

Campaspe Financial Services Pty Ltd

CONTINUING PROFESSIONAL DEVELOPMENT POLICY

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1. Purpose

Continuing Professional Development (CPD) is an integral part of a professional framework. Not only is it a way of maintaining currency of technical knowledge and ensuring Authorised Representatives remain professional; it is also a way of growing new knowledge and expanding Authorised Representatives' abilities as professionals. It should never be viewed merely as another compliance task, but instead of a method of improving personal and professional confidence and proficiency.

This policy was designed to offer Authorised Representatives a wider range of education options that will assist them to maintain their professional proficiency and status while meeting regulatory and legislative CPD requirements.

The FPA's professionalism framework has always, and continues to demonstrate the financial planning profession's commitment to best practice, and as a FPA Professional Practice, we have modelled our policy on the higher standards and requirements from the FPA than just meeting our regulatory requirements.

As stated in the FPA CPD Policy, the CPD framework supports the three pillars of the FPA:

1. Professional Membership – ensuring we get the right people with the right skillsets into the profession and FPA Membership
2. Professional conduct – ensuring Members adhere to the high standards set for the profession and that they are supported in following professional ideals
3. Professional accountability – protecting the reputation of all Members by putting in place an independent, peer-driven disciplinary mechanism.

Undertaking CPD promotes technical competence and the holistic skills and knowledge required of a well-rounded professional who can think critically and professionally respond to their client's goal-based needs.

2. Summary of Requirements

The following tables summarise the key CPD requirements for Authorised Representatives of Campaspe Financial Services Pty Ltd.

	All Authorised Representatives		
Applicable Dates	1 st January 2019 to 30 th June 2020	1 st July 2020 Until 31 st December 2023	From 1 st January 2024
CPD hours	60 hours over 18 months	40 hours per Financial Year	150 hours per triennium with a licensee requirement to complete 50 hours and meet all knowledge area requirements per financial year.
Accredited CPD	100% of the total CPD hours must be structured and/or FPA Accredited. For example: Kaplan Ongoing Training, FPA Accredited Conferences, Professional Development Days and Workshops and Formal Education.		
Non-accredited CPD	Campaspe Financial Services Pty Ltd does not allow any non-accredited or un-structured training. ie: Technical reading.		
CPD Area requirements	As per FASEA guidelines: A minimum of five hours each in the CPD areas of technical competence, client care and practice, regulatory compliance and consumer protection; and a minimum of nine hours in the CPD area of professionalism and ethics.		
ASIC knowledge requirements	Set by the individual or the licensee in a manner that ensures they develop, maintain and apply a high level of relevant knowledge and skills.		
Record keeping	The following records must be kept for seven years: <ul style="list-style-type: none"> • CPD records/CPD registers • CPD plans • Additional evidence for external or Formal Education. 		
Declaration	Each FPA practitioner member must affirm that they have satisfied the annual CPD hours each CPD year through a declaration. (For extenuating circumstances see Section 8.)		
CPD Audits	Authorised Representatives selected for a CPD audit by either the FPA or the licensee must comply with audit requests (see Section 7).		

3. Acceptable CPD Content

a. CPD Hours

All Authorised Representatives are to meet the FPA CFP® requirement and must earn a minimum of 50 hours each CPD year. This requirement would take effect from 1 January 2024.

CPD hours must be completed in each CPD area (see section 3h) in order to meet CPD requirements.

b. Reduction in CPD hours for part-time advisers

The FASEA standard allows a member who is working on a part time basis for the whole of the CPD year to apply to their licensee for a reduction in minimum hours to 36 hours per annum. This must be done in writing prior to adopting the reduced minimum hours. This reduction in hours does not impact other CPD requirements.

However, the licensee provides no CPD exemption for part-time advisers.

c. Approved / Accredited CPD

100% of the FASEA minimum hours required to be completed each CPD year must be accredited by the FPA or otherwise approved by the licensee prior to the commencement of the study or training.

Please note that internal programs accredited by FPA authorised CPD accreditors are included under 'Accredited Programs' on a CPD record, and as such there is not a cap on the inclusion of these activities for Authorised Representatives.

