019-20. Their status is: In Arrears	The advocate achieved 0 points in 2020-21. Their status is: In Arrears	At 1 July 2021 the advocate's status is 'Not Current' because the advocate has achieved 0 points - which is less than the required 45 points in the 3 year rolling period.
Example 4	The advocate achieved 0 points in 2018-19. Their status is: In Arrears	The advocate achieved 15 points in 2019-20. Their status is : In Arrears	The advocate achieved 15 points in 2020-21. Their status is : In Arrears	At 1 July 2021 the advocate's status is 'Not Current' because the advocate has only achieved 30 points - which is less than the required 45 points in the 3 year rolling period.

Note: If the SoA is issued later in the year, pro-rata points obligations will apply (see section 8)

Explanation:

Example 1: The advocate is considered **'Current'** because they have achieved 45 points over the three year period.

Example 2: The advocate is considered **'Current'** because they have achieved 45 points over the three year period.

Example 3: The advocate is considered **'Not Current'** because they have not achieved 45 points over the three year period.

Example 4: The advocate has achieved 30 points but is still considered 'Not Current' because they have not achieved 45 points over the three year period.

6. CPD TERMS

CURRENT – the advocate has achieved at least 15 CPD points as at 30 June in each CPD year.

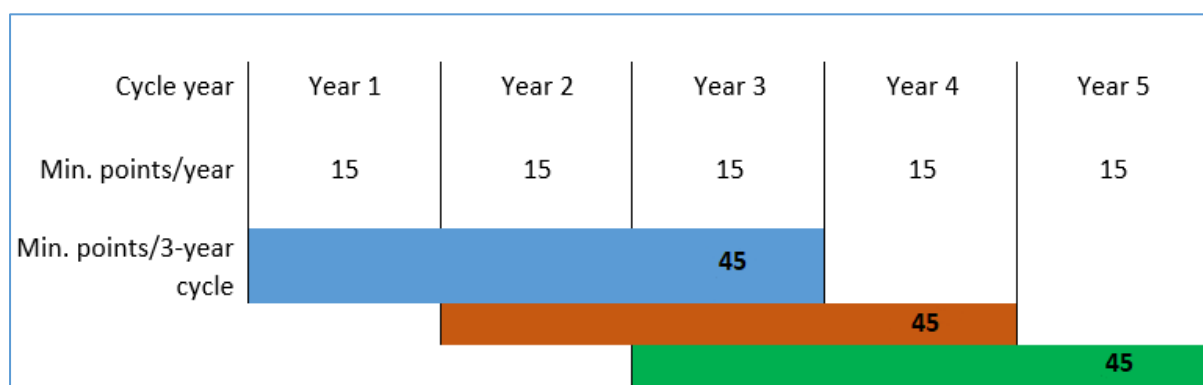
IN ARREARS – the advocate has not achieved 15 CPD points as at 30 June in the CPD year.

NOT CURRENT – has been IN ARREARS for three consecutive (CPD) years. If an advocate is 'in arrears' and becomes 'not current' they will lose their ATDP accreditation and be removed from the Authorised Advocate Register. Once an advocate becomes Not Current the only way to regain accreditation is by Recognition of Prior Learning to provide a full demonstration of compliance and therefore competency.

7. CPD YEAR

The CPD year is 1 July to 30 June each year. The 'three year rolling period' is the three CPD years ending 30 June immediately preceding 1 July each year.

Diagram 1: Points Allocation and Rolling period



EXPLANATION OF POINTS:

- In the above diagram, in Year 1, an advocate is expected to achieve 15 points (or the pro rata requirement) to be considered 'Current'.
- In Year 2 they are expected to achieve another 15 points which would total 30 points (or pro rata + 15 points) by the end of year 2 for the advocate.
- In year 3 an advocate is expected to achieve another 15 points giving them 45 (or pro rata +30) points for their first three year period and 45 points for subsequent 'rolling' three year periods

EXAMPLE: If the advocate does not achieve 15 points by the end of Year Two (2) they are considered 'In Arrears'. If they do not achieve 30 points by the end of Year Three (3) they are considered 'In Arrears'. If the advocate has been in arrears for three (3) consecutive years, they are considered 'Not-Current' (See section 4 for explanation of terms). If the advocate achieves 45 points (or equivalent pro rata requirement) by 30 June in Year 3,

which is 15 points (or pro-rata requirement in year 1) each CPD year they are considered 'Current'.

