Perks Private Wealth

Continuing Professional Development Policy

Overview

Continuing Professional Development (CPD) encompasses the wide variety of learning activities undertaken by professionals on an ongoing basis to maintain their technical knowledge and skills and to continually develop such competencies in existing and emerging areas. We consider CPD and the quality of advice and services to be directly correlated. For this reason, CPD plays an important part in our relevant providers professional and personal development within our business. Our relevant providers include authorised representatives, employees and directors of Perks Private Wealth who are authorised to provide financial advice and tax (financial) advice to clients.

Perks Private Wealth is required to have a CPD policy which sets out our processes for ensuring our relevant providers undertake the CPD required to comply with the CPD legislative framework and ensure they are providing services to a competent and professional standard. This policy is available to our representatives and staff and is published on our website.

This policy does not apply to provisional relevant providers while they are completing their professional year, although structured training undertaken as part of that professional year must be completed.

What is the legislative framework

CPD requirements are prescribed by the Corporations Act 2001, the Corporations (Relevant Providers Continuing Professional Development Standard) Determination 2018 (CPD Determination).

Relevant providers are required to undertake CPD every CPD year to improve their knowledge and competencies within broader CPD categories. A minimum number of hours must be completed in each CPD category, but the CPD in total must meet the minimum hour requirements for each CPD year. Our CPD year is a financial year.

The CPD categories and respective minimum hours are summarised in the chart below:

CPD Target

Full time relevant providers are required to complete at least 40 hours of 'qualifying CPD' each year and ensure that they have met the minimum hour requirements in each CPD category.

Where a relevant provider is authorised to provide tax (financial) advice services to clients, an additional minimum of 5 hours of CPD must be completed in the area of tax (financial) advice.

Relevant providers who work part-time for the whole of the CPD year, may apply to reduce their CPD requirement to a minimum of 36 hours. Any reduction requires written consent and will be assessed case-by-case with regard to the relevant provider's role and responsibilities. Approval of reduced CPD hours will only be provided if it is verified the reduced hours will not compromise the relevant provider's skills and competencies.

What comprises 'qualifying CPD' is set out in the Determination. Qualifying CPD must:

- be based on content relevant to a CPD category
- have sufficient intellectual or practical content
- primarily deal with matters related to the provision of financial product advice, financial advice services, financial advice business, tax (financial) advice
- be conducted by one or more persons who are appropriate and have sufficient standing, expertise, academic qualifications and /or practical experience; and
- be designed to enhance a relevant providers' knowledge and skills in areas that are relevant to the provision of financial product advice and financial advice services.

At least 70% of the qualifying CPD undertaken by our relevant providers must be approved by us. Qualifying CPD will usually take the form of courses, presentations (internal or external), conferences. It may constitute professional or technical reading (maximum of 4 hours) and formal education (maximum of 30 hours). Where a relevant provider provides, or intends to provide, tax (financial) advice services to clients, they must also satisfy the education and training requirements applicable to qualified tax relevant providers.

How do we ensure compliance?

As licensee, Perks Private Wealth is responsible for ensuring compliance with CPD obligations to support ongoing professional learning and development. This includes establishing and maintaining appropriate systems and controls to monitor CPD completion, assess the quality of learning activities, and to maintain accurate records. Our role in ensuring that relevant providers comply with their obligations is supported through the following key functions:

Approving CPD

We are responsible for approving activities as qualifying CPD. This requires us to ensure the CPD activity meets the requirements set out in the previous section. We will only approve the CPD activity as a qualifying CPD activity for the period of time in which the activity meets the requirements. This provides us with flexibility to pro-rate CPD where a portion of it met the requirements, but another portion of it did not. We will maintain a list of CPD which we have approved as a qualifying CPD activity along with the time period that can be attributed to that activity. We are required to approve a sufficient number of qualifying CPD activities to enable relevant providers to meet their CPD requirements.

In addition to our general discretion to approve activities as qualifying CPD, CPD activities accredited by the Financial Advice Association Australia (FAAA) may be approved by us as qualifying CPD.

Training plans

A training plan identifies areas where the relevant provider can improve their competence, knowledge and skills and describes the types of qualifying CPD activities the relevant provider will complete during the CPD year to achieve those improvements. We will work with the relevant provider to formulate and approve a training plan which meets these objectives and our overall business strategy.

Supervision

We are responsible for ensuring relevant providers undertake qualifying CPD in accordance with their training plans. Their progress is monitored throughout the CPD year, including quarterly CPD reviews and providing appropriate follow up actions where required. Relevant providers are responsible for updating their training register upon completion of a qualifying CPD activity.

Compliance obligations

Relevant providers will be provided with reasonable assistance to ensure compliance with their training plans. Where a relevant provider has not complied with their plan, their performance scorecard will be affected, and their authority to provide financial advice or tax (financial) advice, where applicable, may be restricted or revoked.

We will comply with our legal obligations with respect to such failure, including updating ASIC's Financial Advisers register where required by law.

Career Breaks

Where a relevant provider is returning to practice after a continuous absence of two years or more, they cannot resume practice until we have approved a training plan addressing competence gaps arising from the absence. We may also consider appropriate flexibility in CPD planning where a relevant provider is affected by illness, medical conditions, disability, parental leave or other extenuating circumstances. Any adjustment will be assessed on a case-by-case basis and must not compromise ongoing competence.

Training records

Relevant providers are required to obtain records of qualifying CPD undertaken, and provide those records to substantiate their attendance and/ or completion of CPD. The licensee is responsible for maintaining a central CPD record to meet the 7-year retention requirement. Completion of qualifying CPD will be recorded on the training register. We will keep these records for a period of 7 years or as otherwise required by our documentation retention procedures.

Monitoring and review

We will continually monitor the effectiveness of the procedures set out in this policy. Where amended, the updated policy will be made available on our website.