

GUIDELINES FOR FAAA APPROVED ACCREDITORS

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Introduction

Welcome to the FAAA Approved Accreditor Program. The FAAA has run this program since 2005, and sees it as an important service to our partners, supporting them to accredit internal Continuing Professional Development (CPD) in a timely fashion whilst ensuring it is delivered to industry standards.

CPD is the means by which financial planners fulfil their professional and legal obligation to themselves, their clients, and the public, to maintain and update the knowledge and skills required for their tasks and responsibilities. The FAAA introduced its CPD accreditation before an industry standard was well defined. The original goal was to encourage consistent standards of education and training across all sectors of the financial planning industry.

The FAAA accreditation program provides critical assistance to licensees in meeting their responsibilities with regard to CPD. Licensees can be confident that when they see an FAAA accreditation number that the work to assess whether a program meets the Corporations CPD standards has already been completed – this reduces the burden on the licensee and their compliance team.

The FAAA Approved Accreditor program provides the licensee with the assurance that any team members to whom they have delegated the task of accrediting CPD under the Corporations CPD guidelines has the understanding and expertise to do this well. They also have the assurance that these team members are benchmarking their CPD accreditations against others in the industry.

These Guidelines outline the principles to which our Approved CPD Accreditors work when accrediting CPD, and provides a range of resources and tools to support this process.

For further support and access to our online resources please log-in to FAAA Learn (<https://learn.FAAA.au>).

Role and responsibilities of an FAAA Approved Accreditor

The CPD Accreditor is primarily responsible for evaluating education programs and activities against the FAAA CPD Policy and FAAA Accreditation Guidelines;

- Determining relevancy of the program to the profession of financial planning
- Determining quality of the instructional design components of the program
- Determining professional Dimension/s covered and number of CPD hours that may be allocated
- Maintaining records of programs and activities that have been assessed for audit purposes

However, Approved Accreditor responsibilities don't end there. The FAAA also considers the role of CPD Accreditors as critical to encouraging a higher quality and more rewarding range of educational and personal development activities. The FAAA recognises that professional competence should be built on a combination of abilities, knowledge and professional skills, meeting the Legislated CPD areas and moving beyond the technical capabilities identified in RG146.

A commitment to CPD is critical in building regulator and community trust. But even more than that, CPD is critical to nurturing our members and presenting and challenging them with new skills and knowledge that make their work and their professional life more rewarding.

The responsibilities of an Accreditor, coupled with their own unique role within their organisation, enable them to advocate and influence a more holistic approach to CPD. The development and sourcing of higher quality learning activities, more aligned to best practice methodology are necessary to ensure the diligent and competent practice of the profession of financial planning. The FAAA consider a CPD Accreditor is central to encouraging acceptance of the industry's status as a profession and we are committed to assisting and supporting our Accreditors wherever possible, beyond the implementation of the new guidelines.

Becoming an FAAA Approved Accreditor

To become an FAAA Approved Accreditor there are the following requirements:

- ***Employment***

FAAA approved accreditors must be employed by an FAAA Professional Practice or employed by an approved licensee. An accreditor may take their Approved Accreditor status from one employer to another but may only approve CPD on behalf of an organisation and not as an individual.

- ***Qualifications***

FAAA approved accreditors must at minimum hold a qualification at AQF 7 (at the level of a Bachelor degree). This should be in a Financial Planning or Education related discipline. Exceptions may be made for individuals with significant experience, but this must be applied for to the Head of Education.

- ***Experience***

Individuals should have a minimum of three years of professional experience.

- **Training**

Individuals must successfully complete the FAAA accreditor training program, and must recertify every two years. The FAAA may charge a fee to cover for ongoing training costs and recertifying every two years.

- **Membership**

FAAA Approved Accreditors are required to be FAAA members to ensure alignment to our professional body and code. As such, non-practicing members are required to complete 15 hours of CPD per CPD year, and the FAAA recognises the accrediting work completed by an FAAA approved accreditor towards meeting their 15 CPD hour requirement.

Individuals may contact the FAAA CPD team if they are unsure whether their qualifications and experience meet the minimum requirements.

FAAA CPD Policy – What you need to know:

The FAAA implemented their first CPD policy and accreditation program in 1998 after determining that it had a significant role to play within the Financial Planning Community in setting an appropriate standard for Continuing Professional Development.

This policy has undergone several updates since then, incorporating professional dimensions to provide a more holistic approach to CPD, introducing the accreditor program, and it's most recent update in response to the legislative instrument from 2019 i.e. Corporations CPD Standard (previous known as FASEA).

