

## CONTINUING PROFESSIONAL DEVELOPMENT POINTS POLICY (CPDP)

### 1. Policy Statement

In the absence of a state based legislation and registration requirements for Strata Community Managers the following National policy shall apply to all State and Chapter SCA Management Members which enables Management Members to develop and expand their professional competence to meet industry standard obligations, thereby, maintaining an effective and competent service to their clients.

This policy will also maintain public confidence in Management Members as it defines the pathway members take to stay abreast with legislation and developmental changes in the Strata Community within each state.

### 2. Scope

This policy applies to Management Members only. It does not bind strata services or owner members. The policy covers strata related educational seminars.

### 3. Membership and Accreditation

SCA provides individual Management Membership to any person employed by a Strata Community Management Business. For a Management Member (ordinary member) to join SCA's Accreditation Pathway, successful completion of the SCA A100 Essentials of Strata Community Management is a prerequisite. This is the entry level membership for accreditation. Levels for accreditation are certified, accredited, practicing and fellow member.

### 4. Requirements

Management Members do not have ongoing obligations to accrue CPD points (except NSW) unless they choose to obtain accreditation.

Accredited/Certified/Practicing Strata Community Managers must complete 12 points of professional development in the 12 months period immediately prior to the renewal due date of their membership. A minimum of 7 points must be achieved by way of direct SCA involvement. Fellow Strata Community Managers must complete 6 points of professional development in the 12 months period immediately prior to the renewal date of their membership. There is no requirement by way they are achieved.

Membership Type	Annual CPD Points	Source	
		SCA (WA)- Minimum	Non-SCA (WA)- Maximum
Accredited Strata Community Manager Level 1	12	7	5
Certified Strata Community Manager Level 2	12	7	5
Practicing Strata Community Manager Level 3	12	7	5
Fellow Strata Community Manager Level 4	6	N/A	N/A

## 5. Learning

### 5.1 Categories

Continuing professional development is divided into two categories SCA involvement and Non-SCA involvement, Management Members can accrue points from either category as detailed in the rest of this document.

- a) SCA Involvement
  - Any SCA based workshop, breakfast, seminar, event, webinar, course, and State Council or Committee involvement
- b) SCA Non-involvement
  - Any other equivalent training, seminar, webinar or event that pertains directly to the industry and meets all industry and SCA standards and requirements. Some endorsed partners and Business Members are eligible to deliver SCA equivalent training.

### 5.2 Point Entitlements

An SCA certificate holder (e.g. an accredited Management Member) is entitled to the following continuing professional development credits:

- a) SCA Involvement - Professional Development
  - SCA PD Workshop/Seminar/Course – as advertised by SCA in the state but no more than 4 points per workshop/seminar/course
  - SCA PD Breakfast/short course/etc. (max. 2 hours) – as advertised by SCA in the state but no more as 2 points per breakfast/short course/etc.
  - Country/Regional Member CPD Allowance – CPD acquired by Country /Regional Members who cannot attend training sessions as so scheduled upon prior registration: by acquiring training manual if one is provided to attendees
  - Presenter at SCA educational events/seminars/courses - 2 points per 1 hour depending on content but no more than 8 points per annum
  - State Council /Board meeting participation – 4 points will be awarded for attending SCA State /Board Council meetings if Council /Board Member is not absent from no more than 20% of meetings convened per annum
  - State Committee meeting participation – 2 points will be awarded for attending SCA State Committee meetings (e.g. PD Committee, Best Practice Committee, Legal and Licensing Committee, Professional Standards Committee) if Committee member is not absent from no more than 20% of meetings convened per annum
  - State SCA Conference / Symposium - points will be allocated based on the program – a member can only gain a maximum of 4 points; this is usually a 1 day program.

- SCA National Annual Conference – a member can gain a maximum of 5 points. This is usually a 2 day program – if a member only attends one day, a maximum of 3 points can be gained.
- Principal / Leader Forums - Points will be awarded based on the program- a member can only gain a maximum of 3 points per annum.

All providers have to pertain to the industry and meet all industry and SCA standards and requirements.

(b) SCA Non-involvement - Professional Development

- Structured Learning – Provider must be a Registered Training Organisation (RTO), Accredited Training Organisation or other National/International recognized bodies that deliver education relevant directly to the industry; details of training organisation must be provided as well as details of learning outcomes; application for CPD points allocation must be received by SCA in each state upon renewal; any courses/subjects required to obtain Cert. IV in Strata Management/Property Services are excluded – 1 point per 1 hour depending on content but no more than 4 points per annum
- Training, seminars or events run by Service/Supplier/Business members and/or sponsors, and/or SCA equivalent trainer who are actively involved – 1 point per 4 hours depending on content or otherwise advertised and agreed but not more than 4 points per annum
- Attendance of other industry related conferences - application for CPD points allocation must be received by SCA in the applicable state upon renewal – 1 point per 4 hours depending on content or otherwise advertised and agreed but not more than 2 points per annum
- Unstructured Learning – Any form of informal learning or development of day to day working skills achieved through self-study and/or informal training which can include in house training by the employer which pertain to the industry, technical reading, attendance at Practice Network Groups – A log must be submitted showing date, duration and description of each activity upon renewal \*\* – 0.5 point per 1 hour depending on content/material but no more than 2 points per annum.

