

## **CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) POLICY**

### **Policy Statement**

Plant and Associates Pty requires all staff to enhance their current skill set and advance their profession within the wider community.

This CPD Policy will apply from 1 January 2019, with Professional Development Plans developed on a yearly basis.

Existing Professional Development Plans will be re-aligned with the requirements of the Financial Adviser Standards and Ethics Authority (FASEA), CPA and this CPD Policy. Professional Development Plans will then be issued on an annual basis, aligned to the financial year.

### **Purpose**

The purpose of the Plant and Associates CPD Policy (the Policy) is to ensure our staff meet the required standards as set out in the Corporations Act 2001 (Cth) and maintain professional knowledge and skills that are current to their role in the provision of personal financial advice.

### **Scope**

This policy applies to all Advice/Accounting staff of Plant and Associates (ABN 61133611953) and under Limited AFSL 469574. Sharon Plant, Director of Plant and Associates is responsible for ensuring the maintenance, regular review and update of this Policy.

### **Continuous Professional Development**

Plant and Associates expects staff to drive their own development and ongoing professional education. All staff are expected to ensure they meet or exceed the standards and requirements set out in their Professional Development Plans and the standards set by FASEA.

### **Appropriate Training Providers**

Training should be provided by persons and/or entities that hold appropriate qualifications and or experience, relevant to the training provided.

In order to be applied to CPD records, CPD related activities must be provided by and or accredited by a recognised industry provider.

Industry providers must have relevant experience or education in the field they are training, they must declare the learning outcomes and be able to demonstrate how the content or training provided meets the learning outcomes.

### **Recording CPD Activities**

CPD records are kept electronically. It is the responsibility of the individual staff member to ensure that their records are accurate and up to date.