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| **FAAA CONTINUING PROFESSIONAL DEVELOPMENT PLAN TEMPLATE** |
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**CPD Plan Instructions**

Before completing the below template please read [ASIC’s CPD webpage](https://www.asic.gov.au/regulatory-resources/financial-services/financial-advice/professional-standards/continuing-professional-development-cpd/) for a summary of the [**Corporations (Relevant Providers Continuing Professional Development Standard) Determination 2018**](https://www.legislation.gov.au/F2018L01817/latest/text)**.**

It is important to note section 7 of the above Determination which relates to “Qualifying CPD Activities” as well as section 9 “Requirements for CPD”.For relevant providers who provide tax (financial) advice services to retail clients (also known as [qualified tax relevant provider](https://www.asic.gov.au/regulatory-resources/financial-services/financial-advice/professional-standards/definitions-that-apply-to-personal-advice-providers/#qualified-tax-relevant-provider)), the minimum hours for CPD include 5 hours of CPD in the area of tax (financial) advice.

A CPD Plan must be prepared before the start of each CPD year. This CPD Plan can be amended at any time; and any amendment must be in writing and should be version controlled. Please check your AFSL’s CPD Policy in case they have a specific CPD Plan template for you to use.

Your CPD plan must identify areas for improvement in, and development and extension of your competence, knowledge and skills and describe the qualifying CPD activities you aim to complete during the CPD year to achieve those improvements.

Note 1: Your AFSL must monitor the implementation of this plan and as such they may request a copy of it at any time. As per [section 6(7) of the CPD legislative instrument](https://www.legislation.gov.au/F2018L01817/latest/text), you must give your employer a copy of your CPD plan, and any information relating to implementation, on request.

Note 2: If you are not authorised to give personal advice then the CPD legislative instrument above does not necessarily apply to you.

**Career Breaks**

Practicing CFPs and Practitioners who are asking to be readmitted as FAAA members or whose membership has lapsed for more than one year must submit a CPD Plan to FAAA for approval. All other membership types are not required to submit a CPD Plan to the FAAA to rejoin the association but are welcome to use this template if they wish. Please refer to the [FAAA Member Regulations](https://faaa.au/wp-content/uploads/2025/03/FAAA-Member-Regulation-April-2025-1.pdf) Schedule 3 for full details of requirements.

An AFSL will require a CPD Plan from advisers who have not been authorised as a relevant provider for a continuous period of 2 years or more. These advisers require the approval of their CPD Plan by their AFSL before returning to practice. An AFSL will not approve a CPD Plan unless satisfied that it is appropriate to address gaps in competence, knowledge and skills arising from the adviser’s absence from practice.

**Appointment after the start of a CPD year**

If you become a relevant provider after the start of the applicable CPD year, the CPD Plan must be prepared no later than 3 months after you become a relevant provider.

**Step 1: Set objectives (optional)**

Your objectives describe what you want to achieve and Key Performance Indicators are a measurable value that demonstrates how effectively you are achieving your objectives. Use the following table to identify three objectives that you would most like to achieve over the next CPD year.

|  |  |
| --- | --- |
| Objectives | Key Performance Indicators |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. | 4. |

**Step 2: CPD Plan**

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| --- | --- |
| **Name:** | **Licensee (if applicable):** |
| **CPD Year Start Date:** | **CPD Year End date:** |
| **FAAA Member Number:** |  |

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| --- | --- | --- | --- | --- | --- |
| CPD learning activity | CPD area | CPD hours | Due date | Delivery format | Provider name |
| *Example: Webinar CPD Topic XXX* | *Client Care and*  *Technical* | *1.00* | *December 2025* | *Online* | *BT Academy* |
| *Example: Webinar CPD Topic ABC* | *TBC* | *0.50* | *March 2026* | *Online* | *TAL Risk Academy* |
| *Example: FAAA Roadshow 2026* | *Various* | *5.00* | *May 2026* | *Conference* | *FAAA* |
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**Further information:**

To ensure you are completing this CPD Plan template correctly please consult your AFSL if you are an adviser.

If you are not an adviser, please call FAAA member services on 1300 337 301 for assistance with this CPD Plan.