The licensee will not approve any CPD activity that consists of professional or technical reading.

No more than 40 hours per CPD year will be included in study towards a professional qualification or designation.

Authorised Representatives may NOT count time spent in the preparation and first delivery of a CPD activity towards their total CPD hours each CPD year.

The licensee has the right to identify further CPD requirements for individual Authorised Representatives to maintain or ensure competence in their advice areas.

d. When there is no requirement for FPA Authorised Representatives

There is no further CPD requirement for Authorised Representatives undertaking their Professional year. This is due to the required 100 hours of training, and it is understood they will already have a significant training schedule in meeting the standards necessary to become a Relevant Provider (Authorised Representative).

e. Transfer of CPD hours

CPD hours accrued in excess in one CPD year may not be transferred or brought forward to offset the CPD requirement in an ensuing CPD year.

f. Non-accredited CPD

It is a licensee requirement that Authorised Representatives can NOT count any non-accredited CPD to their CPD hours per CPD year.

Where an Authorised Representative wishes to include non-accredited CPD the AR will need to seek approval from the licensee prior to the training and maintain their own evidence of completion, an

outline of course aims and / or objectives, and any assessments undertaken in order to justify the inclusion of such programs on their CPD record and provide a copy of all documents to the licensee.

g. CPD activities by other Membership Bodies

CPD activities offered by other Membership bodies can be included on a member’s CPD record.

The FPA works with other professions and associations to consider recognition for Professional Development and offers discounted rates and support to those organisations. In the first instance the FPA encourages Authorised Representatives to suggest that the organisation seek to have their programs accredited for CPD hours by the FPA to ensure quality across the industry.

Where the organisation does not have their learning activities FPA accredited, Authorised Representatives will need to seek approval from the licensee prior to the training and maintain their own evidence of completion, an outline of course aims and / or objectives, and any assessments undertaken in order to justify the inclusion of such programs on their CPD record and provide a copy of all documents to the licensee.

h. CPD Area Requirements

CPD Area requirements are as follows:

CPD Area	Requirement
Technical competence	Minimum of 5 hours per annum
Client care and practice	Minimum of 5 hours per annum
Regulatory compliance	Minimum of 5 hours per annum
Professionalism and ethics	Minimum of 9 hours per annum
General	No minimum requirement

The CPD Areas as outlined in the Corporations (Relevant Providers Continuing Professional Development Standard) Determination 2018 are:

Continuing Professional Development Standard – FASEA CPD area
<p>Technical competence</p> <p>This activity is designed to enhance participant’s technical proficiency and ability to develop and provide advice strategies that are appropriate to the objectives, financial situations and needs of different classes of retail clients.</p> <p>Acting as a technically proficient professional</p>
<p>Client care and practice</p> <p>This activity is designed to enhance participants’ ability to act as a client-centric practitioner in advising retail clients.</p> <p>Acting as a client centric practitioner</p>
<p>Regulatory compliance and consumer protection</p> <p>This activity is designed to enhance participants’ understanding of applicable legal obligations and how to comply with them.</p> <p>Acting as a legally compliant practitioner</p>

<p>Professionalism and Ethics</p> <p>This activity is designed to enhance participants' capacity to act as an ethical professional.</p> <p>Acting as an ethical professional</p>
<p>General</p> <p>This activity is designed to maintain and extend participants' professional capabilities, knowledge, and skills, including keeping up to date with regulatory, technical and other relevant developments, but is not in an area referred to in another item of this table.</p>

i. Relevant Tertiary Study

Campaspe Financial Services Pty Ltd recognises the value of relevant formal study with a higher education provider as part of a CPD plan. Authorised Representatives may include relevant study at a Bachelor's degree or higher for any relevant subject that has been passed.

Where there has been no formal FPA assessment, each subject passed can be claimed as accredited CPD at a level of 20 hours for each subject passed. Other hours (with documentation) can be claimed as unaccredited CPD.

Up to thirty hours may be claimed in any CPD year.

