



**Advocacy Training and
Development Program**

CPD Policy Handbook

ATDP Continuing Professional Development Program

Version 1: July 2020

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1. INTRODUCTION

This handbook provides information about the Advocacy Training and Development Program's (ATDP) Continuing Professional Development (CPD) program. The suite of activities offered under the umbrella of the ATDP's role to train and develop advocates assists military advocates to both maintain and expand their skills and knowledge after they have successfully completed their Unit of Competency.

The available Units of Competency are offered as part of the Course in Military Advocacy which is an Australian Skills Quality Authority (ASQA) accredited course. Major Training Services Pty Ltd (MTS) (RTO Code 90748), offers the 10620NAT Course in Military Advocacy through a written agreement with the Advocacy Training and Development Program (ATDP).

This handbook is supported and should be read in conjunction with 'Chapter 11, Continuing Professional Development (CPD)' in the **Operational Policy Library**.

2. CONTEXT

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. A professional approach to military advocacy therefore requires;

- a structured program supporting the ongoing growth of skills and knowledge of advocates; and
- a personal commitment to:
 - self-directed learning and development,
 - acceptance of a professional obligation to maintain and improve competency, and
 - a desire to keep abreast of change.

Continuing Professional Development (CPD) encompasses the work-related learning and development that continues throughout an advocate's period of practice. CPD enables both high standards of professional practice and the currency of qualifications and experience to be maintained. This handbook details the policy framework and specific requirements of the program such that they are understood by stakeholders and applied in a way that ensures the integrity of the program.

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, noting that contemporary advocacy is essentially focussed upon the wellbeing of veterans and their families. Consistent with this whole of person approach, CPD provides opportunities for individuals across a wide range of knowledge and experience levels.

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.

ATDP's CPD supports Veterans' Indemnity and Training Association's (VITA's) requirements for maintaining currency for the purposes of professional indemnity (PI) insurance coverage. ATDP monitors involvement in, completions and standards of completion of its CPD program for Ex-Service Organisations (ESOs) (this term also includes Veteran Service Organisations) that authorise advocates to provide services on their behalf and provide them with Letters of Authority as required of its members by VITA (need to write this in full in the first instance).

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.

The objectives of the CPD program are:

- To help maintain and enhance the skills and knowledge gained in the Course in Military Advocacy;
- To ensure changes in legislation are known, new topics explored and updated content made available to assist advocates do their work in what is a dynamic working environment;
- To be flexible in the CPD options on offer to meet the needs of accredited advocates;
- To help support compliance with the eligibility requirements for professional indemnity insurance under VITA;
- To be consistent with the objectives of ATDP's internal quality assurance and quality control programs; and
- To support a professional and contemporary approach to the training military advocates.

ATDP's CPD activities currently include:

- Update modules for advocates who gained accreditation through RPL;
- Webinars to view;
- An 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
 - First Aid and CPR
 - ASIST
 - AVERT
 - Understanding dementia
 - eSuicideTALK
 - COVID-19
 - Firefighters

3. 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.

Each year on the 1st of July the points for individual advocates for the new CPD year **will be zeroed** in the CPD system.

4. 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.

5. 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

Cycle year	Year 1	Year 2	Year 3	Year 4	Year 5
Min. points/year	15	15	15	15	15
Min. points/3-year cycle	45			45	
		45			45
			45		

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 One (1) they are considered 'In Arrears'. If they do not achieve 30 points by the end of Year Three (2) 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'.

6. 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 will 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.**

7. CARRY BACK OF CPD POINTS

If an advocate does not meet the minimum point requirement for a given year, the shortfall will be added to the following year. The advocate will be considered '**In Arrears**' until the shortfall is made up. For example. If an advocate earns less than the required number of points in Year One (1), any points earned in Year Two (2) will be attributed to Year One (1) until the requirement is met, this also applies for Years Two (2) and Three (3).