The full CPD Policy can be found on the FAAA website, and in the Accreditor section on FAAA Learn under resources. We suggest you familiarise yourself with the full document, however, a summary of key points can be found below:

	Non-Practitioner (Affiliate) members including Professional Year candidates and Provisional Adviser members	Practitioner members	CFP® Professional members registered on the FAR	CFP® Professional members - Non- Practising and Retired
CPD hours	Recommended best practice to complete 15 hours per CPD year (triennium pending Learn updates)	40 hours per CPD year.	40 hours per CPD year.	Non-practising CFP members complete 40 hours CPD per year. Retired CFP members complete 15 hours CPD per year.

	Non-Practitioner (Affiliate) members including Professional Year candidates and Provisional Adviser members	Practitioner members	CFP® Professional members registered on the FAR	CFP® Professional members - Non-Practising and Retired
Accredited CPD	Recommended best practice to complete 10.5 hours of FAAA Accredited (70% of total recommended hours) with no more than four hours of professional or technical reading.	Minimum of 28 hours FAAA accredited (70% of minimum hours required by the Corporations CPD Standard) with no more than four hours of professional or technical reading. All FAAA accredited CPD will be qualifying CPD.	Minimum of 28 hours FAAA accredited (70% of minimum hours required by the Corporations CPD Standard with no more than four hours of professional or technical reading. All FAAA accredited CPD will be qualifying CPD.	Non-practising CFP members complete a minimum of 10 FAAA accredited CPD hours (50% of the total hours required by the FAAA). All FAAA accredited CPD will be qualifying CPD. Retired CFP members have no minimum number of FAAA accredited CPD hours.
Non-accredited CPD (Qualifying CPD)	Recommended best practice - up to 4 hours to be non-accredited	Up to 12 hours may be non-accredited (30% of minimum hours required by the Corporations CPD Standard).	Up to 12 hours may be non-accredited (30% of minimum hours required by the Corporations CPD Standard).	Non-practising CFP members may complete up to 20 hours of non-accredited CPD. Retired CFP members may compete up to 15 hours of non-accredited CPD (100% of the requirement).
Non-accredited CPD (Non-qualifying CPD)	N/A	Practitioner Members are able to complete non-accredited non-qualifying CPD to expand their skills / knowledge, however, this cannot be counted towards their FAAA CPD hours.	Practising Members are able to complete non-accredited non-qualifying CPD to expand their skills / knowledge, however, this cannot be counted towards their FAAA CPD hours.	Non-practising CFP members may complete up to 20 hours of non-accredited, non-qualifying CPD. Retired CFP members may compete up to 15 hours of non-accredited, non-qualifying CPD

	Non-Practitioner (Affiliate) members including Professional Year candidates and Provisional Adviser members	Practitioner members	CFP® Professional members registered on the FAR	CFP® Professional members - Non-Practising and Retired
				(100% of the requirement).
CPD Area requirements	No CPD area requirements.	As per the Corporations CPD Standard guidelines: A minimum of five hours each in the CPD areas of technical competence, client care and practice, regulatory compliance, consumer protection, and tax where registered as a qualified tax relevant provider (QTRP); and a minimum of nine hours in the CPD area of professionalism and ethics.	As per the Corporations CPD Standard guidelines: A minimum of five hours each in the CPD areas of technical competence, client care and practice, regulatory compliance, consumer protection, and tax where registered as a qualified tax relevant provider (QTRP); and a minimum of nine hours in the CPD area of professionalism and ethics.	No CPD area requirements
Knowledge requirements (previously known as ASIC Knowledge requirements)	No knowledge requirements.	If relevant, set by the individual or their licensee in a manner that ensures they develop, maintain and apply a high level of relevant knowledge and skills.	If relevant, set by the individual or their licensee in a manner that ensures they develop, maintain and apply a high level of relevant knowledge and skills.	No knowledge requirements
Specialisations	Not applicable	Holders of specialisations must complete the required hours in each CPD year.	Holders of specialisations must complete the required hours in each CPD year.	Holders of specialisations must complete the required hours in each CPD year.