All providers have to pertain to the industry and meet all industry and SCA standards and requirements.

**Summary table:** This table is a summary of 5.2 Point Entitlements above

<b>SCA Professional Development</b>	<b>CPD points per function</b>	<b>Total points cap per annum</b>
SCA State Workshops/Seminar/Course	As advertised	unlimited
SCA State Breakfasts/short course, etc.(max. 2 hours)	As advertised	unlimited
Presenter at SCA Events/Seminars/Courses, Conferences, etc.	2 points per 1 hour	Max 8 points
SCA State Council /Board Member		Max 4 points per annum if not absent from no more than 20% of meetings convened per annum
SCA State Committee Member		Max 2 points per annum if not absent from no more than 20% of meetings convened per annum
SCA State Conference all sessions	Based on program	Max 4 points
SCA National Conference all sessions		Max 5 points; max 3 points for attending only one day
SCA State Principal / Leader Forums	Based on program	Max 3 points
<b>Non-SCA Professional Development</b>	<b>CPD points per function</b>	<b>Total points cap Per annum</b>
Structured Learning	1 point per 1 hour depending on content	Max 4 points
Training by Service/Supplier/Business Members and/or Sponsors and/or SCA equivalent trainer	1 point per 4 hours	Max 4 points
Attendance of other industry related conferences	1 point per 4 hours	Max 2 points
Unstructured Learning**	0.5 point per 1 hour depending on content	Max 2 points

**\*\*Condition:** Application for CPD point's accrued by Non-SCA Involvement - Professional Development, must be received by SCA upon renewal of your membership and in the prescribed format in writing. Application of CPD points in relation to Unstructured Learning is at the discretion of the State Council/Board or appropriate Committee in the State.

### 5.3 Training Providers

The continuing professional development for Management Members must be conducted by persons qualified either by way of formal qualifications or subject matter experts in their chosen field and who meet all industry and SCA standards and requirements, as applied from time to time.

## **6. CPD points record keeping**

It is the responsibility of each Management Member to record their own CPD points and retain supporting documents in the state they operate. SCA accredited/certified/practicing/fellow members must certify whether or not he/she has undertaken 12 points (6 points for fellow members) of continuing Professional Development in the 12 months period immediately prior to the renewal due date of their SCA State Membership as part of the application for renewal of their SCA membership certificate.

An SCA accredited/certified/practicing/fellow member must retain a record of the actual SCA and non-SCA learning activities undertaken, all details of the educational activity and the corresponding number of continuing Professional Development points earned (refer to Appendix 1 - Professional Development Record and Appendix 2 - Professional Development Declaration

SCA accredited/certified/practicing members are eligible to carry surplus points of a maximum of 10 points into the next CPD year.

SCA fellow members are eligible to carry surplus points of a maximum of 5 points into the next CPD year.

## **7. Non-compliance with CPD requirements**

SCA may refuse an application for renewal if an applicant fails to comply with any of the conditions relating to Continuing Professional Development.

If a member has failed to meet the required CPD points for their chosen level of accreditation, the appointed Committee (if applicable) has the authority to recommend to the Council /Board of SCA in the state that the member's level of accreditation will lapse whereas the Management Member has to apply again for Accreditation once all requirements are met. A recommendation to lapse a Management Member's accreditation shall only be made upon consideration of the Management Members' involvement or non-involvement in the CPD program over the past three years. A decision in that regard by the State Council/Board is final. This is to maintain a high level of credibility for the accreditation pathway.

An application for the restoration of an SCA Accreditation may be granted once the continuing Professional Development requirements as outlined and contained herein have been completed to the satisfaction of SCA within the three month period (i.e. by 31 March).

## **8. Country / Regional SCA members**

Country SCA members (i.e. more than 150km from where SCA conducts training opportunities in each state) are in so far relieved that the State Council/Board of SCA accepts a CPD balance of 80% (9.5 CPD points total) of those in central locations. That means the State Council/Board of SCA deems it reasonable that a remotely located member will accrue 9.5 CPD points whereas a minimum of 6 points must be achieved by way of direct SCA involvement. Any lower CPD balances will be seen as breach of this policy and handled as above.

## 9. Leave Provisions

If a member is on leave (either due to long service leave or due to medical reasons) for a period within their membership that would significantly affect the balance of their CPD training, they must apply to the SCA for an exemption from the CPD requirements to ensure the renewal of their accreditation is valid. A certificate of proof for long service leave or a medical certificate may be requested from the member. Upon approval of such leave, the Management Member is exempt from the requirement to obtain the relevant CPD points on a pro rata basis.

Example: Julie, a CSCM, applies for leave from 1 July to 31 December. Upon her renewal, she will be asked to provide evidence for 6 CPD points instead of 12 for that accreditation year.

During that period of leave the member is understood to not be operating in their role and therefore will not be granted permission to use the credentials attached to their membership.