An advocate can earn more than 15 points in a year. For example, where an advocate earns zero points in Year One (1), but 25 points in Year Two (2), 15 of those points would be attributed back to Year One (1), leaving the Advocate 10 points for Year Two (2) and 15 points for Year One (1) (therefore the advocate is 'In arrears' in Year Two (2)). This calculation will occur on the 1 of July each year and the advocates ESO will be advised (with a copy to the advocate).

Points cannot be carried forward.

8. CPD PRO RATA POINTS

The 'CPD year' (or anniversary) for all advocates is 1 July each year. To ensure that the attainment of points is consistent and doesn't put undue obligations on advocates, where an advocate receives their first Statement of Attainment (SoA) after the 1 July, they will be required to accrue a proportion (pro-rata) of their minimum annual 15 points in their first year to be deemed "current". Points commence from the issue of the SoA as shown below:

- **SoA issued – 1 Jul – 30 Sep => 15 points**
- **SoA issued – 1 Oct – 31 Dec => 10 points**

- SoA issued - 1 Jan – 31 Mar => five (5) points
- SoA issued - 1 Apr – 30 Jun => obligation waived current CPD year

9. 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.

10. 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

11. CURRENCY OF COURSES

CPD activities are constantly reviewed and updated as the need is identified. However, for certain external courses and qualifications such as First Aid (Mental Health) the specified period of currency is subject to external regulation. To remain certified the advocate may need to undertake periodic refresher training. (Eg a person completing a First Aid qualification remains qualified for three (3) years before they need to do a refresher or the course again). Therefore, an advocate can complete courses or qualifications of this type more than once to maintain currency and be awarded CPD points on each occasion. The currency of courses or activities will be displayed against the CPD activity in the CPD portal and the participants CPD profile.

12. DUAL QUALIFIED ADVOCATES

Dual qualified advocates are required to choose a stream each time they login to 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 five (5) points from each stream.

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

13. CPD OPTIONS NOT REQUIRING APPROVAL

The CPD team have designed a suite of activities that advocates can access to meet their CPD obligations. When an advocate completes one of the available online activities on the CPD portal which do not require pre-approval, the number of CPD points allocated is displayed against the activity and is automatically credited to the CPD account by the CPD system when the advocate has completed the activity.

14. APPROVAL OF OTHER CPD ACTIVITIES

It is recognised that many other alternate activities may support and enhance professional skills and knowledge and if so should attract CPD points. However, before such activities are conducted, they need to be approved by the CPD Team and the appropriate number of points allocated.

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

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 application form outlines eligibility standards for the event and the CPD Team will decide on whether the activity/event is approved or not. Once approved, CPD points will be assigned to

the activity and allocated to the CPD system. Note: No CPD event will be approved without the convenor submitting a suitable agenda.

At the conclusion of the activity convenors will need to 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.

Specialist Modules: Where the Department of Veterans Affairs (DVA), Department of Defence or an ESO requests inclusion of specialist modules for CPD, the request must be agreed to by the CFMG and the CPD team will work with the requesting authority to produce the module as required.

15. ELIGIBLE PROGRAMS – 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.

16. RETROSPECTIVE APPROVAL OF CPD POINTS

Where points for a pre-approved activity are changed ie increased /decreased, the points will be retrospectively applied to all advocate profiles for those courses where they are already completed for the current CPD year. This is to ensure a fair and equitable allocation of points occurs if changes are made retrospectively.

Advocates can claim retrospective points for a pre-approved program if they did it as part of their Consolidation and Assessment. Advocates are not required to redo a pre-approved CPD program where it has been completed during the learning pathway process.

Note: Where an advocate earns CPD points before they are required, (before their Statement of Attainment is awarded) they can claim CPD points if the pre-approved course is completed within the same CPD year as earned.

17. 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 Level 1 and Level 2 Training and Information Program (TIP) trained 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'.

18. DEVELOPMENT OF CASE-STUDIES

Case studies offered through CPD will be constantly updated and added to by the CPD Team with an appropriate balance between compensation and wellbeing case studies available to advocates in the CPD Library.