	Non-Practitioner (Affiliate) members including Professional Year candidates and Provisional Adviser members	Practitioner members	CFP® Professional members registered on the FAR	CFP® Professional members - Non-Practising and Retired
Record keeping	Recommended best practice is that the following records must be kept for seven years: <ul style="list-style-type: none"> • CPD record / CPD plan • Additional evidence for non-accredited activities 	The following records must be kept for seven years: <ul style="list-style-type: none"> • CPD record / CPD plan • Additional evidence for non-accredited activities 	The following records must be kept for seven years: <ul style="list-style-type: none"> • CPD record / CPD plan • Additional evidence for non-accredited activities 	The following records must be kept for seven years: <ul style="list-style-type: none"> • CPD record / CPD plan • Additional evidence for non-accredited activities
Declaration	Each member must affirm that they agree to be bound by the FAAA CPD Policy when membership is renewed.	Each member must affirm that they agree to be bound by the FAAA CPD Policy when membership is renewed.	Each member must affirm that they agree to be bound by the FAAA CPD Policy when membership is renewed.	Each member must affirm that they agree to be bound by the FAAA CPD Policy when membership is renewed.
Returning from FAAA approved Leave of Absence (LOA) and Reinstatement requirements	No requirements	If listed as current on the FAR during the LOA members need to meet legislative obligations for the time they are on LOA and supply a CPD plan for the period after returning to practising membership categories. If ceased on the FAR during LOA, members must only lodge a CPD plan for the period after return to practising membership, upon return.	If current on FAR during LOA members need to meet legislative obligations for the time they are on LOA and supply a CPD plan for the period after returning to practising membership categories. If ceased on the FAR during LOA members must complete 15 hours per year during the LOA and lodge a plan for the period after return to practising membership.	During LOA both non-practising CFP members and retired CFP members must complete 15 hours of CPD. Non-practising CFP members must supply a CPD plan for the period after returning to non-practising membership from LOA.
Audit	Non-practising members are not	Members selected for audit must	Members selected for audit must	Members selected for audit must

	Non-Practitioner (Affiliate) members including Professional Year candidates and Provisional Adviser members	Practitioner members	CFP® Professional members registered on the FAR	CFP® Professional members - Non-Practising and Retired
	required to undertake an audit.	comply with audit requests (see Section 7).	comply with audit requests (see Section 7).	comply with audit requests (see Section 7).

CPD in legislation – what you need to know:

The following is a brief outline of the legislative requirements for Continuing Professional Development. A more detailed reference document can be found in FAAA Learn that clearly articulates the requirements of both individual advisers, and of licensees.

While you do not need to be conversant with the relevant legislation to accredit CPD provided you follow our process and policy, a more detailed understanding can enhance your deliberations when deciding whether CPD is of an appropriate standard. It can also assist you to support your licensee and colleagues in complying with the appropriate legislation.

THE CORPORATIONS ACT AND Legislated CPD requirements

- **Corporations Act**

The requirements for financial planners to meet CPD obligations are set in sections 921B, 921D and 922N of the Act. Financial planners are obliged to provide their licensee with information in relation to their CPD obligations.

- **Legislated CPD requirements**

The Corporations CPD Standard sets the CPD requirements for financial planners through the following documents:

1. [Corporations \(Relevant Providers Continuing Professional Development Standard\) Determination 2018](#) – this is the Legislative Instrument that sets the legal requirements and is registered in Parliament
2. [Corporations \(Relevant Providers—Education and Training Standards\) Determination 2021](#) – This is legislation that covers CPD requirements for tax (financial) advice

TAX PRACTITIONER REQUIREMENTS

- **Tax Agent Services Act (TASA)**
- **TPB CPD requirements**

TPB(EP) 08/2022

The TPB's CPE requirements are set in [Explanatory paper TPB\(EP\) 08/2022 - Continuing professional education policy requirements for tax agents with a tax \(financial\) advice services condition](#).

The Tax Practitioners Board (TPB) ceased regulating tax (financial) advisers from 1 January 2022 with the establishment of the Single Disciplinary Body for financial planners. The term 'tax (financial) adviser' is no longer used as it has been removed from the Act (TASA).

However, the provision of 'tax (financial) advice services' is still regulated either by the TPB or the Australian Securities and Investments Commission (ASIC).

Individuals must be registered either as:

- a 'tax agent with a tax (financial) advice service condition' (or as a 'tax agent') with the TPB – TPB CPE requirements apply, or
- a qualified tax relevant provider (QTRP) with ASIC – Corporations Act CPD requirements apply

to legally provide tax (financial) advice services from 1 January 2022. Transition arrangements apply to 31 December 2022.

From 1 January 2023:

- an individual non-relevant provider must be registered as a tax agent to provide tax (financial) advice services legally
- a company or partnership (ie. licensee) must be either registered as a tax agent or ensure every individual providing tax (financial) advice services on its behalf is either registered as a tax agent or QTRP.

Qualified tax relevant providers must ensure their minimum 40 hours of CPD each year includes five hours in the category of tax (financial) advice. This requirement replaces the obligations previously imposed on relevant providers by the TPB.

