

### **Q. What is CPD?**

**A.** Continuing Professional Development (CPD) is a program designed to deliver industry education, knowledge, development and information to raise the level of professionalism within security businesses.

Under the CPD program, the nominated representative of the licensed security business will be required to attain 12 CPD points per year. Points can be attained through a variety of ways; including attendance at conferences, workshops, industry briefings, seminars, face-to-face and web-based training.

In addition to participating in ASIAL's CPD program, other benefits of ASIAL membership include access to regular industry updates (both print and electronic), compliance resources, industrial relations advice, industry briefings and access to an insurance arrangement exclusive to ASIAL members.

### **Q. How will these changes benefit the industry?**

**A.** These changes have been developed by government to help to further raise the level of professionalism in the industry – from sole traders, partnerships through to small and large businesses, and in turn raise the level of confidence in the community of the services provided by the industry.

### **Q. What is ASIAL's role as an Approved Security Industry Organisation (ASIO)?**

**A.** As an ASIO, ASIAL is required to:

- Monitor the industry experience levels of members;
- Develop appropriate Continuing Professional Development (CPD) programs;
- Monitor and report on the compliance of members within the CPD program under Section 26 (3) of the *Private Security Act 2004* to the Licensing Services Division.

### **Q. What if you already possess a nationally recognized certificate IV and are not required to join an ASIO?**

**A.** ASIAL's Continuing Professional Development program will be available to all members. Even if you already possess a nationally recognised Certificate IV, you and your colleagues will have access to a comprehensive range of industry training and resources.

### **Q. What will happen if I fail to complete my annual CPD requirements?**

**A.** ASIAL reports to LSD quarterly. If the final report for the CPD year (end-June) shows that you have not satisfied CPD requirements, LSD may ask you to show cause as to why they should not revoke your company's business licence.

**Q. Where can I go to find out more about membership of ASIAL and my licensing obligations?**

**A.** If the nominee of the security business licence does not possess a Certificate IV in Security & Risk Management or the appropriate skills, you will be able to nominate ASIAL as your Approved Security Organisation.

**Q. Who is responsible for ensuring I have completed the correct number of points?**

**A.** You are. ASIAL will try to send a reminder about the number of points you have/have not completed about 3 months prior to the end of each CPD year, but the ultimate responsibility is yours. You will be able to log on to your ASIAL training records to see what progress you are making, but it is YOUR responsibility to ensure that you complete the correct number of points within the relevant period.

**Q. What types of CPD can I do?**

**A.** There are three types of categories of CPD activities. Category 1: Professional activities, Category 2: An activity with a stated development outcome, Category 3: A learning activity conducted by a Registered Training Organisation accredited to conduct training for the security industry sector in Victoria.

**Q. What is CPD Category 1: Professional Activities?**

**A.** Category 1; Professional activities includes: participation in committees (committees membership); presenting/teaching/lecturing (1<sup>st</sup> occurrence only- no repeats); articles published in industry specific journals or national media.

**Q. What is CPD Category 2: An activity with a state development outcome?**

**A.** Category 2; An activity with a state development outcome. This includes; workshops; seminars; conferences; participation in forums (this category includes self-paced learning which does not require formal assessment). For seminars, conferences and forums, only the hours of the actual presentation may be counted.

**Q. What is CPD Category 3: A learning activity conducted by a Registered Training Organisation accredited to conduct training for the security industry sector?**

**A.** A learning activity which includes formal assessment of learning outcomes, conducted by an RTO accredited to conduct training for the security industry. These activities must be either - 1. Units of competency aligned to the new training package and providing pathway to achieving a qualification, or; 2. A unit of competency or accredited course that contributes to the nominees' development in area of business management or compliance, governance and ethical conduct, or; 3. Courses developed by an Approved Security Organisation specifically for the security industry.

**Q. How many points do I have to attain?**

**A.** You will be required to attain 12 CPD points per financial year. If you start your CPD program part-way through a year, the required points are pro-rata's e.g. if you commence on the 1<sup>st</sup> of April 2009, you must acquire 3 CPD points by 20<sup>th</sup> June 2009.