



Continuous Professional Development Policy

Objective

CPD is an important foundation of lifelong learning and helps financial services professionals to maintain their competence in this field. Having this CPD policy aims to enable 'relevant providers' to maintain, improve and broaden their professional knowledge, expertise and competence to meet their obligations to provide ethical, effective and competent service to the business and their clients.

The aim of this policy is to outline a framework for the continuing professional development of its 'relevant providers' and to inform them of their ongoing obligations regarding continuous professional development. This policy is relevant to the business's strategic context and its goals, objectives and the nature of its business.

Obligation

The Corporations Act 2017 (the Act) requires that all individuals identified as a 'relevant provider' are required to meet the requirements for continuing professional development set by the Standards Body (s 921B(5)) and the Financial Adviser Standards and Ethics Authority Ltd (FASEA), the standards body for Part 7.6 of the Corporations Act 2001 (The Code).

The Act requires the Standards Body to set requirements for continuing professional development in relation to each CPD year of a financial services licensee (s 921U(2)(iv)). It is a condition of Tax Agent Services Act 2009 (s20-5) (d) in the case of a renewal of registration—the individual has completed continuing professional education that meets the Board's requirements.

Commitment

Throughlife Financial Solutions Pty Ltd's ("Throughlife") Management is committed to this process and will ensure that this policy is understood, implemented, and maintained at all levels of the organisation. This include the commitment to Standard 10 of the Code which obligates Throughlife and their representatives must develop, maintain and apply a high level of relevant knowledge and skills.

Throughlife will support its 'relevant providers' in their undertaking of CPD to maintain competence at a level appropriate for the professional services (including financial product advice) that the 'relevant providers' provides and will ensure it is satisfied that their 'relevant providers' knowledge and skills are up to date.

Throughlife will set the requirements for those returning after a 2 year or more career break to ensure they will upskill with the latest regulatory and licensee requirements as soon as practicable once they return.

In authorising ‘relevant providers’ who have recently completed their Professional Year, given the extent of training undertaken during the Professional Year, Throughlife will pro-rata the CPD hours for the period between completion of the Professional Year and the end of the licensee’s CPD year.

The Act does not require a provisional relevant provider to meet the continuing professional development standard (s 921D(2)(a)). The provisional relevant providers will be engaged in training and education requirements as part of achieving relevant provider status.

Operational Controls

FASEA CPD Requirements (40 hours per year, 36 hours for part time advisers)

FASEA CPD categories

The competencies expected to be demonstrated for ongoing professional practice are:

- Technical competence: acting as a technically proficient professional
- Client care and practice: acting as a client centric practitioner
- Regulatory compliance and consumer protection: acting as a legally compliant practitioner
- Professionalism and Ethics: acting as an ethical professional

These competencies align with the outcomes expected of Throughlife’s qualifying practitioners and the work and training standard. These requirements will provide the full range of developing an expert practice in financial advice. These will include as high-level competencies such as demonstrating capabilities in critical thinking, critical self-reflection and ensuring professional behaviours, vital skills are required to be developed. The table below addresses these skills by reference to CPD categories with minimum hours per year for each category. The balance up to 40 hours must consist of qualifying CPD from these categories or other selected by the Adviser or Throughlife.

CPD Category	Minimum CPD Hours Per year	Minimum CPD Hours Per year (Part time adviser)
1 Technical Competence	5	4.5
2 Client Care and Practice	5	4.5
3 Regulatory Compliance and Consumer Protection	5	4.5
4 Professionalism and Ethics	9	8.1

Obligation Timetable

The following reporting timetable has been introduced to enable advisers to comfortably meet their CPD obligation. Throughlife has determined that the CPD obligation will be checked

twice per year. The first check point will be 30th December and the second will occur on the 30th June (the ASIC reporting date for advisers who fail to meet their CPD obligation).

Throughlife requires all advisers to meet the following timetable for CPD obligation:

	Hours as at 30th Dec	Final no of hours at 30th June
Total CPD hours	20	40
Total Technical Competence	2.5	5
Total Client Care and Practice	2.5	5
Total Regulatory Compliance and Consumer Protection	2.5	5
Total Professionalism and Ethics	4.5	9

Please Note: Throughlife has an obligation to suspend any adviser who has not met their CPD obligations.