8. CPD BUSINESS RULES

1. In their first CPD year an advocate with a CPD obligation will show **CURRENT** in their profile in recognition of being awarded a Statement of Attainment.
2. The advocates status can revert to **IN ARREARS (for the first year)** if the advocate does not achieve 15 points in that first year (or the pro-rata requirement).
3. The advocates status showing as at 30 June in each year will also be the status the advocate profile shows at the start of the financial year at 1 July. For example, if their status was **CURRENT** for 19/20, their initial status on 1 July 20/21 will be **CURRENT**.
4. If the advocate has no CPD obligation – the status will show **NO OBLIGATION** in their profile.
5. On an advocates CPD profile points can be allocated back up to 2 years in line with the 3 year rolling average. Therefore, an advocates status can change at any time during the year in line with this rule eg if they achieve 15 points after allocation of points backwards, their status will change to **CURRENT** for that year in real time.
6. The deficit points total in these situations is carried forward into the next CPD year and the Advocate must make up those points before they can start accruing new CPD points in the subsequent CPD year.
7. Advocates can have different CPD start dates according to the SoA issued date. Three years will show on their CPD profile from the start of their CPD.
8. The totals in the advocates profile will always show the three year rolling total.
9. If an advocate is **IN ARREARS** for three consecutive years they will be deemed **NOT CURRENT** on 1 July of the fourth year. The first time an advocate can be **NOT CURRENT** will be 1 July 2021.
10. **90 day rule.** Advocates currently given 90 day exemption from CPD after SoA is granted and before next learning pathway commences.

9. CARRY BACK OF CPD POINTS

If an advocate does not meet the minimum points requirement for a given year i.e. 15 points, the shortfall will be added to the previous year. For example, if an advocate earns less than

15 points in 2019-20, any points earned in 2020-21 will be attributed back to 2019-20 to make up for any shortfall in that year.

Points cannot be carried forward.

10. CPD PRO-RATA POINTS

Where an advocate receives their first Statement of Attainment (SoA) after the 1st of July, they will be required to accrue a pro-rata points as shown below:

- Statement of Attainment issued – 1 Jul – 30 Sep => 15 points
- Statement of Attainment issued – 1 Oct – 31 Dec => 10 points
- Statement of Attainment issued - 1 Jan – 31 Mar => 5 points
- Statement of Attainment issued - 1 Apr – 30 Jun => obligation waived for current CPD year.

11. CORE AND ELECTIVE UNITS

An advocate who has obtained a qualification at Level 1 or 2 via RPL must complete four compulsory core update modules before they are allowed to commence any other CPD units/activities. Advocates that complete training via the Learning Pathway do not need to do these 'Catch Up' units as they are included in the ATDP curriculum. The fourth core unit will be either Compensation or Wellbeing. A wellbeing advocate will be required to complete the Compensation elective unit and vice versa.

Once completed they may undertake other relevant activities which may be either core or elective activities. Core activities are those activities that are directly related to the Unit of Competencies and include the Update Modules and pre-approved programs. Elective activities include the completion of online PowerPoint tutorials, webinars and other non – core activities. For those who have undertaken training via the Learning Pathway (i.e Completing Workplace Experience Logs and Consolidation and Assessment) they will already be familiar with the content in the Update Units and go straight to selecting from the Elective units. (Refer list below.)

