Continuing Professional Development (CPD) Policy

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Overview

This policy sets out the Continuing Professional Development (CPD) framework required by More4Life Financial Services Pty Ltd ("the Licensee").

The framework is designed to satisfy the legislative standards of the Corporations (Relevant Providers Continuing Professional Development Standard) Determination 2018, operating under the broader Corporations Act 2001, and the regulatory mandates enforced by the Australian Securities and Investments Commission (ASIC).

It is issued by More4Life Financial Services Pty Ltd (ABN 68 126 525 737, AFSL 316809) to assist advisers who are authorised by this licensee to:

1. Understand our continuing professional development (CPD) approach and policy
2. Explain how we define CPD plans
3. Outline how we monitor the implementation of CPD plans
4. Outline how we assess and approve activities, and attribute CPD hours to them
5. Understand their obligations and the opportunities regarding CPD

This policy strictly applies to all Relevant Providers (financial advisers) operating under our AFSL.

What is our CPD approach?

CPD as a cornerstone of our professional framework. It helps our advisers keep their qualifications current, stay informed of industry developments, and build relevant new knowledge and skills. It is also a way for our advisers to strengthen their professional and personal capabilities beyond the minimum requirements.

Our approach has five parts. First, each adviser has an individual CPD plan for the CPD year. Second, advisers complete a minimum of 40 hours of qualifying CPD each year. Third, at least 70% of those hours (28 hours) must be approved by the Licensee. Fourth, hours must meet the minimum targets in each CPD area. Fifth, we monitor progress through quarterly, half-year and full-year reviews.

What are our Legislative Obligations?

1. The Australian Parliament enacts laws, including the Corporations (Relevant Providers Continuing Professional Development Standard) Determination 2018 operating under the broader Corporations Act 2001, that mandate education, training and CPD standards for financial advisers (referred to as "relevant providers").
2. ASIC administers and enforces compliance with these standards, monitors the Financial Advisers Register, and takes action through bodies such as the Financial Services and Credit Panel (FSCP).
3. Except for provisional relevant providers, all relevant providers must take part in development programs and activities that maintain and extend their professional capabilities, knowledge and skills, including keeping up to date with all regulatory, technical and other developments relevant to the provision of financial advice.

What are our Mandatory Annual CPD Hours (CPD requirements)?

The defined CPD year adopted for More4Life Financial Services Pty Ltd is **1 July 2026 to 30 June 2027**.

Minimum CPD Hours

All full-time authorised financial advisers must complete a minimum of 40 hours of qualifying CPD activities per CPD year. Any activity that is determined to be non-qualifying cannot be counted towards the CPD plan targets.

Role Type	CPD Minimum
Financial Adviser	40 CPD hours

The following specific allocations apply:

- At least 70% (28 hours) of the total minimum hours must be formally approved by the Licensee.
- Career break provisions apply if an adviser has been absent from active practice for less than 2 years; otherwise, a full 40 hours is mandatory.
- Part-time advisers may request a reduction to a minimum cap of 36 hours, subject to strict verification and legal allowances by the Licensee.

Minimum CPD Area Targets

All CPD plans must meet the minimum hours per year in the specific knowledge areas.
To ensure a balanced skillset, hours must be explicitly mapped across the following legislated categories.

CPD Legislated Category (CPD Area)	Minimum Required Hours	Approved CPD Knowledge Areas
1. Technical Competence	5 Hours	Complex strategy construction, SMSF updates, superannuation caps, insurance underwriting, asset allocation parameters.
2. Client Care & Practice	5 Hours	Client communication styles, vulnerable client protocols, behavioral finance, discovery frameworks, practice optimization.
3. Regulatory Compliance & Consumer Protection	5 Hours	Corporations Act Chapter 7, Anti-Money Laundering (AML/CTF), Privacy Act, Breach reporting, Fee-For-Service compliance.
4. Professionalism & Ethics	9 Hours	ASIC Code of Ethics compliance, managing conflicts of interest, ethical dilemma resolutions.

CPD Legislated Category (CPD Area)	Minimum Required Hours	Approved CPD Knowledge Areas
5. Tax (Financial) Advice	5 Hours (Mandatory for TAs)	Tax law updates, income tax calculations, CGT application, estate tax components, corporate structure tax liabilities.
6. General / Flexible Balance	11–16 Hours	Broad economic analysis, macro investment market overviews, practice technology implementation.