The CPD team will review the case studies offered at least twice a year and these will be updated by a 'Subject Matter Expert' team convened by the CPD Coordinator.

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](#)

19. DEVELOPMENT OF SPECIAL MODULES

Any approaches to the ATDP for special CPD modules (eg for the Firefighters) by the Department of Veterans Affairs (DVA) will be referred directly to the CPD Team Leader for approval to include.

Guidelines have been prepared that provide details for the policy area outlining how the module will be prepared. Once approved, the CPD technical team will finalise the module for release to the CPD Activities for advocates to access. The CPD team leader will allocate points based on the CPD point's table.

20. DEVELOPMENT OF 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.

Developing questions

A 'Subject Matter Expert' team is convened by the CPD Coordinator to develop new questions as required.

A [CPD - Guide to Drafting Questions](#) has been developed to assist with the process of drafting questions for the Wellbeing and Compensation streams that can be referenced when convening SME working groups. The guide can also be provided to DVA policy areas. There is also a [CPD Quiz Guide](#) to support the guidelines.

21. CPD STATUS AND ELIGIBILITY TO ENROL IN NEW UNITS OF COMPETENCY

An advocate may be enrolled in a new Unit of Competency (UoC) by their ESO Advocate Register approved person while 'In Arrears' in CPD. It is up to the Registered Training Organisation to decide, according to ASQA regulatory requirements.

22. STATEMENT OF ATTAINMENT

An advocate must have been issued with a Statement of Attainment (SoA) to be able to commence CPD and have points counted for currency purposes. Where there is no SoA the person has no CPD obligations. However, they can access all five (5) update modules but the points will not be counted for any purposes as the person does not have a CPD obligation.

23. 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. (also 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.

24. CPD SURVEY

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 survey is available from the CPD Feedback Tab on the advocates CPD Profile page. <https://www.cpd.atdp.org.au/user/index.php>

The information recorded in the survey is analysed by the CPD management team to target improvements to the CPD Core and Elective modules and pre-approved course offerings. During 2020 the CPD survey will be reviewed through the ATDP Quality Assurance program for its adequacy in providing targeted and useful feedback.

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 ATDP.CPD@dva.gov.au.

25. CPD STATUS NOTIFICATIONS - EMAIL

The CPD Online System will generate emails to advise advocates of their CPD status annually each July following the end of the preceding CPD year. The Advocate's Authorising ESO will also be advised of the advocates' CPD status. The advocate will receive a copy of the e-mail. Status indicators will be:

- **Current** – Has attained 15 points in the previous CPD year and has no outstanding requirements from previous years;
- **In Arrears** – Has not attained 15 points in the preceding CPD year.
- **Not -Current** – Has not attained 45 points over the preceding three year rolling period.

See Annex A for email templates and Communication Plan

Note: A separate communications plan has been developed to show the schedule of communications activities for CPD.

26. 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>

<https://web.atdp.org.au/cpd.php>

The DVA, ATDP and the CPD Portal FAQs will be updated at least annually by the CPD Team.

27. ACCESSING THE CPD ONLINE SYSTEM

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 command line 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. Please see the **ATDP CONTINUING PROFESSIONAL DEVELOPMENT HELP FILE** at <https://web.atdp.org.au/cpd.php>

The ATDP CPD online system includes a number of CPD approved activities. For an activity to be approved it needs to be fully reviewed and quality assessed by the CPD team to ensure it meets the continuing professional development needs of advocates and is consistent with the various Units of Competency (UoCs) for the accredited course in Military Advocacy.

