



Continuing Professional Development Program

Victorian Private Security Business Licence

Where a business licence holder becomes a member of an approved security industry association for the purposes of sub section 26(3) of the Private Security Act 2004, then the following model to develop professional competence is to be used by the association:

- The potential member must be assessed as having extensive experience (minimum of 5 years) in the security industry that demonstrates the person is competent to operate a security business (provision of a detailed curriculum vitae would be required);

AND

- To maintain membership with the approved Security Industry Organisation the business licence holder engages in a continuing professional development (CPD) program and must accumulate 12 “CPD points” each year in which a security business licence is held.

SPAAL’s Continuing Professional Development (CPD) program is designed to ensure members attain and maintain increased skills and knowledge for consistent professionalism within the security industry.

CPD training and activities that qualify for points

- Seminar, workshop, lecture, conference, discussion group, multimedia or website based program, or the research and preparation of an article published in a Security Publication or a Security Industry related article in a non Security publication or a combination of those activities;
- Must be of significant intellectual or practical content and must deal primarily with matters related to the broad practice of Security & Security Management;
- Conducted by persons who are qualified or considered experts by practical or academic experience in their field of discussion in the subject covered;
- Must extend the member’s knowledge and skills in areas that are relevant to the member’s security industry needs.
- Members who successfully complete a Certificate IV, Diploma or above will be deemed to have completed 8 CPD points in that year.
- The preparation and/or presentation of material by a member, to be used in a course of continuing professional development to members and/or to other professionals and/or to other persons including Security Officers, is continuing professional development approved by SPAAL. However, in any CPD year a member may not claim more than five CPD points for the preparation and/or presentation of material to be used in such a course of continuing professional development.

CPD Points Table

Attending security industry seminars, workshops and affiliated educational events - maximum 5 points	1 point per attended event
Completing courses by an approved registered training organisation	3 point per completed course
Writing and publishing articles in security industry publications up to 1000 words	3 points per article
Online learning course completion or demonstrated knowledge obtained	3 points per completed course
Certificate IV, Diploma or above	8 points
The preparation and/or presentation of material by a member - maximum 5 points.	1 point per presentation

SPAAL Members are required to accrue 12 CPD points per membership financial year from 1 July to 30 June, or on a pro rata basis when joining SPAAL and the CPD Program. CPD Points cannot be transferred from another approved industry association.

CPD Records

It is a member's responsibility to maintain accrued CPD points and complete and return the SPAAL CPD Points Record Form.

SPAAL will undertake regular compliance audits as part of the CPD program where a member fails to submit a SPAAL CPD Points Record Form when required.

Supporting documentation must be maintained by the member to confirm their claims for points.

Members can confirm their accumulated points by contacting SPAAL.

Exemptions

SPAAL may upon application in writing from a member in such form as SPAAL may from time to time require, exempt in whole or in part a member from compliance with this program during that CPD year on such conditions as it may specify if:

- a) The member has met the requirements of the Licensing Services Division and exceeds those requirements as set in section 26 of the Private Security Act of 2004.
- b) By reason of the member's geographical location, a physical disability, or the member has experienced particular hardship or difficulty in complying with the CPD program; or
- c) The member has been substantially absent from security business because of parenting leave, unemployment or illness; or
- d) SPAAL considers that there are special circumstances warranting it doing so.
- e) The member has received exemption from the Licensing Services Division.

A member who commences or recommences a security business on or after the start of the CPD year must undertake during the balance of the CPD year such continuing professional development as is referable to the balance of the CPD year, on a pro rata basis.

Certification and Audit of CPD Program Requirements

When applying for renewal of Membership with SPAAL an applicant must provide such information and certification as SPAAL may reasonably require as to the continuing professional development in which the applicant has participated in the CPD year prior to that renewal.

SPAAL may at any time require a member to verify compliance with the CPD Program providing to SPAAL a statement (in such form as SPAAL may reasonably require) that sets out:

- a) the number of CPD points claimed for the period covered by the statement;
- b) the activity undertaken by the member in respect of which the CPD points have been claimed;
- c) the reasons for claiming that the activities for which CPD points have been claimed satisfy the criteria set out in the CPD Program and;
- d) the details of any exemptions granted pursuant to the CPD Program requirements.

A CPD Points Record Form is issued to all existing and new members in order to assist them in complying with the CPD Program requirements out lined above.

A member shall comply within twenty-one days of the date of such requirement being made by SPAAL.

Non compliance by a member with CPD program requirements

In the event that a member fails to comply SPAAL may issue a notice in writing to the member:

- a) Drawing the attention of the member to the failure to comply; and
- b) Requiring that the member file with the SPAAL within seven days from the date of the notice a proposal in writing that details a plan to be implemented by the member to make up within ninety days from the date of the filing of the plan, the deficiency in the practitioner's compliance with CPD Program requirements.
- c) Advising the member that for failing to comply with CPD Program requirements SPAAL must inform the Licensing Services Division of the failure in compliance.
- d) Where membership with SPAAL is sought to meet the requirements of the Private Security Act 2004 section 26 3a the member may face further disciplinary action to include suspension or cancellation of membership.
- e) A member fails within fourteen days to file with SPAAL a plan to be implemented by the member to make up within ninety days from the date of the filing of the plan the deficiency in the practitioner's compliance with the CPD Program requirements; or
- f) Having filed such a plan the member fails to comply with the plan to be implemented by the member to make up within ninety days from the date of the filing of the plan the deficiency in the member's compliance with CPD Program requirements;

Failure to comply with the CPD program requirements may constitute unsatisfactory conduct or misconduct pursuant to SPAAL's Constitution.

SPAAL may take any of the following steps:

- Report to the LSD the member's compliance deficiency;
- Suspend membership;
- Cancel membership; or
- Instigate proceedings for unsatisfactory conduct or misconduct.

SPAAL may in its discretion allow a member to rectify any failure to comply with the CPD Program requirements.

Appeals

- All appeals must be in writing to the General Manager and must be lodged within fourteen days, including documentary evidence, written submission or other material sought to be relied upon by the member
- The General Manager shall review the appeal and if necessary refer it to the SPAAL Board for consideration.
- The General Manager will notify the member of SPAAL's decision.
- The decision of the SPAAL Board is final and binding.
- Natural justice will be applied throughout the process.

Accreditation of Providers of CPD Training and Activities

The SPAAL Board may receive application for endorsement and may grant accreditation to providers of continuing professional development training and activities.

CPD points will be accrued on SPAAL events you have attended. At the conclusion of each CPD year members will be provided with an annual CPD point's summary. The summary along with the CPD Points Record Form will need to total 12 CPD points.

I declare that the CPD information provided is correct and in compliance with SPAAL CPD Program Requirements.

Signature _____ Date _____

Please mail, fax or email your CPD Record Form with supporting documentation to SPAAL.

Mail: PO BOX 2398, Taren Point NSW 2229

Fax: 1300 859 122

Email: admin@spaal.com.au