Note: Since the professional standards reforms took effect, tracking moved away from RG 146 topics (like "Generic Knowledge," "Superannuation," or "Managed Investments") and transitioned completely into five legislated CPD categories (Areas) governed by the Corporations Act.

An activity can count towards multiple CPD areas, as long as there is no double counting of hours. For example, where an activity that is eligible for 1 CPD hour meets the requirements for both the Technical Competence and Regulatory Compliance CPD areas, the total CPD counted will be 1 CPD hour allocated as 0.5 CPD hour Technical Competence and 0.5 CPD hour Regulatory Compliance.

What about new advisers?

Newly appointed authorised representatives who are not participating in a Professional Year (PY) Program are assigned a CPD plan. Each plan reflects the representative's authorisation date with us and the CPD year in progress.
When preparing the plan, we also consider relevant CPD completed with the representative's previous licensee that aligns with our CPD year, to ensure the required annual minimums will be met.

Factors that will be considered are:

- the accuracy and completeness of the records;
- the information in the records and supporting evidence, or in the advisers' previous licensee's CPD policy, about how each activity was approved and accredited; and,
- each activity's compliance as a qualifying CPD activity and with our CPD policy.

<u>Provisional advisers completing a Professional Year (PY) program</u>

Provisional relevant providers are explicitly exempt from standard CPD requirements while undertaking their Professional Year (PY).
Instead of the standard annual 40-hour CPD framework, the rules dictate that a PY candidate's development is governed entirely by their structured Professional Year Plan.
Where an adviser completes their PY Program during a CPD Year, they will be provided with a CPD plan on a pro-rata basis based on the completion date of the program.
As the plan start date will be post-completion of the program, any activities completed during the program will not be eligible for meeting the CPD plan requirements in that CPD year.

What are Qualifying and approved CPD Activities?

Qualifying CPD and licensee approval are separate requirements.

- A qualifying CPD activity meets the eligibility criteria set out below.
- A licensee-approved activity also meets the Licensee's approval criteria.
- Accreditation by a professional association is addressed separately in the approval requirements; it is not the same term as licensee approval.

All CPD activities must possess structured learning objectives and verifiable outcomes to contribute towards the annual quotas.

Requirements for CPD activities to qualify for approval

To count towards a CPD plan, an activity must be a qualifying CPD activity, and at least 70% of those activities must be approved by the licensee.
An activity is a qualifying CPD activity if it meets one of the two following circumstances:

A. If the activity meets all of the following requirements:

- the activity aligns to one or more of the CPD areas listed under "Minimum CPD Area Targets" in "What are our Mandatory Annual CPD Hours (CPD requirements)?";
- the activity has sufficient intellectual and/or practical content;
- the activity primarily deals with matters related to the provision of financial product advice, financial advice services and financial advice business;
- the activity is led or conducted by one or more persons who are appropriate, and have sufficient standing, expertise, academic qualifications, and/or practical experience (This requirement is not applicable to an activity that consists of professional or technical reading); and,
- the activity is designed to enhance the adviser's knowledge and skills in areas that are relevant to the provision of financial product advice and financial advice services.

OR

B. If the activity is formal relevant education provided by an education provider, which may include any of the following:

- formal relevant education provided by a registered education provider; or,
- education or training provided or approved by a professional association (Note: CPD accreditation does not indicate approval by the association); or,
- formal education or training towards qualifications or designations relevant to practice as an adviser.

Requirements for CPD activities to be approved by the licensee

In addition to meeting the requirements to be a qualifying CPD activity, an activity must meet one of the following requirements to be considered by More4Life Financial Services Pty Ltd as a **licensee-approved activity**:

- the activity is accredited by James Walker-Powell; *or*,
- the activity is professional or technical reading that has been recorded in the licensee's reading journal template and approved by James Walker-Powell; *or*,
- the activity is accredited by an approved professional association as meeting the criteria of a qualifying CPD activity. Licensees can choose to rely on accreditations or content provided by approved professional bodies (such as the Financial Advice Association Australia (FAAA)). The licensee must assess and approve formal education, courses, or activities to ensure they meet the criteria set out in the Australian Securities and Investments Commission (ASIC).