4. ASIC Knowledge Requirements

ASIC Knowledge Requirements are to be set by each member as part of their annual CPD plan with the approval of the licensee. Authorised Representatives must ensure that the Knowledge Requirements they include in their plan will address the technical, product, and skill competences they require to develop, maintain and apply a high level of relevant knowledge and skills.

The FPA will continue to use the ASIC Knowledge Requirements to accredit CPD alongside the FASEA CPD areas, allowing Authorised Representatives to easily identify if particular FPA accredited CPD is relevant to their CPD plan and the areas in which they provide advice.

5. Meeting Tax Practitioners Board (TPB) Continuing Professional Education (CPE) Requirements

As per the Explanatory Paper 042012, the TPB accepts compliance with the FPA CPD policy as compliance with the TPB CPE requirements. The FPA facilitates this by ensuring:

- Authorised Representatives align their CPD with ASIC Knowledge Requirements in addition to the CPD areas ensuring their CPD is relevant to the product areas in which they provide advice;
- CPD activities accredited by the FPA are relevant to the industry and delivered by individuals of appropriate expertise;
- Total hours required by the FPA in CPD meet or exceed those required by the TPB.

6. Record Keeping

a. CPD plan

Authorised Representatives are required to work with the licensee to prepare a CPD plan on an annual basis. The CPD plan should be comprehensive and include development opportunities across each FASEA CPD area. In addition the CPD plan should take into account the Knowledge Requirements required to support the advice delivered by the member.

b. CPD record

Authorised Representatives are required to keep a complete and accurate record of CPD completed for each CPD year. The CPD record and supporting documentation must be provided to the licensee and retained by both parties for seven years post completion.

The CPD record should capture the following information:

- Program / education activity title
- Provider
- Date of completion
- Evidence of completion
- Delivery format
- Total CPD hours
- CPD hours against each FASEA CPD Area
- CPD hours against each ASIC Knowledge Requirement
- Accredited / Non-accredited education activities

7. Audits and Penalties

Adherence of the CPD Policy is a licensee requirement, and Authorised Representatives are asked to declare their completion of CPD on a quarterly basis. Failure to comply may ultimately result in suspension of Authorised Representative status.

The FPA may conduct a CPD audit. It is a requirement that Authorised Representatives comply with a FPA CPD audit procedure.

8. Suspension of CPD Requirements

Authorised Representatives affected by extenuating circumstances such as medical, disability, or parental leave who are taking a leave of absence from the profession may apply for a suspension of their CPD requirements.

A suspension of CPD requirements may only be given where a member ceases to give financial advice, and must be applied for in writing, along with supporting documentation.

Application for suspension of CPD requirements cannot be requested where an Authorised Representative is working part-time hours, or giving advice in any capacity (see Section 3b).

9. Returning from a Leave of Absence or Reinstating Authorised Representative status.

On returning to work the member must first provide a CPD plan to the licensee. The CPD plan must clearly detail how they will address the gaps in their technical, knowledge and skill competencies on their first year of return.

The licensee / FPA may require additional CPD hours if it appears that will be needed to ensure a member covers the full range of FASEA CPD areas and ASIC Knowledge Requirements in relation to the advice they are giving.

10. CPD Accreditation

The FPA operates a robust accreditation service that assesses and accredits for CPD to the FASEA CPD Areas and ASIC RG146 Knowledge Requirements, providing certainty for the licensee and Authorised Representative of the quality of the CPD. CPD assessed by the FPA meets the FASEA standard of qualifying CPD.

In line with the FASEA standard for qualifying CPD education activities, the FPA accredits CPD using the following standards:

- The education activity aligns with at least one of the FASEA CPD Areas and RG146 Knowledge Requirements.
- The education activity is delivered by a reputable provider and is led by an individual / group who have appropriate expertise to talk to the topics outlined.
- The education activity has appropriate topic focus for FPA Authorised Representatives improving their ability to deliver best practice financial advice.
- The activity is of an appropriate standard and level of content for FPA practitioner Authorised Representatives.

11. FPA CPD Accreditor Program

All CPD education activities designed and developed with the intent of marketing to people outside the organisation, for example road shows, conferences, etc must be forwarded to, and accredited by, the FPA. Programs accredited by CPD accreditors are included under 'CPD Accredited Programs' on a CPD record, and as such there is no cap on the inclusion of these education activities for FPA practitioner Members.

