

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM



Owners Corporations Victoria Inc. Continuing Professional Development (CPD) Program is designed:

- to ensure all members maintain a high standard of professionalism and
- to assure the public of the high ethical and professional standards maintained by Institute members

It is also designed to ensure membership of OCV is a status to be valued both by members and the users of owners corporation management services.

This is achieved through continuing skill development and the maintenance of a current knowledge base on issues and subjects relevant to the industry.

The CPD Program is linked to the use of Post Nominals. OCV will promote the use of post nominals to differentiate the credentials of members.

Members who choose not to be involved in the continuing professional development program may maintain their membership but will be limited to the membership category of Provisional and unable to use post nominals.

The CPD requirements are:

Undertake 10 hours structured Continuing Professional Development per annum with a minimum of 5 hours to be attained through OCV activities i.e. OCV conference, seminars, chapter meetings, distance learning modules.

CPD requirements if you have been awarded post nominal CPSM or FSM **AND** been a member for more than 5 years:

Undertake 6 hours structured Continuing Professional Development per annum with a minimum of 3 hours to be attained through OCV activities i.e. OCV conference, seminars, chapter meetings, distance learning modules.

Regional Members

Undertake 5 hours structured Continuing Professional Development per annum with a minimum of 3 hours to be attained through OCV activities i.e. OCV conference, seminars, chapter meetings, distance learning modules.

Associate Members

Associate Members are required to show proof of their continued professional development through their associated primary industry body or aligned professional development activity that would be recognised as beneficial to the industry. Attendance at one OCV Professional Development Program every two years is required.

Only the time spent actively participating in courses and seminars can be credited as Continuing Professional Development hours - travelling time, refreshment breaks and social activities are not to be counted. However, a minimum of 2 CPD hours applies for a structured activity such as a breakfast seminar. A maximum of five hours per day may be claimed.

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1. **Categories:** All categories are to be in an area applicable to owners corporation management.

- Categories: -
- A Conventions & Conferences
 - B Seminars, Courses and Other PD Activities
 - C Individual Study
 - D Technical Committees
 - E Technical Preparation/Instruction
 - F Associate Member Recognised Professional Development Activities

2. **Points:**

- 2.1 One hour of time entitles one point up to a maximum of five hours per day
- 2.2 10 points to accumulated each year
- 2.3 At least 5 points to be gained through OCV activities

3. **Points Guidelines:**

AREA OF PARTICIPATION	PERIOD ALLOCATED	MAXIMUM POINTS
Category A – Conventions and Seminars		
State Annual Conference		10 points
National or International Conference		10 points

Category B – Seminars Courses and Other PDP Activities		
Senior Management Development Program Course		20 points
The Certificate IV Property Services [Operations]		15 points
OCV Workshops/Seminars/Chapter Meetings*	Session time only (Minimum 2 points)	
Owners Corporation Management Specified Workshop/Seminar*	Session time only (Minimum 2 points)	

Category C – Individual Study		
University/TAFE Study	30 hrs/ subject passed	60 points
Study Exchange Program/ Tours		20 points

Category D Technical Committees		
Service on Technical Committees		10 points

Category E – Technical preparation/ Instruction		
Present paper at recognised Conference/ Seminar/ OCV Training course or publication	Research/ presentation time	10 points
Management level reports	Research /presentation	10 points

Category F - Associate Member – Industry Recognised Professional Development		
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* Up to a maximum of five hours per day

REMEMBER – CPD POINTS CAN BE GAINED BY DOING ACTIVITIES THROUGH OTHER ORGANISATIONS. IT DOES NOT ALL HAVE TO BE OCV ACTIVITIES.

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CONTINUING PROFESSIONAL DEVELOPMENT: PROGRAM REPORT For the Year 1st July 2008 - 30th June 2009

Surname: _____ Given Names: _____

Company: _____

OCV Membership Category: _____

This CPD report is split into 2 sections:

1. *OCV Structured Activities* – seminars/conferences organised by OCV
2. *Other Structured Activities* – professional development, relevant to the role of owners corporation manager, undertaken through other organisations eg professional conferences, seminars and workshops, formal study, research and writing for technical publications.

1. OCV Structured Activities

Date	Description of Course/ Seminar/Activity	Organised by	Number of PD hours (max. 5 PD hours /day)

2. Other Structured Activities

Date	Description of Course/ Seminar/Activity	Organised by	Number of PD hours (max. 5 PD hours /day)

Total Time Claimed: _____