Accrediting CPD – The Principles and Theory

While no one formula can be applied to all learning activities to derive a consistent and exacting outcome, the FAAA adhere to practice standards, education methodology and resources to assist you manage the level of subjectivity inherent in the accreditation process.

The FAAA considers three principles as the cornerstone to accrediting learning activities.

1. The FAAA's definition of professional development —

"About engaging in activities that systematically assist professionals to enhance their knowledge, skills and general life attributes so as to achieve professional and organisational goals; it is not an end to 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."

2. The quality of the instructional design components.

3. The learning activity satisfies the Corporations Legal Instrument for a qualifying CPD activity — Corporations (Relevant Providers Continuing Professional Development Standard) Determination 2018

What CPD learning activities can be accredited?

FAAA Authorised CPD Accreditors are permitted to accredit Education activities that are delivered internally to relevant providers **by their organisation only**.

For example, the CPD accreditor of an FAAA organisational member (such as a professional partner or practice) can accredit Education where an education activity has been developed for an internal training program.

CPD accreditors of our education partners are able to accredit all CPD offered by their organisation / delivered under their CPD brand. They may not accredit any other CPD as FAAA approved.

Does the CPD meet the standard required to be accredited?

Answering this question now boils down to whether the CPD meets the definition of a qualifying CPD activity as per the Corporations CPD Legislative Instrument:

An activity is a **qualifying CPD activity** if all the following requirements are satisfied:

- (a) the activity is in one of the **CPD areas**;
- (b) the activity has sufficient intellectual or practical content;
- (c) the activity primarily deals with matters related to the provision of financial product advice, financial advice services and financial advice business;
- (d) the activity is led or conducted by 1 or more persons who are appropriate, and have sufficient standing, expertise, academic qualifications and/or practical experience;
- (e) the activity is designed to enhance relevant providers' knowledge and skills in areas that are relevant to the provision of financial product advice and financial advice services.

A matrix to support you in assessing whether an activity meets these criteria is provided as Appendix A and can also be found in FAAA learn.

In order to assess whether CPD meets these criteria the FAAA use a range of decision making tools and frameworks relying on Education Methodology. These are articulated on FAAA Learn.

Assigning CPD areas

The Legislated CPD areas support the FAAA's CPD policy to encourage broader professional development and recognition of education activities that provide the holistic skills and knowledge required to be a well-rounded professional who can think critically and respond to a client's goals and needs.

From an accreditation perspective CPD must be mapped to the Legislated CPD areas.

The five Legislated CPD areas are:

1. Technical competence - Minimum five hours per CPD year

Technical competence is the foundation CPD area. It is the minimum requirement for capable participation in the financial planning profession. Typically all ASIC's RG146 knowledge requirements and the TPB requirements would fall within this CPD area. A CPD plan should include qualifying education activities covering technical subjects to assist relevant providers to competently perform their role.

2. Client care and practice – Minimum five hours per CPD year

The Client care and practice CPD area is about providing a proper and respectful standard of service. It includes providing clients with the information they need to make informed decisions, how your services will be delivered and how much they will cost. Client care ensures you and your client understand each other's expectations and responsibilities. Client care is also about managing the relationship fairly and promptly if a client is not happy with the service they have received.

Client care and practice also encompasses the specialist knowledge and cognitive skills of decision making and reflective problem solving when developing strategies to achieve your clients' goals.

This CPD area focusses on the development and application of interpersonal, social, and emotional skills necessary to form successful professional relationships with clients, colleagues, other professionals, and the broader community.

3. Regulatory compliance and consumer protection – Minimum five hours per CPD year

The Regulatory compliance and consumer protection CPD area, covers the relevant laws, policies and regulations that protect your clients, the financial health of practices and the reputation of the financial services profession and relevant providers.

The goal of this CPD area is to ensure relevant providers are aware of and take steps to comply with the relevant laws, policies and regulations.

4. Professionalism and Ethics - Minimum nine hours per CPD year

The professionalism and ethics CPD area covers the skills, capacity and clarity of purpose, values and principles to ensure ethical behaviour as the core of how relevant providers conduct a practice, serve the interests of clients and make better decisions.

This CPD area reinforces the ethical framework of purpose (clarity of purpose, strategy, structure, process, people and outputs), values (honesty, competence, diligence, client interest, trust and

integrity) and principles (subordinating self-interest to the fulfilment of duties to others). A CPD plan should include qualifying education activities that focus on building the skills and capacity to act according to these values and principles, as the core of professional and personal behaviour.

5. General

The General CPD area is purposefully broad and covers the range and variation of education activities that provide up-to-date knowledge, technical and developmental skills required by relevant providers to effectively operate.

