

Assistive Technology Mentors Association

CPD OVERVIEW

Purpose

The PD Framework encourages **participants and institutions to consider** professional development as an ongoing, career-long engagement with any stage in their professional lives. This cyclical considered approach to professional development is called reflective practice.

Five Phases of Professional Development

- Building a Knowledge Base. The purpose of this phase is to acquire new knowledge and information and to build a conceptual understanding of it.
- Observing Models and Examples.
- Reflecting on Your Practice.
- Changing Your Practice.
- Gaining and Sharing Expertise.

Types of Continuing Professional Development

- Formal Education and Training. This includes formal face-to-face education, distance learning, short courses and formal on-the-job training.
- Informal Learning.
- Conferences and Meetings.
- Presentations and Papers.
- Institution Activities.
- Industry Involvement (per academia)

What are CPD points?

They're a **way of assigning value to the continual personal development that you undertake**.

Every **CPD activity** that you take should come with a **points value assigned**. The points for each course are **calculated based** on the **time** it should take to complete

eg, – one hour of learning is worth one CPD point

Links and References used to create draft scope

https://cdn.qct.edu.au/pdf/CPDFrameworkPolicy_AmendedforAustralianStandards.pdf

<https://business.gov.au/people/employees/staff-development-and-training>

Concept of CPD framework - A standards and development focus

The CPD embeds the following principles:

- CPD involves critical reflection, development and strengthening of practice
- CPD is flexible, relevant and integral to an individual ATM'S professional practice.
- CPD acknowledges the importance of sector-based scholarships and professionalism,

To meet the requirements of the CPD framework for membership renewal:

- Must complete minimum amount of CPD as stipulated in the policy
- A balance across the following areas
 - Employer Directed and supported CPD

- industry Identified (NDIS, AH, MAC) supported CPD
 - ATM Identified CPD
- A range of types of CPD activities
- regard to the Australian Professional Standards for ATM'S

Recording and reporting CPD

- It is the responsibility of the member to maintain records of their CPD.
- Records can be in a format that best suits individual need, career pathway and or employer requirements
- Evidence should be appropriately identified at the time the CPD is undertaken by the provider of the CPD.
- The records will include the amount, standards focus, identified area and range of CPD activity according to the requirements of the framework.
- The ATMA provides tools and templates that may be used in the recording of CPD.

ATMA members will retain their CPD records for 12 months following renewal of their registration and will make their records available as requested for ATMA random audit.