



Continuing Professional Development Program Policy for Developmental Educators

The DEAI Continuing Professional Development (CPD) program is a mandatory requirement for all **full** members with the DEAI regardless of their employment status. Membership renewal is contingent on the submission of the CPD Record prior to renewal.

What is the Continuing Professional Development Program?

The CPD program is designed to increase the knowledge, skills and professionalism of Developmental Educators. The aim of the program is to maintain, improve and strengthen knowledge, expertise and competence, and to aid in the development of and maintenance of personal and professional skills. Undertaking CPD contributes to a high level of competence required to undertake the complex work in the field of disability, and safeguards individuals with disability and their families.

As the self-regulated professional body for Developmental Educators, the DEAI is responsible for protecting the credibility and integrity of the profession and expects Developmental Educators to undertake professional development activities in order to achieve and maintain both competence and conduct of the highest professional standard, which reflects current thinking and approaches in the field of disability.

Who is the Continuing Professional Development Program for?

The CPD Program is for all members with the DEAI who hold a Full Membership.

Why does the DEAI support Continuing Professional Development?

- It provides organisations (employers), other professionals, and individuals with disability and their families with a measure of the profession's commitment to high quality service provision, standards and support.

- As professionals Developmental Educators are accountable to maintain their professional practice so as to deliver high quality service provision and support to individuals with disability and their families (DEAI Code of Ethics and Practice for Developmental Educators).
- Professional development is an ongoing process which continues over the course of a career to maintain best practice standards, by adapting to changes in the practice environment and professional domains, acquiring new information and understanding consumer needs.
- Professional development has benefits for and safeguards individuals with disability and their families, who Developmental Educators seek to support and empower.
- NDIS registration for 'Specialist Positive Behaviour Support' and 'Therapeutic services' requires practitioners to undertake ongoing professional development.
- Planned CPD is an opportunity for members to review best-practice standards or evidence-based practice, to evaluate and improve individual levels of competency, to identify any limitations or shortcomings and to improve practice. It allows for members to further develop competency or strengths in areas of particular interest or aptitude.

How will the Continuing Professional Development Program work?

The CPD program operates on an annual cycle based on the calendar year aligned with the member's membership renewal. In each 12-month CPD cycle, members are required to accumulate a total of 30 points of CPD activities. All full members will be required to complete the full 30 CPD pts when renewing your membership

Categories of the Continuing Professional Development Program

Approved professional development activities are categorised into three categories:

- Category 1 - Reflections, Ethical Practice and Career Development

- Category 2 - Skills and Knowledge
- Category 3 - Contributing to the profession and/or the sector

It is expected that, in line with other (registered) professional disciplines, members aim to obtain 30 professional development points per year.

Attachment 1 provides is a proforma on which professional development activities are to be recorded and submitted to the DEAI along with the annual membership renewal.

It is highly desirable that members aim to obtain 10 points per listed category below:

Category 1 – Reflections, Ethical Practice and Career Development	
Activity	Points
Completing a Professional Development Plan	5 pts
Reflecting on the DEAI Code of Ethics and Practice Standards	1 pts
Receiving supervision / mentoring	1 pt per hour
Receiving peer consultation	1 pt per hour
Undertaking case discussion / practice discussion / review	1 pt per hour
Engaging in a workplace performance review activity	5 pts
Undertaking higher duties related to discipline	5 points per block of time
Writing a job application / CV; attending a job interview	2 points
Other (please specify)	1 pt per hour

Category 2 – Skills and Knowledge	
Activity	Points
Undertaking a course (including e-course)	5 pts per course
Independent online learning (e.g., watching video, webinars, internet based reading)	1 pt per hour
Active reading	3 pts per text 2 pts single chapter 1 pt per article
Attending Workshop / Special Interest Group	1 pt per hour
Attending a conference / symposiums / seminar	1 pt per hour
Participating on a DEAI Panel presentation	1 pt per hour
Receiving supervision / mentoring	1 pt per hour
Receiving peer consultation	1 pt per hour
Undertaking or contributing to research	20 pts per project
Reading publications	1 pt per article/chapter
Writing an article	5 pts
Developing / updating skills package / training module	5 pts
Other (please specify)	1 pt per hour

Category 3 – Contributing to the profession and/or the sector	
Activity	Points
Conducting workshop / presentation / training	2 pts per hour
Participating on a DEAI Panel presentation	1 pt per hour
Supervising / mentoring of a Developmental Educator / other allied health professional / student	10 pts per supervisee

