

### 1. Policy Statement and Scope

This SCA Continuing Professional Development Points Policy (“CPDP”) does apply to ALL states & chapters SCA Managers who choose to obtain SCA Accreditation. This enables Strata Community Managers to develop and expand their professional competence to meet industry standard obligations, thereby maintaining and improving an effective and competent service to their clients.

This policy will also maintain and improve public confidence in Strata Community Managers as it defines the pathway members take to stay abreast with legislation and developmental changes in the Strata Community within each state and territory.

Strata Community Association Ltd (SCA) is responsible for the administration and monitoring of the continuing professional development requirements. This CPDP sets out the requirements that must be fulfilled by an SCA Manager in undertaking their continuing professional development.

This CPDP took effect from 1<sup>st</sup> January 2018.

### 2. Membership and Accreditation

SCA provides individual Personal Membership to any person employed by a Corporate Strata Manager Business member (“SCA Managers”). Individuals nominated by Corporate Strata Manager Business member are able to join SCA’s Accreditation Pathway. Successful completion of the SCA A100 Essentials of Strata Community Management is a prerequisite. This is the entry level membership for accreditation. Levels for accreditation are:

Level 1 – SCA Accredited Strata Community Manager – ASCM

Level 2 – SCA Certified Strata Community Manager – CSCM

Level 3 – SCA Practising Strata Community Manager – PSCM

Level 4 – SCA Fellow Strata Community Manager – FSCM

### 3. Requirements for points to be completed

SCA Managers having achieved Accreditation – refer to SCA Accreditation Requirements document - must complete 12 points (except for Level 4 accredited SCA Managers who must achieve 6 points) of continuing professional development in the 12 months’ period immediately prior to the renewal due date of their membership. **Points must be acquired through participation in a minimum of one (1) SCA conducted and delivered event from either Category 1, 2 or 3 per annum.**

Fellow Strata Community Managers must complete 6 points of professional development in the 12-month period immediately prior to the renewal date of their membership and there is no requirement by way that they are achieved.

Accreditation Membership Type	Annual CPD Points
Accredited Strata Community Manager Level 1	12
Certified Strata Community Manager Level 2	12
Practising Strata Community Manager Level 3	12
Fellow Strata Community Manager Level 4	6

### 4. Categories & Points Entitlements

Continuing professional development is divided into **three categories**.

Continuing professional development in the broad learning areas specified in this document may be undertaken from any of the categories listed below.

#### a) Category 1

This is an activity with an **identifiable, non-assessed learning outcome**. The training must be delivered interactively such as by CD-ROM, workshops (external and internal such as company in-house training), web-based tools (webinars, eKnowledgebank, on line training, etc), strata related forums, seminars, breakfasts, workshops and conference presentation – **activity must be either approved by SCA upon application made by the participant prior of attending or retrospectively, or provided by an approved SCA Training Provider (except those delivered and presented by SCA directly; application to be made by the training provider prior to the training)** – refer to "Approval Application for CPD by an SCA Manager" and/or "Approval Application for an SCA Training Provider".

Point Allocations	
Description	Applicable Points
3 hours of training	<b>1</b>
1 hour of training delivered by SCA directly	<b>1</b>

#### b) Category 2

Structured learning with an **assessed learning outcome** linked to a relevant Australian / New Zealand University or TAFE qualification or a relevant national training package outcome **delivered by a registered training organization, accredited training organization or other national/international recognized bodies that deliver education relevant directly to the industry**.

Point Allocations	
Description	Applicable Points
SCA A100 Essential of Strata Community Management	Max. <b>3</b>
Certificate IV or Diploma qualification in Strata Community Management	Max. <b>12</b> (can only be claimed once in the year of completion)
Certificate IV or Diploma qualification short courses	<b>1</b> per accredited individual module, max. <b>12</b>
Certificate of Registration (as so applicable in NSW)	<b>1</b> per accredited module, max. <b>7</b>
Certificate IV in Training & Assessment	Max. <b>12</b> (can only be claimed once in the year of completion)
SCA Trainer reaccreditation program	Max. <b>2</b>

### c) Category 3

Point Allocations	
Description	Applicable Points
SCA Board / Board Advisory Group / State/Chapter Board & Committee meeting participation	<b>2</b> ( awarded upon confirmation from SCA that Member is not absent from more than 20% of meetings convened per annum)
SCA State / Chapter Conference / Symposium	Allocated based on the program and upon approved content – a member can only gain a maximum of <b>4</b> ; this is usually a 1-day program
SCA Annual Conference	Max. <b>5</b> (this is usually a two-day program) Max. <b>3</b> if only one day attended
SCA State/Chapter Principal / Leader Forums	Awarded based on the program and as so approved, max. <b>3</b> per annum
Presenter at SCA approved educational events/seminars/courses including SCA 100 Introduction to Strata Community Management	<b>3</b> per one hour depending on content, max. <b>6</b> per annum

### 5. Learning outcomes

The CPD activity outlined in Category 1 and 2 must be of significant intellectual or practical content, be relevant to the Strata Community Management industry and provide an educational outcome – refer also Point 7 “Broad learning areas and compulsory topics”.

### 6. Training providers / Approved Training to SCA Managers

The CPD must be conducted by persons/training providers qualified to provide the training to be covered by way of formal qualifications or subject matter experts in their chosen field and are required to be approved by SCA prior of offering training. An application form will be necessary to be completed - Application Forms and the Guidelines in becoming an SCA Approved Training Provider are available on SCA’s website - [www.stratacommunity.org.au](http://www.stratacommunity.org.au).