Core Activities

Update Units as at 1 July 2019

- Update Module 1 – Transition and MEC
- Update Module 2 – Community Reintegration
- Update Module 3 – Restoring Wellbeing

And either Module 4 if a Wellbeing advocate or Module 5 if a Compensation advocate;

- Update Module 4 – Rehabilitation and compensation overview
- Update Module 5 – Wellbeing overview

Elective Activities

- View a DVA webinar
- Undertake an online case study
- Publish a professional paper
- Attend a specialist course
- Online PowerPoint tutorials
- Firefighters

12. DUAL QUALIFIED ADVOCATES

Dual qualified advocates are required to choose a stream each time they login into their CPD Profile/CPD activities. For dual-qualified advocates their CPD obligation is 15 points in total for each CPD year with a minimum of 5 points from each stream.

For dual-qualified advocates that have entered the program via RPL you only complete Update Modules 1, 2 and 3 before moving onto the Elective activities.

13. COMMUNITIES OF PRACTICE

Only two Communities of Practice (CoP) activities per CPD year attract CPD points per participant. One CoP, can be described as 'Core', as a collegiate activity, and the second can be claimed as an 'elective'. Any further CoP activities, unless they include a specific and approved CPD activity will not be eligible for CPD points.

- CoP convenors must submit a suitable agenda to be considered for CPD points to the CPD Team via the CPD Portal.
- There is no doubling up of CPD points. A participant cannot claim 'double' points when attending a CoP and where a pre-approved activity is conducted during the CoP.

14. CASE-STUDIES

Advocates can only do two case studies in any CPD year which equates to five (5) points each, this includes for a dual qualified advocate. This restriction is there to ensure that an advocate uses other CPD activities during that year.

Pro-rata points will be awarded where not all questions are answered correctly.

For further information on case studies see: [CPD Case studies guidelines](#)

15. QUIZZES/MULTIPLE CHOICE

Advocates can earn CPD points through completing an online quiz. A single online short answer quiz consists of five (5) questions chosen randomly by the CPD system.

Only one quiz per advocate can be submitted to earn CPD points per CPD year. An advocate can earn five CPD points for answering all five questions correctly. Points are still awarded if any question is answered incorrectly. For example, where a person gets four (4) out of the five (5) questions right, they will get 4 CPD points. Auto-marking is performed by the CPD system, and immediate online feedback provided for their answers. This feedback will also provide reference to at least one source of information which supports the correct answer.

A 'bank' of 100 questions for each stream is maintained in the CPD library. The questions are updated at least biannually so participants can be offered different questions..

16. APPROVAL OF EXTERNAL EVENTS/ACTIVITIES

All requests for CPD activities must be submitted to the CPD Team for approval and the allocation of points before the event occurs.

External Events/Activities:

Before a potential CPD activity is conducted, the convenor of the activity must submit an Application for an External Event (<https://www.cpd.atdp.org.au/eventApp.php>) to the CPD team with the details of the event. The CPD Team will decide on whether the activity/event is approved or not and how many points the activity is worth. Note: No CPD event will be approved without the convenor submitting a suitable agenda.

At the conclusion of the activity convenors complete the ATDP Attendance Form (<https://www.cpd.atdp.org.au/eventApp.php>) and submit it to the ATPD for the points to be assigned to advocates. Only Advocates who have a legitimate CPD obligation will be eligible to have CPD points credited to their CPD accounts.

17. SUSPENSION OF CPD OBLIGATION

A CPD obligation can be suspended for an advocate in the following circumstances:

- **Commencing a new Unit of Competency.**

When an advocate commences a new UoC the CPD system will automatically suspend the advocates CPD obligations. When the advocate achieves a Statement of Attainment for the UoC their CPD obligations will be automatically reinstated by the CPD system and they will be required to achieve 15 CPD points (or pro-rata CPD points) contingent on the date of the SoA. (See CPD Pro Rata points)

- **Extended leave.**

When an advocate takes extended leave for personal reasons such as illness or extended holidays pro-rata CPD obligations will apply.

- Over 6 months leave their CPD obligation is reduced to 6 points.
- From 1-3 months leave their CPD obligation is reduced to 12 points.
- From 4-6 months leave their CPD obligation is reduced to 9 points.