6. Tax (financial) advice

The Tax (financial) advice CPD area is for relevant providers who provides or will provide a tax (financial advice) service are required to maintain and extend their knowledge and skills in Australian commercial and taxation law, relevant to providing a tax (financial) advice service.

Do note that one CPD activity may fall into multiple CPD areas. From time to time you will have to make a judgement about which CPD area is the best fit. You can also assign an entire CPD activity to the predominant CPD area rather than categorising across multiple areas.

Our Corporations CPD Areas Guide provides examples of knowledge and practice areas within each Legislated CPD area and will assist CPD accreditors to allocate the appropriate CPD areas to learning activities.

Assigning ASIC Knowledge Areas

ASIC Knowledge areas is obsolete for financial advisers from a legislative perspective, this is still a useful framework for mapping technical CPD. Individuals providing general advice within your organisation who are still under ASIC regulation will need to maintain CPD hours using ASIC Knowledge areas so it may remain relevant for many Accreditors.

The FAAA assigns both ASIC Knowledge areas and Skills Areas by referring to them now as Knowledge Areas. However ASIC Knowledge areas are referred to in ASIC Regulatory Guide 146.

Assigning CPD hours

Assigning CPD hours for training is simple in theory. One CPD hour is assigned for each physical hour spent learning. The FAAA does not assess CPD activities that are less than 15 minutes in length, and assigns CPD area classifications in 15 minute blocks, rounded to the nearest 0.25 hour e.g. 50 mins would be rounded to 0.75 hour.

1. Face to face training
Accredit hours for all time at the event spent in learning. Do not accredit time for introductions, meal breaks or networking.
2. Webinars
Accredit hours for the duration of the webinar removing any time at the beginning ensuring that setup and access are correct. If an assessment is attached then assess as per point 6.
3. Online Reading with assessment
Accredit on the basis of 225 words per minute for reading. Very technical reading, dense material, and complex subject matter, may be assessed at up to 2 times this rate

depending on how long it will take a student to process and understand the material. If an assessment is attached then accredit this as per point 6.

4. Online courses

Accredit on the basis of the components (webinars / readings / activities) that make up the online course, including assessments.

5. Tertiary courses

The FAAA allows each subject passed in a CPD year to be included up to the total of 20 hours per subject and 30 hours overall, in line with the Corporations CPD legislative instrument. When accrediting a tertiary course accredit the time spent in classes and completing structure online learning. Homework and personal study completed by the student in preparation for assessments is not able to be accredited as this varies from student to student.

6. Assessments

Multiple choice questions should be assessed at 1 minute per question. Short answer and essay questions should be assessed on the basis of complexity and the amount of time it is estimated they will take to complete. You can take the advice of the CPD provider with regard to assessment length.

Awarding CPD to participants

In 2019 the FAAA pulled together various associations and large organisations who oversee CPD in the Financial planning space and agreed a shared understanding of the Legislated definition of qualifying CPD. As part of this shared understanding we agreed a universal standard with regard to the awarding of CPD to participants, and what qualifies as evidence of attendance and completion. FAAA Accredited CPD is valid for a minimum of 12 months. The principles are as follows:

1. Face to face events

For an individual to be awarded full CPD for attendance of a face to face event they must attend at least 80% of the event. Attendance of a face to face event is generally confirmed via physical or electronic sign-in and sign-out of the venue.

2. Webinars – live

For an individual to be awarded full CPD for attendance of a live webinar they must attend at least 80% of an event. Attendance can generally be confirmed automatically for each log-in using the webinar technology. If a group of planners is watching a webinar together then a manager may confirm attendance for the group in writing.

3. Webinars – recorded

For an individual to be awarded full CPD for attendance of a recorded webinar they must attend at least 80% of an event. Attendance can generally be confirmed automatically for each log-in using the webinar technology, however, if it cannot then use of a short assessment to measure learning and retention of training may be implemented (see point 4). If a group of planners is watching a webinar together then a manager may confirm attendance for the group in writing.

-
4. Online activities such as online courses or curated reading lists
Assessments should be used to measure learning and confirm retention of training material. A pass rate of 75% or more up to three attempts, should be achieved before award of CPD completion. Typically we would expect to see at minimum 4-5 MCQ questions for each hour of learning, testing each key concept in the training material.

Accrediting CPD – The Process

The CPD accreditation process itself is fairly straightforward, once you have an understanding and feel for the judgements that you will have to make with regard to applying the Corporations CPD standard tests for qualifying CPD including the legislated CPD Areas and hours to accredit.

The FAAA adopt a three step, systematic practice standard to CPD accreditation:

Step 1: Collate – collect all materials and documentation for the accreditation.