Types of CPD activities that are generally suitable for approval

- Accreditation and Structure: The FAAA designs its own internal Continuing Professional Development Standards to map directly to the 2018 Legislative Determination, so that accredited content meets regulatory requirements.
- Proactive Compliance Delivery: The FAAA provides content, platforms (like FAAA Learn) and vetted pathways to help advisers safely reach their targeted mandatory hours.
- Eligible Formats: Structured industry conferences, accredited educational webinars (e.g., FAAA or Kaplan Professional), and formal post-graduate university modules.
- Professional Reading: Allowed but capped at a strict maximum of 4 hours per CPD year.
- Assessments: Online courses must include a graded quiz or formal feedback mechanism to qualify as valid hours.

The types of approved CPD activities that More4Life Financial Services Pty Ltd authorised advisers may complete during a CPD year to achieve development and/or improvement in competence include, but are not limited to, the following:

- Licensee Professional Development (PD) Days
- Licensee conferences, workshops, or roadshows
- Presenting and preparation of educational content at conferences on PD days
- Licensee webinars or online learning modules
- Formal education provided by a registered education provider that has been approved by an approved professional association (such as the Financial Advice Association Australia (FAAA))
- Formal education by a registered education provider or non-formal education by an approved training provider for accreditation in complex advice areas (e.g. SMSF, Aged Care)
- Education or training provided or approved by professional associations, such as conferences, seminars, and webinars

- Online modules that have been accredited by an approved professional association or approved by the licensee (it is the licensee's responsibility to ensure all CPD meets the qualifying CPD activity criteria and then at least 70% must be approved by the licensee as meeting their approval criteria)
- Workshops, roadshows, or webinars conducted by an approved training provider
- Workshops, roadshows, or webinars conducted by an approved product/platform provider
- Funds manager visits

The activities listed above that are organised and/or delivered by More4Life Financial Services Pty Ltd (i.e. **internal learning activities**) will be designed to meet the requirements of this CPD policy.

The activities listed above that are organised and/or delivered by other parties (i.e. **external learning activities**) must be submitted to James Walker-Powell for review to determine if they meet the requirements of this CPD policy. The process steps are outlined in the next section.

CPD activities that are delivered as online learning modules are considered to meet the requirements of this CPD policy and can therefore be considered to be licensee approved. They do not need separate or individual approval prior to completion.

Advisers who themselves lead or conduct qualifying CPD activities may count the number of hours spent in preparation and first delivery of the activity (up to 4 hours) towards meeting their CPD requirements if the activity is approved and accredited by the licensee. The process steps are the same as those for external learning activities, which are outlined in the next section.

Should an adviser wish to have any other type of CPD activity approved for their CPD plan, they should contact James Walker-Powell to discuss the activity or complete the approval process steps outlined in the next section.

Capped activities

Additionally, certain types of approved CPD activities have maximums (i.e. caps) that can be applied in a single CPD year.

The FAAA recognises the value of relevant formal study with a higher education provider as part of a CPD plan. Members may include relevant study at a Bachelor's degree or higher for any relevant subject that has been passed.

Where there has been no formal FAAA assessment, each subject passed can be claimed as accredited CPD at a level of 30 hours for each subject passed.

Learning Type	Maximum Allowable	Notes
Professional or Technical Reading	4 hours	This activity is considered non-accredited CPD.
Formal Relevant Education provided by an accredited higher education provider (e.g., postgraduate units)	30 hours	As the minimum hours for each CPD Area must be met, it is likely that less than 30 hours will be recognisable in a single CPD year.

What is the approval process?

Advisers are expected to collect and maintain evidence of their **external learning activities** (i.e. those activities not organised and/or delivered by More4Life Financial Services Pty Ltd) that are to be reviewed for CPD purposes.

For **internal learning activities -** those organised and/or delivered by More4Life Financial Services Pty Ltd - we will apply the same review guidelines and meet the same evidence requirements as for external learning activities before granting approval. Advisers do not need to collect or maintain the evidence described above for these internal activities.

Submission and evidence requirements

Submit all **external learning activities** for CPD review to James Walker-Powell at james@mlfs.com.au. Each submission must include the following information from the education, training, or activity provider.

- confirmation/evidence of attendance or completion;
- activity date or course completion date;
- details of the type of activity and length of time in hours;
- confirmation that the activity was a qualifying CPD activity;
- CPD accreditation details from an approved professional association (where available) showing CPD areas and professional association areas (e.g. FAAA Professional Dimensions); and,
- evidence of the outcomes achieved.