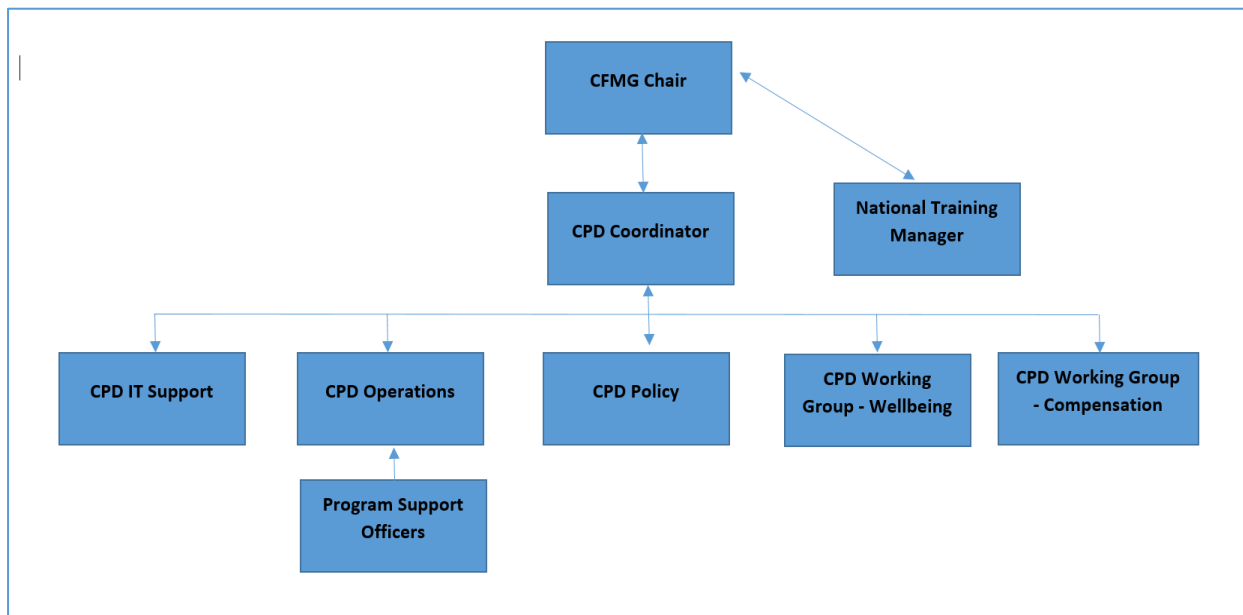
28. DEFINITIONS

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 rolling three year period
Learning 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 and skills 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)	An organisation registered and authorised to 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.



ANNEX A: CPD ORGANISATIONAL STRUCTURE



ANNEX B: CPD ROLES

CFMG Chair

The CFMG Chair is responsible for management of all operational-level activities identified in the ATDP Blueprint including Continuing Professional Development (CPD), other than training and development. The latter are the responsibility of the National Training Manager (NTM). The two leaders integrate their activities to achieve the National objectives and goals identified in the Blueprint and directions from the SGB.

National Training Manager

The NTM exercises leadership of the National Training Team under the ASQA Registration of, and in close collaboration with, the RTO.

CPD Coordinator

The CPD Coordinator is a member of CFMG and exercises leadership of CPD in close collaboration with the CFMG Chair and National Training Manager.

CPD Policy

The CPD Policy Officer works in close collaboration with the CPD Coordinator to develop strategy and deliver the objectives of CPD.

CPD IT Support Officer

At the direction of the CPD Coordinator, prepare and implement IT CPD activities; program and implement changes to the CPD system as directed.

CPD Operations

Manage the coordination of CPD activities by the PSOs at the direction of the CPD Coordinator.

Program Support Officers

The PSOs will work at the direction of the CPD Operations officer. Communicate CPD data and other information and work at the direction of the CPD Operations manager and coordinator coordinator to deliver CPD outcomes. The PSOs will also liaise with a range of advocates, ESOs and other stakeholders to monitor and report on the CPD status of advocates.

CPD Working Group – Wellbeing and Compensation Working Groups

Members of the Wellbeing and Compensation Working Groups will be identified on the basis of the relationship between their knowledge, skills and experience and the requirements/specifications of the task. As a key objective in forming a Working Group is to ensure national consistency in design, implementation, monitoring and evaluation of the task.