Appendix A Scope

This CPD Policy impacts:

- Authorised Representatives of Campaspe Financial Services Pty Ltd AFSL 508724,
- Practitioner Authorised Representatives of the FPA (CFP professional, Financial Planner AFP®, and Associate Authorised Representatives); and
- FPA Professional Practices;

Not only do individual FPA Authorised Representatives fall under our policy, all Authorised Representatives of Campaspe Financial Services Pty Ltd will be covered by this policy as was are a FPA Professional Practice and expect all Authorised Representatives to adhere by the policies.

Appendix B Definitions

Continuing Professional Development (CPD and PD)

The Financial Planning Association of Australia's definition of Professional Development is:

“Professional Development is about engaging in activities which systematically assist professionals to enhance their knowledge, skills and general life attributes so as to achieve professional and organisational goals.

Professional Development is not an end in itself; it is continuous and directed towards maintaining the knowledge, skills and competence necessary for the diligent and competent practice of the profession of financial planning as well as encouraging acceptance of its status as a profession by the communities it relates to.”

Continuing Professional Education (CPE)

The Tax Practitioners Board uses the term CPE for Continuing Professional Education.

CPD Hours

The Financial Planning Association of Australia requires Authorised Representatives to earn CPD hours, in line with FASEA and TPB requirements and current practice with other professional associations. The terms “points” and “hours” can be used interchangeable.

Continuing Professional Development Plan (CPDP and CPD Plan)

A CPD plan sets out the identified learning activities that support the development of technical competencies, professional skills and personal attributes required for effective performance and participation within the financial services industry.

Continuing Professional Development Record (CPD record)

A CPD record captures the evidence of CPD activity. It can be tailored to suit individual needs. At a minimum it should show the name, date, CPD value, provider, delivery type and dimensions of the education you have engaged in.

Professional Year

A period of supervised work and training completed by new industry entrants working to become a Relevant Provider.

Relevant Provider

An individual who is an Authorised Representative of a Financial Services Licensee.

Qualifying CPD Activity

CPD that meets the standard for a qualifying education activity as laid out in the Corporations (Relevant Providers Continuing Professional Development Standard) Determination 2018.

ASIC Knowledge Areas: Regulatory Guide 146 (RG146)

Australian Securities and Investments Commission (ASIC) guide to the Training of Financial Product Advisers. RG146 sets out the minimum training standards that apply to advisers and how advisers could meet these training standards prior to FASEA legislative changes. The Knowledge Requirements in RG146 remain relevant to practitioners in identifying product knowledge required to deliver advice.

TPB(EP) 06/2014

The Tax Practitioners Board (TPB) released TPB(EP) 06/2014 Continuing Professional Education policy requirements for tax (financial) advisers in June 2014.

Appendix C References

- FPA Continuing Professional Development Policy February 2019
- Regulatory Guide 146 – Licensing: Training of financial product advisers ASIC – Australia Securities and Investments Commission
- FPS004 – Continuing Professional Development Policy – FASEA Standards Authority
- Corporations (Relevant Providers Continuing Professional Development Standard) Determination 2018 – FASEA Standards Authority
- Corporations (Work and Training Professional Year Standard) Determination 2018 – FASEA Standards Authority
- Explanatory Paper TPB(EP) 04/2012 Continuing Professional Education policy requirements for registered tax and BAS agents from 30 June 2013 – Tax Practitioners Board

Appendix D Professional Dimensions Model

Capability

The technical, legal, product and industry knowledge that it takes to advise clients and run a business.

Professional Conduct

All the skills and knowledge that go into making good, informed and client centred decisions.

Critical Thinking

The skills of how to process complex information and create new solutions.

Reflective Practice

Skills in developing others and yourself - thinking about the professional and personal needs of others as well as your own.

Interdependence

Engagement with the profession, the industry and peers in ways that instil consumer confidence.

Attributes and Performance

Skills in building professional relationships and improving Professional performance.