Communication: The advocate must advise their ESO (Authorising Officer) who in turn must advise the ATDP that the advocate is on leave. This can be done by email to cpd@atdp.org.au. A maximum of six months Special Leave may be approved for CPD purposes in any rolling three year period.

18. CPD SURVEYS

CPD Feedback Tab: The survey is available from the CPD Feedback Tab on the advocates' CPD Profile page. <https://www.cpd.atdp.org.au/user/index.php>. As part of ATDP's quality assurance program advocates are asked a series of questions about how the CPD program meets their needs as an advocate. The information recorded in the survey is reviewed by the ATDP Quality Assurance team and where identified the CPD information is updated.

Survey Forms: After each CPD course, participants are required to complete a feedback form on whether the course met their objectives and how the course may be improved for the future. The Convenor can download the Survey Form from the 'Download Templates' under External CPD event application' and when completed by the participants the Convenor should scan and email the forms to cpd@atdp.org.au.

19. VITA INDEMNIFICATION

The Veterans Indemnity and Training Association Inc (VITA) provides professional Indemnity for advocates. During 2019 VITA has notified its members that:

- From 30 June 2020 the schedule to the policy will specifically exclude 'TIP trained' Level 1 and Level 2 advocates from professional indemnity cover.
- From 31 December 2021 the schedule to the policy will specifically exclude Level 3 and Level 4 'TIP trained' advocates from professional indemnity cover.
- ATDP accredited advocates at any Level, place their ESO's VITA coverage at risk if they are 'In Arrears' and are specifically excluded if they are 'Not Current'.

20. CPD FREQUENTLY ASKED QUESTIONS

CPD and ATDP FAQs are here:

<https://www.dva.gov.au/consultation-and-grants/advocacy-training/advocacy-training-and-development-program> and <https://web.atdp.org.au/cpd.php>

Definitions

Accreditation	Formal recognition of a course by the National VET Regulator under the Act.
ATDP Accreditation	Qualification through the ATDP, current with CPD and listed on the Accredited Advocate Register (AAR)
Advocate	A person who completes the 10620NAT Course in Military Advocacy
ASQA	Australian Skills Quality Authority
Competency	The consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
Continuing Professional Development	Continuing Professional Development (CPD) refers to the work-related learning and development that continues throughout an advocate's period of practice.
CPD Obligation	An advocate must attain 45 CPD points over a three year consecutive period
Pathway	A path or sequence of learning or experiences that can be followed to attain competency. These can be specific mandated pathways or may vary to reflect individual needs.
Recognition of Prior Learning	<p>An assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.</p> <p>Formal learning—learning that takes place through a structured program of instruction and is linked to the attainment of a formal qualification or award (for example, a certificate, diploma or university degree).</p> <p>Non-formal learning—learning that takes place through a structured program of instructions, but does not lead to the attainment of a formal qualification or award (for example, in-house professional development programs conducted by a business).</p> <p>Informal learning—learning that results through experience of work-related, social, family, hobby or leisure activities (for example the acquisition of interpersonal skills developed through several years as a sales representative)</p>
Registered training organisation (RTO)	The activities a registered training organisation is registered to do, such as: provide training and assessments resulting in the issue of VET qualifications or VET statements of attainment; and provide assessments resulting in the issue of VET qualifications or VET statements of attainment, or provide assessments resulting in the issue of VET qualifications or VET statements of attainment.
Statement of attainment	A statement issued to a person confirming that the person has satisfied the requirements of the unit/s of competency specified in the statement.
Training package	The components of a training package endorsed by the Industry and Skills Council or its delegate in accordance with the <i>Standards for Training Packages</i> . The endorsed components of a training package are: units of competency, assessment requirements (associated with each unit of competency), qualifications and credit arrangements. A training package also consists of a non-endorsed, quality assured companion volume, which does not form part of the requirements that an RTO must meet under these Standards.
Units of competency	The specification of the standards of performance required in the workplace.