These include:

- Learning outcomes
- An agenda including duration of each session / session overview or outline
- Session content materials may including presentation slides, session talking points and run sheet, handouts, notes, etc
- A brief bio of the facilitator, subject matter expert or presenter including qualifications and experience in Financial Services or instructional design
- Copy of the assessment (where relevant)

Additional materials that may be helpful include a copy of the leader's / facilitator's guide, reason for the training and any information regarding how the training was developed, and the evaluator feedback form.

Create a folder for the accreditation clearly named and save each component of the course so that they can be easily sourced if required.

Step 2: Evaluate – review the learning activity including materials against the Corporations CPD Standard for qualifying CPD

Does the material meet the [Corporations CPD standard](#) for qualifying CPD (see 7 (1) a-e):

- the activity content aligns to one or more of the Legislated CPD areas;
- the activity has sufficient intellectual and practical content;
- the activity primarily deals with matters related to the provision of financial advice (product, services, and or businesses);
- the activity is led or conducted by subject matter experts who have appropriate expertise, academic qualifications and or practical experience;
- the activity has clearly identified learning outcomes / objectives which are designed to enhance relevant providers knowledge and skills in areas relevant to the provision of financial advice (product or services)

Active (more advanced) educational learning activities should also include:

-
- Evidence that the participant training needs were researched, identified and incorporated in the learning activity
 - Evidence that the learning activity was developed by a professional instructional designer in conjunction with subject matter experts
 - Comprehensive facilitator and/or leader's guide
 - Detailed participant handouts and/or workbook
 - A high degree of interaction and provides opportunities for learners to actively participate e.g. role plays, discussion, peer-to-peer, case studies etc.
 - Instructional design incorporates adult learning principles i.e. motivation, reinforcement, retention and transference.
 - Participant competency was assessed against the learning objectives

Step 3: Accredited – if the activity meets qualifying CPD, then calculate CPD hours, allocate CPD areas and record accreditation

- Validate the Legislated CPD areas and Knowledge requirements align to the content
- Calculate the number of CPD hours applicable
- Complete the accreditation checklist (Appendix B) or capture your notes to act as a record of your deliberations and to confirm whether the CPD Activity meets the criteria of Qualifying CPD
- Record the number of CPD hours allocated to the learning activity in your CPD accreditation record.
 - Advise the program coordinator of the hours and accreditation number that need to be included on the participants CPD certificates (note instructions on how to assign an accreditation number will be provided when you are approved).
 - Log the accreditation with the FAAA using the online portal – they will need to know the title, presenters, total CPD hours, CPD areas, and accreditation number
 - Keep a copy of the program materials and evidence for a minimum of seven years.

CPD Audit

To ensure that CPD accreditors apply the CPD policy consistently and correctly, the FAAA will conduct random audits. If you are selected for an audit, you will be notified in writing and be requested to submit copies of the following documentation from three of your recently accredited activities for review:

- CPD accreditor record
- Copy of learning materials
- Copy of completed accreditor checklist.

On completion of the audit, the FAAA will provide feedback to the CPD accreditor. In cases where the audit criteria have not been satisfied, the FAAA may request the CPD accreditor to undertake further training. Significant breaches of the CPD policy and CPD accreditor guide, non compliance or failure to respond to the audit request will result cancellation of CPD accreditor status.

Appendix A: Assessing a CPD activity – Does it qualify?