Additional evidence is required if the provider did not have the CPD activity accredited by an approved professional association. In that case, the submission must also include all learning materials; biographies of facilitators, writers and presenters; the agenda or lesson plan; and evaluation and assessment information or records, where applicable.

Approval process

For each external learning activity submitted, we will first review the evidence to determine whether the activity meets the qualifying CPD activity and licensee-approval requirements described above. We will use the FAAA CPD policy and accreditation guidelines to assess the activity, approve it and attribute hours. As part of this review, we will check the activity against three documents: the FAAA CPD Policy, the FAAA Guide to Accrediting Professional Reading Material and the Guide for FAAA Accredited CPD Assessors.

In assessing a CPD activity and attributing CPD hours, we will consider the following:

- expertise of the provider (persons and/or entities) delivering the learning, such as accreditation, professional standing, practical expertise, and academic qualifications (*are they appropriate to deliver the CPD activity?*);
- target audience for the learning (*e.g. financial planner, senior financial planner, insurance adviser, accountant AR, specialist adviser*);
- level of learning provided (*is it appropriate for the target audience?*);
- quality and scope of technical and/or practical content (*does it contain sufficient intellectual and/or practical content?*);
- structure and method of learning (*is the activity structured in a logical and meaningful way for an adult audience? Does the method of delivery support the learning to be provided?*);
- amount of time spent completing the activity (*total time in hours*);
- stated learning outcomes (*what is the learner going to be able to demonstrate in terms of knowledge, skills, or values after completing the activity?*);
- approach for verification of learning outcomes achieved, such as evaluation, polling questions, quizzes, and/or assessments *(is it sufficient to evidence the outcomes achieved?*);
- relevance of content to the provision of financial product advice, financial advice services and/or financial advice business.

We attribute CPD hours using the estimated time needed to complete all activity components: watching a presentation or video, reading the provided materials and completing assessments. For assessments, we estimate 2.5 minutes per question to read and respond. We exclude time spent evaluating the CPD activity. For activities within a defined event agenda, we use that agenda to determine the attributable time.

Where an activity has been approved, it will be recorded in the adviser's CPD records on file and against the adviser's CPD plan. Where an activity has been declined, we will provide reasons.

Documentation, Records & ASIC Reporting

Adviser record-keeping and CPD record

After completing a CPD activity, advisers must record it in the Licensee's designated log platform and securely upload supporting written evidence alongside the entry, such as certificates, webinar

registration logs and attendance sheets. Advisers must keep a complete and accurate CPD record for each CPD year, including activity completions and supporting evidence.

The CPD record should capture the following information:
Program / education activity title
Provider
Date of completion
Evidence of completion
Delivery format
Total CPD hours
CPD hours against each of the Corporations CPD Standard CPD Areas
CPD hours against each Knowledge Requirement, if required by the licensee
Accredited / Non-accredited education activities
FAAA accreditation number

James Walker-Powell manages the creation and maintenance of CPD records for More4Life Financial Services Pty Ltd advisers.

We will retain these records and supporting documentation for a minimum of seven (7) years from the end of the relevant CPD year.

To obtain a copy of your CPD records when moving to another licensee, speak with James Walker-Powell about the transfer process and any record compatibility requirements. Reports of your CPD history can also be prepared on request.

Ongoing compliance - Progress and consequences

ASIC enforces CPD obligations by requiring Australian Financial Services (AFS) licensees to actively audit their advisers. As a licensee, we are legally required to report any non-compliant advisers to ASIC at the end of each CPD year.

We will monitor the implementation of CPD plans for all More4Life Financial Services Pty Ltd advisers and check ongoing compliance with this policy and the regulatory requirements.

Ongoing compliance with this policy and the regulatory requirements will be checked by the licensee at one or more of the following check points throughout each CPD year.

Obligations	Compliance checkpoints
Licensee obligations	• Onboarding for newly authorised advisers • Program completion for PY program participants • Quarterly reporting review • Annual reporting review • CPD plan creation or rollover for a new CPD year
Adviser obligations	• Approval of completed CPD activities • Quarterly reporting review • Annual reporting review • CPD plan creation or rollover for a new CPD year

Progress requirements and reporting

We will provide advisers with individual quarterly progress reports showing their progress to date based on their CPD plan.
Advisers will be required to show progress towards the annual target at the mid-year point, where 50% of the total hour target for their individual CPD plan must be met (not the CPD area targets).
In the final quarter, we will run reports and communicate progress weekly leading up to 1 June to ensure everyone is able to meet their CPD plan by the due date. From 1 June, follow-up will occur bi-weekly or as required.
Advisers will then have until the end of the CPD year to meet all CPD requirements – i.e. the remaining total hours target, the CPD area targets.