Presentation of papers / tutorials/ lectures	2 pts per hour
Serving on the DEAI Committee	5 pts
Active participation in a reference / tasks groups / forum	2 pts
Advocating for the profession / promoting role of DE's	1 pts
Writing a submission / grant	5 pts
Undertaking or contributing to research	20 pts per project
Developing / updating skills package / training module	5 pts
Presentation of research findings	5 pts per hour
Publishing refereed journal article / chapter	20 pts
Writing an article	5 pts
Publication of non-refereed article	10 pts
Publication of a complete book	25 pts
Other (please specify)	1 pt per hour

Choosing Continuing Professional Development activities

The DEAI recommends that members undertake a range of CPD activities throughout the course of the registration period of 1 year which is aligned with their professional role or future aspirations. The DEAI recognises that people learn in different ways and as such, CPD may include both formal and informal learning activities. Professional development is unique to each member; the activities selected will vary according to the individual's employment, areas of interest and expertise, learning style, identified needs, timing and availability, and future options.

The type of learning activities selected can be broad and varied. Members are encouraged to consider a range of CPD activities which may include but is not limited to, face-to-face, simulation, interactive e-learning, self-directed learning.

How does the DEAI conduct the Continuing Professional Development Program?

New full membership application: the applicant is required to declare on the membership application form he/she agrees to comply with the DEAI mandatory CPD requirements.

Membership renewal: the member is required to declare on the membership application form that he/she will submitted their CPD record.

The DEAI's Professional Development Officer will conduct regular random audits of submitted CPD records. The purpose of the audit is to confirm that the DEAI member has complied with the DEAI CPD requirements. Audits are an important way for all

members to demonstrate to the DEAI and the public that they have understood, met, and will continue to meet the mandatory requirements relevant to the profession.

An audit involves the assessment of information submitted as evidence of the CPD undertaken and recorded in the CPD Record. Regular random samples of CPD Records are selected for audit. The Developmental Educator will receive an audit notice from the DEAI. The audit notice will:

- ask for the evidence of all professional development recorded on the CPD record to demonstrate compliance with the CPD program (e.g., certificates of attendance, workshop outline/content, learning outcomes, registration details, payment receipts, emails, informal CPD log);
- specify the due date for the submission of the required information;
- provide contact details should further information be required.

If selected for an audit the Developmental Educator must undertake the required action by the due date in order for the membership registration to be maintained.

The DEAI can request the Developmental Educator to submit further information as evidence to demonstrate that they have met the CPD requirements, if the submitted evidence is not satisfactory.

Failure to submit the CPD Record or to provide the required additional information will result in suspension or cancellation of the Developmental Educator's DEAI membership.

Record keeping and templates

To assist with CPD recordkeeping, the DEAI has developed a CPD proforma (the CPD Record), Attachment 1, on which the professional development activities undertaken are to be recorded.

Evidence that the professional development activities listed on the CPD Record have been undertaken, has to be kept by the Developmental Educator in case the DEAI requests an audit.

All evidence of CPD activities should be verifiable. This may include:

- certificates of attainment and/or attendance, receipt of payment, registration details, emails and evidence of self-directed CPD activity such as a literature

review, supervision, peer consultation, case study presentation, reading journal articles.

- where possible each CPD activity should also include information of the workshop outline/content and/or learning outcomes.
- Any CPD activities for which it is difficult to provide evidence, need to be recorded on the Informal CPD Log (Attachment 2), which is to be kept as evidence. Please transfer the total number of 'informal' CPD points to the CPD record and maintain the informal records as evidence in the event of being audited. This shall not comprise more than 30% of total CPD pts.

Please copy, paste and save Attachment 1 and 2 as separate documents.

Members are required to keep records of their CPD activities for a period of five years from the date of submitting the CPD Record. All CPD Records must be available for audit or if needed by the DEAI as part of an investigation arising from a complaint.

Submitting the Continuing Professional Development Record

The CPD Record is to be submitted within the 'Membership' drop down tab on the DEAI website

- Click on 'Submit CPD'
- Click on 'CPD Submission Form'
- Complete the 'Continuing Professional Development Form' and upload your CPD submission

By completing the CPD Submission Form; the CPD Record can be attached to this form and, when submitted, will be received by the Professional Development Officer. The CPD record is to be **submitted within 5 working days** of submitting the Membership Renewal form.