Approved Training Providers are required to issue participants with evidence of attendance after they complete a CPD event and, when relevant, with proof that any assessment was undertaken and passed. Evidence may take the form of a certificate of attendance, a statement of attainment or a record of completion. Approved Training Providers are required to maintain and hold for a period of four years’ appropriate records of attendance at CPD activities.

An SCA Manager applying to obtain CPD points for non SCA delivered training – either prior or in the retrospective of attending the training - must provide full details of the training provided including content and where applicable the learning outcome of the training, the date and duration of the training and the full details of the training provider. Applications made in the retrospective also do require proof of attendance at the training by either way of providing attendance certificates or written proof by the training provider of the applicant’s attendance.

### 7. Broad learning areas and compulsory topics

SCA may determine broad learning areas for the CPD activity. SCA may also determine compulsory topics which must be completed as part of the CPD requirements. SCA may also refer to the SCA Education Board Advisory Group to establish broad learning areas and any compulsory topics.

#### Examples of Broad Learning Areas

1. Strata Community Management – all aspects of preparing, planning and organizing strata meetings, types of meetings, effective use of facilitation and interpersonal skills for meeting management, statutory and legislative requirements in relation to meetings, roles and responsibilities of strata committee members, effective time management and organizational skills, effective use of electronic platforms for strata community management, cyber security, privacy requirements, etc.
2. Legal & Compliance - covering aspects such as the individual strata legislation, insurance, OHS, Contractor compliance, discrimination, liability issues, etc.
3. Finance - Strata accounting, Trust accounting, Audit requirements, banking, debt collection, budgeting, tax requirements, etc.
4. Technical & Professional Skills - includes best practice, risk management, business practices, leadership, procedures and policies
5. Soft Skills - comprising of Customer service, Ethics, Time Management, Communication, Conflict management, Negotiation, Technology, File Management, etc.

### 8. CPD points record keeping

It is the responsibility of each SCA Manager to record their own CPD points and retain supporting documents in the region they operate. SCA accredited/certified/practicing/fellow managers must certify whether or not he/she has undertaken 12 points (6 points for fellow members) of continuing Professional Development in the 12 months' period immediately prior to the renewal due date of their SCA State/Chapter Membership as part of the application for renewal of their SCA membership certificate.

A SCA accredited/certified/practicing/fellow manager must retain a record of the actual activities undertaken; all details of the educational activity and the corresponding number of continuing Professional Development points earned (refer to Appendix 1 - Professional Development Record & Declaration)

### 9. Renewal of Annual Accreditation and Non-compliance with CPD requirements

SCA Managers have to ensure they renew their Accreditation each year prior to the expiry of each membership year by confirming their intent to renew and providing information on any training or education that has not already been approved by SCA. The current applicable fee for renewal each year is \$110.00 inc. GST fee \*\*\*.

SCA may refuse renewal if an applicant fails to comply with any of the conditions relating to Continuing Professional Development.

If an SCA Manager has failed to meet the required CPD points for their chosen level of accreditation, the appointed State/Chapter Committee (if applicable) has the authority to recommend to the Board/Council of SCA in the state /chapter that the manager's level of accreditation will lapse. In this instance the SCA Manager would have to apply again for Accreditation once all requirements are met. A recommendation to lapse an SCA Manager's accreditation shall only be made upon consideration of the manager's involvement or non-involvement in the CPD program over the past three years. A decision in that regard by the State/Chapter Board / Council is final. This is to maintain a high level of credibility for the accreditation pathway.

An application for the restoration of an SCA Accreditation may be granted once the continuing Professional Development requirements as outlined and contained herein have been completed to the satisfaction of SCA within a three-month period from the time when renewal was due.

\*\*\* refer to the provisions under Section 12" Change of Employment Provisions"

### 10. Exemptions

If an SCA Manager is on leave (due to medical reasons or maternity/paternity leave) for a period within their membership that would significantly affect the balance of their CPD training, they must apply to SCA for an exemption from the CPD requirements to ensure the renewal of their accreditation is valid. Circumstances for granting an exemption are limited and may relate to serious illness, misadventure or maternity/paternity leave. A medical certificate may be requested from the SCA Manager. Upon approval of such leave which is at the discretion of the State/Chapter Board/Council, the SCA Manager is exempt from the requirement to obtain the relevant CPD points on a pro rata basis.

### 11. Change of Employment Provisions

If an SCA Manager is changing employer within their region, they must notify SCA immediately once the new employment comes into effect in order not to forfeit their membership and accreditation status, however, the new employer must be a Corporate Strata Manager Business member of an SCA state/chapter/territory. A Corporate Strata Manager Business member is also required to notify SCA if a staff member that is a personal member of an SCA state/chapter/territory is no longer working for the business.

If an SCA Manager is changing employer and does not find new employment with another Corporate Strata Manager Business member within 3 months, their membership and accreditation lapses and they would be required to apply to SCA for accreditation under their current Level again. In this instance an Application Fee of currently \$250.00 inc. GST is applicable which must be paid together with the Application for restoration of their Accreditation with SCA.

During their time of unemployment, it is understood that the SCA Manager is not to be operating in their role and therefore will not be granted permission to use the credentials for Accreditation. The use of the credentials for Accreditation under SCA is prohibited if a member is working for a Strata Management Business that is not a member of SCA and/or they have not been nominated by a Corporate Strata Manager Business member as an SCA Manager.