Qualifying criteria	Not qualifying	Use your Judgement	Qualifying CPD	Evidence
Legislated CPD Area	<i>Cannot be related to a Legislated CPD Area. Either clearly on another subject (i.e. engineering) or only a very loose link to giving financial advice (i.e. a yoga class for stress management to help manage pressure from clients)</i>	<i>Relates to a skillset that financial planners need – such as a particular software, a soft skill like conflict resolution, or skills related to business management, so can be tied to a Legislated CPD area but does not directly relate to the provision of financial advice.</i>	<i>Clearly relates to a Legislated CPD area.</i>	<i>Course content – may include presentation notes, course material, learning resources, link to webinar. Please note a course outline or summary may not be enough on its own to clearly determine CPD Area.</i>
Sufficient intellectual or practical content	<i>Material presented at high school level or below with a simplistic approach to topics that removes nuance</i>	<i>Material is introductory, superficial, or repetitive and is not well structured. May include advertising or sales content.</i>	<i>Clearly complex and nuanced material that take an individual beyond a basic understanding of the material</i>	<i>Course content – may include presentation notes, course material, learning resources, link to webinar. Please note a course outline or summary may not be enough on its own to clearly determine whether the program contains sufficient content.</i>
Primarily related to provision of advice	<i>The subject matter might be able to be allocated to a Legislated CPD Area but is presented / structured in such a way that it does not primarily deal with matters related to the provision of financial advice. For example the use of AI in the workplace is relevant if focused on automation of financial planning processes, but not if it focuses on client triage in a hospital setting</i>	<i>Relates to a skillset that financial planners need – such as a particular software, conflict resolution, or business management, but does not directly relate to the provision of financial advice.</i>	<i>Explicitly focuses on the financial planning industry and delivery of financial planning advice.</i>	<i>Course content – may include presentation notes, course material, learning resources, link to webinar. Please note a course outline or summary may not be enough on its own to clearly determine whether the program meets this criteria.</i>
Appropriate expertise	<i>The individual who has prepared / is presenting the material has no study, qualifications or work experience in the area on which they are presenting training material</i>	<i>Where the following occurs this criteria may not be met: * An individual has indirect rather than direct experience in the subject area * An individual is not a subject matter expert but is presenting material prepared by someone who is * An individual has education or journalist expertise but is not a subject matter expert</i>	<i>The individual who has prepared / is presenting the material has an academic or career history and current role that clearly demonstrates their learnt skill and expertise in the area on which they are delivering training material</i>	<i>CV of the individuals who are responsible for developing / delivering the learning activity. This may include a print out of a linked in bio or employee summary</i>
Will enhance knowledge or skills	<i>Material covered does not provide new information or skills for proposed audience – either at a level where all financial planners would be expected to know the information or too simplistic to enhance / develop skills</i>	<i>Where the following occurs this criteria may not be met: * Information presented is no longer current. * Material is passively absorbed or presents information only without critical analysis. * There are no learning outcomes or assessments associated with the material.</i>	<i>Provides relevant and up to date information for the proposed audience (for example legislative or compliance updates), contains practical activities that support skill development, has learning outcomes that align with the course content that will ensure enhanced skills and knowledge</i>	<i>Clearly stated learning outcomes relevant to the provision of financial advice.</i>



Appendix B: Accreditor Checklists

CPD Accreditor Checklist – Seminars / Presentations (complete one which applies)

This checklist should also be applied to conferences/conventions with seminar/presentation modules.

Step 1. Collect the following materials for activity being accredited:

- ☐ Seminar / presentation learning objectives covering what attendees will learn.
- ☐ A structured outline, agenda or timetable of the seminar presentation. This should contain the program title and duration of each session to be delivered.
- ☐ Presentation material including (where applicable) session run sheet / talking points.
- ☐ Speaker bios which outline the facilitator's qualifications and experience in financial services or related industry.
- ☐ A copy of the seminar/presentation evaluation (if applicable).

Step 2. Using the materials collected ascertain whether the activity meets qualifying CPD:

- ☐ the activity content aligns to one or more of the Legislated CPD areas;
- ☐ the activity has sufficient intellectual and practical content;
- ☐ the activity primarily deals with matters related to the provision of financial advice (product, services, and or businesses);
- ☐ the activity is led or conducted by subject matter experts who have appropriate expertise, academic qualifications and or practical experience;
- ☐ the activity has clearly identified learning outcomes / objectives which are designed to enhance relevant providers knowledge and skills in areas relevant to the provision of financial advice (product or services)

Accreditor Comments (include justification for qualifying CPD):

CPD Accreditor Checklist – Workshops (complete one which applies)

This checklist should also be applied to conferences/conventions with workshop modules.

Step 1. Collect the following materials for all workshops being accredited:

- ☐ Workshop learning objectives covering what attendees will learn.
- ☐ A structured outline, agenda or timetable of the program. This should contain the program title and duration of each session to be delivered.
- ☐ A copy of the leader's guide or course notes.
- ☐ A copy of the participant materials (including examples of case studies and scenarios used or referred to during the program).
- ☐ Copies of formal assessments (if applicable).
- ☐ Speaker bios which outline the facilitator and/or course developers qualifications and experience in Financial Services or related industry.
- ☐ A copy of the course evaluation (if applicable).

Step 2. Using the materials collected ascertain whether the workshop meets qualifying CPD:

- ☐ the activity content aligns to one or more of the Legislated CPD areas;
- ☐ the activity has sufficient intellectual and practical content;
- ☐ the activity primarily deals with matters related to the provision of financial advice (product, services, and or businesses);
- ☐ the activity is led or conducted by subject matter experts who have appropriate expertise, academic qualifications and or practical experience;
- ☐ the activity has clearly identified learning outcomes / objectives which are designed to enhance relevant providers knowledge and skills in areas relevant to the provision of financial advice (product or services)

Accreditor Comments (include justification for qualifying CPD):

CPD Accreditor Checklist – Online CPD (complete one which applies)

This checklist should be applied to online courses where content is delivered through interactive lessons.