The Professional Development Officer will scrutinize the CPD Record. If approved there will be no further correspondence and the process of membership renewal application (submitted separately by the member) will be commenced by the Membership Secretary. If further information is required about the submitted CPD Record, the Professional Development Officer will make contact with the

Developmental Educator via email before membership is renewed. The member will receive a Certificate of Membership and Professional Development Compliance.

Failure to submit CPD within 5 working days

One reminder will be emailed to the full member if CPD has not been submitted following the 5 working days. If NO CPD is received following the 5 working days granted, the membership funds paid will be refunded less the \$15.00 admin fee. DEAI membership will be revoked and membership application will need to be resubmitted.

Exemption

The DEAI may consider and/or grant an exemption from the CPD requirements in exceptional circumstances that result in substantial absence from practice.

Exceptional circumstances may include prolonged illness, injury, bereavement, maternity/paternity/adoption leave, carer's leave, or other exceptional circumstances.

Applications for exemptions due to exceptional circumstances must be submitted in writing to the DEAI for consideration prior to the expiry of membership registration. The submission must include the nature of the special circumstance and the length of time these circumstances apply during the period for which an exemption is being requested.

Temporary absence from practice

Before returning to practice after an absence, members have an obligation to assess what changes there have been to professional practice and will need to decide what CPD is required to ensure that they are suitably prepared to return to practice.

The DEAI considers 12 months the maximum length of acceptable absence from practice. The DEAI will take into consideration applications of exceptional circumstances.

Applications due to exceptional circumstances must be submitted in writing to the DEAI for consideration. The submission must include the nature of the special circumstance, the length of time these circumstances apply, and the period for which an absence is being requested.

Thank you for your commitment toward maintaining your competencies as a Developmental Educator and to contributing toward the provision of high standard services and support to individuals with disability and their families.



Continuing Professional Development Record for:

Current Professional Role:

(Please copy, paste and save this form in your name as a separate document)

Category 1 – Reflections, Ethical Practice and Career Development		
Date/Time	Activity	Pts earned
		<i>Tab to enter new row</i>

Category 2 – Skills and Knowledge		
Date/Time	Activity	Pts earned
		<i>Tab to enter new row</i>

Category 3 – Contributing to the profession and/or the sector		
Date/Time	Activity	Pts earned
		<i>Tab to enter new row</i>

Signature: _____ Date: _____

This CPD Program is part of the mandatory membership requirements for ongoing full membership with the DEAI.

Please submit this CPD Record **at the same time** as your membership renewal by completing the CPD Submission Form under the Membership tab on the [DEAI website](http://www.deai.com.au), and attaching the CPD Record (Do **not** attach any other documentation as evidence; this is only necessary when an audit is being requested).

For any questions, please contact us on:

professionaldevelopment@deai.com.au
or call 0455 932 220

Signature: _____ Date: _____

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Australia Incorporated

contact@deai.com.au
www.deai.com.au

Attachment 2

Informal Continuing Professional Development Log

Informal CPD activities undertaken shall not exceed 30% of total CPD pts. They are listed on the CPD Record and also need to be recorded on this Informal CPD Log. This is to be kept as evidence in the event a DEAI member is audited (this form does **not** need to be submitted along with the CPD Record).

Informal activities are those for which it is difficult to provide any other evidence such as certificates or receipts however diary entries could be considered as evidence. These activities may include (but are not limited to):

- *Peer consultation*: Peer consultation is participation in discussion with peers about your practice. Peer consultation can be one-on-one or in a group, and can be undertaken face-to-face, via teleconference, videoconference or correspondence. (Note, 70% of recorded peer consultation should be with a Developmental Educator).
- *Reflecting on the DEAI Code of Ethics and Practice Standards*
- *Undertaking a case discussion/practice discussion/presentation*
- *Presenting*
- *Active reading*
- *Advocating for the profession / promoting the role of DE's*



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Informal Continuing Professional Development Log for:

Current Professional Role:

(Please copy, paste and save this form in your name as a separate document and maintain as a record of evidence)

Date	Type of activity (e.g., peer consultation, reflection, self-guided research or learning such as reading a journal article). Please ensure client confidentiality is not breached.	Name of colleague/s or person/s involved who can verify this if possible.	Duration focused on own practice	Signature(s) of colleagues, if possible
				<i>Tab to enter new row</i>

Signature: _____ Date: _____