Throughlife agrees that the following types of learning are options that may be considered by a ‘relevant provider’ in terms of the FASEA CPD that the ‘relevant provider’ undertakes:

1. ***Formal relevant education (provided by an Education Provider)*** may contribute to the FASEA CPD requirement including degree equivalent study to meet legislative requirements (such as bridging courses and approved degree studies) and any formal study towards other qualifications and designations relevant to the practice of the ‘Relevant Provider’, ***to a maximum of 30 CPD hours per year.***
2. Non-formal education including:
 - a. Education for the purposes of achieving a relevant professional designation (e.g. CFP, FChFP, etc)
 - b. Education for the purposes of meeting requirements in specific financial advice provisions (e.g. Stockbroking, SMSF, Aged Care, etc.)
 - c. Education for the purposes of accreditation in specific forms of financial products relevant to licensing arrangements (e.g. Credit)
3. Other CPD as approved by the Licensee:
 - a. Sessions/Workshops such as conferences, PD days, update sessions, which are relevant to financial advice – approved CPD
 - b. ***Professional or Technical Reading to a maximum of 4 hours – approved CPD***

Throughlife believes that education that is measurable, appropriately assessed and leads to further qualification outcomes for participants is preferred as it more likely provides structured and independent results for the participants work and training needs.

TASA CPD Requirements (20 hours per year)

Throughlife agrees that a ‘relevant provider’ who is registered as a tax (financial) adviser must complete a **minimum of 60 hours of CPD** within a standard three-year registration period, with a minimum of seven hours each year.

Throughlife agrees that a ‘relevant provider’ who has a special condition attached to their registration (ie illness, disability, financial or other hardship) must complete a **minimum of 45 hours** of CPD within a standard three-year registration period, with a minimum of five hours each year. Throughlife agrees that a ‘relevant provider’ with a registration period is other than three years, must complete CPE on a pro-rata basis.

Throughlife agrees that the following types of learning are options that may be considered by a ‘relevant provider’ in terms of the CPD that the ‘relevant provider’ undertakes and understand that the ‘relevant provider’ should use professional judgement when selecting the relevant CPD activities to undertake:

CPD activities considered appropriate under this CPD policy include:

- seminars, workshops, webinars, courses and lectures
- structured conferences and discussion groups (including by phone or video conference)
- tertiary courses provided by universities, registered training organisations (RTOs), other registered higher education institutions or other approved course providers
- other education activities, provided by an appropriate organisation
- research, writing and presentation by a registered tax (financial) adviser, tax or BAS agent of technical publications or structured training
- peer review of research and writing submitted for publication or presentation in structured training
- computer/internet-assisted courses, audiotape or videotape packages
- attendance at structured in-house training on tax related subjects by persons or organisations with suitable qualifications and/or practical experience in the subject area covered
- attendance at appropriate Australian Taxation Office (ATO) seminars and presentations
- relevant CPD activities provided to members and non-members by a recognised professional association
- a unit of study or other CPE activity on the *Tax Agent Services Act 2009* (TASA) including the Code of Professional Conduct (Code).
- Cyber security awareness training assisting tax practitioners to protect themselves from a cyber-attack and will count towards your CPE.

No more than 25 per cent of CPE should be undertaken through relevant technical or professional reading.

Throughlife Approach to CPD plans created for Relevant Providers.

Each 'relevant provider' within Throughlife will be issued with a CPD plan that will set out the requirements for their CPD in the coming year. It will be incumbent on each 'relevant provider' to complete their intentions for their CPD and ensure that their plan has been signed off by a director of Throughlife. It is the responsibility of each 'relevant provider' to accurately log the types, category and duration of CPD activities undertaken. The logs must be in a format that can be readily transferred to a master log for Throughlife to provide for auditing.

Appropriate CPD Activities

Throughlife will monitor and vet all CPD activities and providers to ensure that they are provided by persons and/or entities that are appropriate (with accredited standing, expertise and academic qualifications and practical expertise as appropriate). Any activities found to be non-compliant will be removed from the 'relevant providers' CPD logs

This CPD policy also contains:

- Approach for those affected by extenuating circumstances such as medical, disability or parental leave;
 - Extenuating circumstances will be determined on a case by case basis
- Approach for existing 'relevant providers' moving licensees
 - Copies of CPD reports will be provided, were possible, in a timely manner
- Approach for 'relevant providers' who have recently completed their Professional Year
 - Not applicable at this time
- Approach for 'relevant providers' working part-time is as stated above
- Approach to evidencing outcomes of CPD is as stated above.
- Approach to record keeping is as stated above.and
- Approach to auditing compliance with the policy is as stated above.

Responsibility

The Responsible Person is responsible for ensuring that the CPD Policy processes and procedures of Throughlife are adequate and meet the requirements The Act.

Review

This policy will be reviewed annually.

REVISION HISTORY

Date	Author	Version	Revision Notes
March 2019	GRC	1	Original document
March 2020	GRC	2	Version control only
March 2021	GRC	3	Include twice yearly CPD hour checking and approaches to extenuating circumstances.