Step 1. Collect the following materials for activity being accredited:

- ☐ Learning objectives for the online course covering what attendees will learn
- ☐ A structured outline of the program. This should contain the program title and duration of each session to be delivered.
- ☐ Transcripts of videos and course material.
- ☐ Assessments to be completed by participants
- ☐ Any course handouts or materials provided to participants
- ☐ A copy of the course evaluation (if applicable).
- ☐ An outline of the course designer's qualifications and experience in Financial Services or related industry.

Step 2. Using the materials collected ascertain whether the activity meets qualifying CPD:

- ☐ the activity content aligns to one or more of the Legislated CPD areas;
- ☐ the activity has sufficient intellectual and practical content;
- ☐ the activity primarily deals with matters related to the provision of financial advice (product, services, and or businesses);
- ☐ the activity is led or conducted by subject matter experts who have appropriate expertise, academic qualifications and or practical experience;
- ☐ the activity has clearly identified learning outcomes / objectives which are designed to enhance relevant providers knowledge and skills in areas relevant to the provision of financial advice (product or services)

Accreditor Comments (include justification for qualifying CPD):

CPD Accreditor Checklist – Instructional Design and Delivery Checklist (complete one which applies)

This checklist can be applied to all learning activities.

Step 1. Collect the following materials for activity being accredited:

- ☐ Learning objectives for the instructional design course covering what attendees will learn
- ☐ A structured outline of the program. This should contain the program title and duration of each session to be delivered
- ☐ Transcripts of videos and course material.
- ☐ Assessments to be completed by participants
- ☐ Any course handouts or materials provided to participants
- ☐ A copy of the course evaluation (if applicable).
- ☐ An outline of the course designer's qualifications and experience in Financial Services or related industry.

Step 2. Using the materials collected ascertain whether the activity meets qualifying CPD:

- ☐ the activity content aligns to one or more of the Legislated CPD areas;
- ☐ the activity has sufficient intellectual and practical content;
- ☐ the activity primarily deals with matters related to the provision of financial advice (product, services, and or businesses);
- ☐ the activity is led or conducted by subject matter experts who have appropriate expertise, academic qualifications and or practical experience;
- ☐ the activity has clearly identified learning outcomes / objectives which are designed to enhance relevant providers knowledge and skills in areas relevant to the provision of financial advice (product or services)

Accreditor Comments (include justification for qualifying CPD):

Summary Information

Accreditation number: _____

Activity / session name: _____

CPD total hours allocated: _____

Skill / Knowledge covered: _____

Accreditor's name: _____

Accreditation date: _____

Legislated CPD Areas and Hours:

<input type="checkbox"/> Technical competence	<input type="checkbox"/> Professionalism and ethics
<input type="checkbox"/> Client care and practice	<input type="checkbox"/> General
<input type="checkbox"/> Regulatory compliance and consumer protection	<input type="checkbox"/> Tax (financial) advice

Knowledge Areas and Hours:

<input type="checkbox"/> Aged Care	<input type="checkbox"/> Life Insurance
<input type="checkbox"/> Alternative Assets	<input type="checkbox"/> Managed Investments
<input type="checkbox"/> Behavioural Finance	<input type="checkbox"/> Margin Lending
<input type="checkbox"/> Client Engagement	<input type="checkbox"/> Practice Management
<input type="checkbox"/> Credit and Retail Lending	<input type="checkbox"/> Property
<input type="checkbox"/> Cyber Security	<input type="checkbox"/> Regulatory Environment
<input type="checkbox"/> Deposit Products	<input type="checkbox"/> Responsible Manager
<input type="checkbox"/> Derivatives	<input type="checkbox"/> Retirement
<input type="checkbox"/> Economic Environment	<input type="checkbox"/> Securities
<input type="checkbox"/> Estate Planning	<input type="checkbox"/> Skill Requirements
<input type="checkbox"/> Ethics	<input type="checkbox"/> SMSF
<input type="checkbox"/> Financial Planning	<input type="checkbox"/> Social Security
<input type="checkbox"/> Fixed Interest	<input type="checkbox"/> Superannuation
<input type="checkbox"/> Foreign Exchange	<input type="checkbox"/> Taxation
<input type="checkbox"/> Generic Knowledge	<input type="checkbox"/> Other
<input type="checkbox"/> Insurance (e.g. General)	