

Professional Leaders of Volunteers' CPD PROGRAM



Frequently Asked Questions (FAQs)

What is the Continuous Professional Development for Professional Leaders of Volunteers (CPD PLV) Program?

The CPD PLV is the practice of maintaining and developing the skills and knowledge required in your current job role, sector and beyond. CPD can be achieved through a range of methods including learning on the job, reading relevant articles, attending and participating in events, joining industry committees and groups, as well as formal training. Volunteering WA's CPD PLV Program is for volunteer managers who are actively leading volunteers.

Is it mandatory for Volunteering WA members to participate in the CPD PLV Program?

No, it is not mandatory to participate in the CPD PLV program. However, the CPD PLV is a key membership benefit and a great way to gain valuable out of your Volunteering WA Membership. It is a choice you make to participate for your professional development.

How much does it cost?

There is a \$50 (+GST) per annum administration fee to join the Volunteering WA CPD PLV program which is paid by your organisation.

Development activities, events and training workshops throughout the year will either be free for members, or at a subsidised rate.

Can non-members participate?

No. Participation in the CPD program is exclusive to Volunteering WA financial members. View our membership information at [Join to become a member of Volunteering WA](#)

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How are points allocated to each activity?

At the end of each quarter, participants are required to submit an Activity Validation Form for Volunteering WA to review. When points are allocated for each activity, consideration is given to the following:

- time spent
- complexity/ depth of learning
- engagement in learning/ interactivity
- contribution to the volunteering sector
- how closely linked to volunteering an activity is
- relevance to the volunteering or sector

How many points do I need to accumulate?

To be eligible to receive a certificate of completion and the PLV post nominal, a minimum of 16 CPD points need to be achieved within the first year. For example, if you started on 1 February you will finish on 31 January.

What activities are part of the Volunteering WA CPD PLV Program?

You can participate in activities facilitated by Volunteering WA as well as relevant opportunities offered by other organisations, Peak Bodies and the sector state, nationally and internationally.

- Presenting at and/or attending [Volunteering WA](#) webinars, workshops and network meetings etc.
- Enrolling in the 12-month *Certificate IV in Coordination of volunteer programs* course.
- State and or National Conference presentation or attendance
- Reading and engaging industry publications, including the monthly [volunteer sector newsletter](#).
- Reflective practice pieces and much more.

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Can I participate in activities not run or associated with Volunteering WA?

Absolutely. Volunteering WA encourages participants to participate in professional development activities, including participating in industry events, networking meetings, conferences, workshops, webinars, reading and publishing industry publications, enrolling in relevant qualifications such as Qualifications – Certificate IV in Coordination of Volunteer Programs or Cert IV relevant to Volunteer Management or Community Services.

As well as other substantive work undertaken to advance volunteering within your organisation such as:

- demonstrating how you increased the budget and deliverables of your volunteer program.
- resolving structural conflict in your organisation involving volunteers.
- actively seeking input and feedback from the community and/or partner organisations into plans and potential collaborations; and
- other innovations to your volunteer program.

What do I get from participating?

Participants who achieve a minimum of 16 CPD points within the year will receive a certificate of completion and the right to put the post-nominal PLV (Professional Leader of Volunteers) after their name. In addition, participating in the CPD PLV program is a great way to improve your knowledge, skills, and future employability.

How do I demonstrate that I have completed an activity?

CPD PLV participants are required to update their Activity Validation Form and complete a reflective report as soon as an activity is completed. This must be verified by their manager. They then submit their Activity Validation Form to Volunteering WA every quarter and finalise at the end of the year.

This form will be sent to you as a link and is a live google form.

A points schedule will be provided. This formal template enables Volunteering WA to confirm the points claimed are eligible for CPD PLV. It also provides participants with an opportunity to reflect on what they learnt from completing the activity. The Activity Validation Form and reflective report will ask for some notes as to what you have achieved.

training@volunteeringwa.org.au www.volunteeringwa.org.au



Level 1, 3 Loftus Street, West Leederville WA 6007

Leading, advancing, celebrating volunteering in WA

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Does Volunteering WA check that participants are completing activities?

On an annual basis, Volunteering WA will conduct audits on selected CPD PLV participants to ensure the activities and points being claimed are eligible and within the program. If required, participants will need to allow a representative of Volunteering WA to check on their Activity Validation Forms.

If required, proof of attendance and participation may be requested. This will be validated through the training partner if necessary. Your explanatory notes in the Activity section of the activity validation form assists Volunteering WA with this process.

How does Volunteering WA communicate the value of CPD PLV to my organisation?

Two letters are sent to your manager. The first letter is sent at the start of the program indicating your start date and what the program involves. Upon completion of the program, a final letter is sent to your manager indicating your achievements and program completion.

For any other queries please contact the Volunteering WA training team on 9482 4333 or at training@volunteeringwa.org.au

CPD PLV Reflective Writing Guide:

Your Reflective Writing piece for CPD PLV focuses on work that you have undertaken as part of your role to advance volunteering in your organisation or our sector.

This can be as big as increasing the budget of your volunteer program, making progress on implementing the National Standards, or establishing a new way for volunteers to be involved in supporting your organisation's work. It could also be as simple as establishing a new newsletter for volunteers' recognition or implementing new organisational processes or databases.

What's important is identifying what you did, the impact it had on your organisation or the sector and what you learned from the process.

We require reflective practice as part of CPD PLV for all participants to ensure you are putting your learnings into practice as professional leaders of volunteers. Your piece must include:

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- An explanation of what you did and why it was important
- What inspired you to do it
- How you feel it advanced volunteering in your organisation or sector
- What you will do differently (in your organisation or the sector) because of this piece of work or achievement
- What you would change about this piece of work if you were going to do it again
- **A minimum of 300 words**

Helpful tips:

- Don't be afraid to use the first person ('I') when writing, as it is about your personal reflections
- Reference any books, articles or training sessions if they inspired you
- Use the headings in 'What your piece must include' to help guide your writing if you are getting stuck on structure