Half-year process and consequences for non-compliance

In January each year, we will review a half-year report on each adviser's individual CPD plan, showing progress as at 31 December.
If an adviser has not met their half-year CPD plan requirements, we will report the matter to James Walker-Powell for a determination. James may determine that revenue be withheld from and/or the relevant adviser be suspended until the CPD requirements are met. We will notify any impacted adviser of the outcome in writing.

Full-year process and consequences for non-compliance

In July each year, we will run a full-year (year-end) report on each adviser's individual CPD plan, showing progress as at 30 June.
If an adviser has not met all CPD plan requirements, we will send written notification identifying the gaps and advising that they have thirty (30) days to complete the outstanding CPD. We will record these gaps in a stand-alone CPD plan with a due date of 31 July.
If the relevant adviser has not completed their outstanding CPD requirements by 31 July, we will escalate the matter to James Walker-Powell for a determination. James may withhold revenue from and/or suspend the relevant adviser until the CPD requirements are met, or terminate the relevant adviser.

ASIC notification for failed completion

From 15 November 2019, we are required to notify ASIC if an adviser does not complete their CPD plan in full by the last day of their CPD year (i.e. 30 June). Full completion includes both the total hours and the minimum knowledge area targets. Notification is required after the conclusion of the CPD year (i.e. July).

For the purposes of the table below, "RM" refers to the Licensee's Responsible Manager, James Walker-Powell.

Requirement	Details
14-Day Logging Rule	Advisers and RMs must log completed training metrics within 14 days of completion via the Licensee compliance tool.
7-Year Retention	All physical and digital proof (certificates, agendas) must be preserved for 7 years to facilitate formal regulatory audits.
ASIC Breach Reporting	If an adviser fails to achieve their 40-hour minimum, the Licensee is legally mandated to report the non-compliance via the ASIC Regulatory Portal within 30 days for updates to the Financial Advisers Register (FAR).

ASIC identifies non-compliance, and the Financial Services and Credit Panel (FSCP) has the tribunal power to sanction advisers who fail their CPD requirements.
The FSCP can issue formal reprimands and infringement notices, order mandatory training or counselling, or suspend or prohibit an adviser's registration entirely.

Can I suspend my CPD plan?

Under the law, there is no formal mechanism to pause or "freeze" mandatory annual CPD hours for personal leave or general business slowdowns.
If you experience serious illness, hardship or extenuating circumstances, we may offer internal administrative relief or extensions, and the Financial Services and Credit Panel (FSCP) may consider those circumstances when reviewing a shortfall.
However, we are still legally required to notify ASIC if you fail to meet your overall annual CPD requirements.

Within these limits, we allow a CPD plan to be suspended to support you in managing your health or the health of others in your family. We consider each suspension request case by case and grant it only in the following circumstances:

- Maternity or parental leave needs;
- Loss of a family member;
- Serious illness or incapacity of you or a family member.

Application for suspension of CPD cannot be sought due to age, workload, or other personal circumstances such as holidays.
To apply for a suspension of CPD requirements, first contact James Walker-Powell to discuss your circumstances and request an application form. Then send the completed form and any supporting documentation (e.g. doctor's certificates) to james@mlfs.com.au.

What if I take an extended break?

This section applies if you have not been practising or authorised for an extended period of time.

Break period	Return-to-practice requirements
Up to 2 years	• If you have not been practising or take extended leave for **up to 2 years**, you have no additional CPD obligations to meet before resuming practice or being re-authorised. • You must, however, complete any mandatory learning modules and other required learning to bring you up to date with regulatory or licensee changes during your absence. • We will define the learning plan and its completion timeframe. • If you maintained authorisation during your absence, completing the plan within that timeframe is a condition of re-commencement. • If your authorisation ceased, completing the plan within that timeframe is a condition of re-authorisation.
More than 2 years	• If you have not been practising or take extended leave for **more than 2 years**, you must meet CPD and learning obligations before resuming practice or being re-authorised. • We will work with you to develop a suitable learning plan. • The plan will cover your CPD plan and any mandatory learning modules and other required learning needed to bring you up to date with regulatory or licensee changes during your absence. • It may include additional CPD for your first year after re-authorisation. • You must complete the learning plan within the specified timeframe. • If you maintained authorisation during your absence, completion is a condition of re-commencement. • If your authorisation ceased, completion is a condition of re-authorisation.

