



Snelleman Tom Financial Services Pty Ltd (The Financial Service Licensee)

FASEA (FPS004) Continuing Professional Development (CPD) Policy

Version: 28 March 2019

CPD Year: 1 January 2019 to 30 June 2020, to then revert to a CPD year from 1 July to 30 June after the initial transitional period has passed

For this Policy Document -

Financial Services Licensee = Snelleman Tom Financial Services Pty Ltd = Snelleman Tom

Relevant Provider = Authorised Representative

1. Overall Approach CPD

In its 30+ year history, Snelleman Tom has actively encouraged and facilitated a consistent and professionally relevant CPD Program.

Snelleman Tom undertakes to fully adopt any current and future FASEA CPD requirements and will support its Relevant Providers in meeting these requirements on an ongoing basis.

2. Process for approving CPD Activities and the mechanism for allocating hours to these.

The process for approving CPD Activities will be as follows:

- One of the Responsible Officers will approve each activity undertaken by the Relevant Provider based on the legislative requirements for Qualifying CPD Activities
- On the basis that the activity is deemed a Qualifying Activity then the following process will be applied for allocating hours:
  - If the CPD Activity is externally provided, then it will be approved on the basis that it is relevant to the Relevant Providers CPD Plan and a document is provided by the CPD provider allocating the respective FASEA and ASIC CPD Categories and Hours
  - If the CPD Activity is internally provided, then one of the

Responsible Officers will approve the activity, the CPD Category and Hours using a relevant methodology at the time which can include, but not limited to:

- FASEA guidance
- Confirmation of who provided the training,
- Date and place training took place
- Copies of reading materials, notes etc to be provided to Snelleman Tom by the Relevant Provider
- Whether an assessment was undertaken

Snelleman Tom will approve at least 70% (the minimum) of CPD hours during a year as per the legislated categories.

3. Approach to any Continuing Professional Development Plans created for Relevant Providers.

Initially Snelleman Tom will review each Relevant Providers CPD plan by the required dates as per the prevailing legislation.

The Plan and implementation progress will be reviewed as part of the Relevant Providers employment performance review process.

4. Process for ensuring CPD activities and provided by persons and / or entities that are appropriate (with accredited standing, expertise and academic qualifications and practical expertise).

The approval process is part of achieving this outcome. In addition, Snelleman Tom will also consider the FASEA principles guide, when released, to ensure consistency in its approach.

5. Approach for those affected by extenuating circumstances such as medical, disability or parental leave.

Snelleman Tom will approach this as per the legislative requirements.

6. Approach for existing relevant providers moving licensees

Snelleman Tom will consider CPD undertaken with a previous licensee when authorising an existing Relevant Provider

7. Approach for Relevant Provider who has recently completed their Professional Year

Snelleman Tom will consider the type of study undertaken and the results achieved to assist in determining whether any of the study to be pro-rated for the period between completion of the Professional Year and the end of the licensees CPD year.

8. Approach for relevant providers working part time

Snelleman Tom will consider the hours worked under a part time basis and apply the relevant CPD requirements as such.

9. Approach to evidencing outcomes of CPD

Snelleman Tom will monitor this as part of the Relevant Providers employment performance review process

10. Approach to record keeping

As part of the approval process of the CPD activity, the Relevant Provider will be required to update the Snelleman Tom training register including recording any materials provided as part of the training.

The register is to be maintained on a monthly basis.

The register will include the appropriate hours categories for both FASEA and ASIC standards and all other items required by the legislation.

The register will be electronically accessible to all Relevant Providers at all times

11. Approach to auditing compliance with the policy

This will be approached in a number of ways including, but not limited to:

- Regular checks will be undertaken with the Relevant Providers to ensure their CPD register is up to date.
- Part of employment performance reviews