Queries & further information

Should you require assistance in tracking your obligations under your professional association membership, please contact James Walker-Powell to discuss your options.
Additional queries should be directed to James Walker-Powell via email to james@mlfs.com.au.

Policy Governance

Approval Date: 21 October 2026
Next Review Date: 21 October 2027
Responsible Manager: [James Walker-Powell]

Appendix A: FAAA CPD Requirements by Membership Category

The following table summarises the key CPD requirements for members of the FAAA by membership category. Read the column for your membership category alongside the Licensee's CPD requirements in the main policy.
Note: The table covers FAAA membership requirements; the main policy sets out the requirements for Relevant Providers operating under our AFSL.

Requirement	Non-Practitioner (Affiliate) members, including Professional Year candidates and Provisional Adviser members	Practitioner members / CFP® Professional members registered on the FAR	CFP® Professional members — Non-Practising and Retired
CPD hours	Recommended best practice to complete **15 hours per CPD year**.	**40 hours per CPD year.**	Non-practising CFP members complete **20 hours CPD per year**. Retired CFP members complete **15 hours CPD per year**.
FAAA Accredited CPD	Recommended best practice to complete **10.5 hours** of FAAA Accredited CPD (**70% of total recommended hours**), with no more than **four hours** of professional or technical reading.	Minimum of **28 hours** FAAA accredited (**70% of minimum hours required by the Corporations CPD Standard**), with no more than **four hours** of professional or technical reading. All FAAA accredited CPD will be qualifying CPD.	Non-practising CFP members complete a minimum of **10 FAAA accredited CPD hours** (**50% of the total hours required by the FAAA**). All FAAA accredited CPD will be qualifying CPD. Retired CFP members have **no minimum number** of FAAA accredited CPD hours.
Non-accredited CPD (Qualifying CPD)	Recommended best practice: up to **4 hours** to be non-accredited.	Up to **12 hours** may be non-accredited (**30% of minimum hours required by the Corporations CPD Standard**).	Non-practising CFP members may complete up to **10 hours** of non-accredited CPD. Retired CFP members may complete up to **15 hours** of non-accredited CPD (**100% of the requirement**).

Requirement	Non-Practitioner (Affiliate) members, including Professional Year candidates and Provisional Adviser members	Practitioner members / CFP® Professional members registered on the FAR	CFP® Professional members — Non-Practising and Retired
Non-accredited CPD (Non-qualifying CPD)	N/A	Members in these categories are able to complete non-accredited, non-qualifying CPD to expand their skills / knowledge; however, this cannot be counted towards their FAAA CPD hours.	Non-practising CFP members may complete up to **10 hours** of non-accredited, non-qualifying CPD. Retired CFP members may complete up to **15 hours** of non-accredited, non-qualifying CPD (**100% of the requirement**).
CPD legislated area requirements	No CPD area requirements.	As per the Corporations CPD Standard guidelines: a minimum of **five hours each** in technical competence, client care and practice, regulatory compliance, consumer protection, and tax where registered as a qualified tax relevant provider (QTRP); and a minimum of **nine hours** in professionalism and ethics.	CPD does not need to include the subject areas defined by the Corporations CPD Standard. Non-practising CFP and Retired CFP Professionals may choose any CPD subject areas to meet their total-hour and accredited-hour requirements.
Knowledge requirements (previously known as ASIC Knowledge requirements)	No knowledge requirements.	If relevant, set by the individual or their licensee in a manner that ensures they develop, maintain and apply a high level of relevant knowledge and skills.	No knowledge requirements.
Specialisations	Not applicable.	Holders of specialisations must complete the required hours in each CPD year.	Holders of specialisations must complete the required hours in each CPD year.
Record keeping	Recommended best practice is that the	The following records must be kept for **seven years**:• CPD	The following records must be kept for **seven**

Requirement	Non-Practitioner (Affiliate) members, including Professional Year candidates and Provisional Adviser members	Practitioner members / CFP® Professional members registered on the FAR	CFP® Professional members — Non-Practising and Retired
	following records be kept for **seven years**:• CPD record / CPD plan• Additional evidence for non-accredited activities	record / CPD plan• Additional evidence for non-accredited activities	**years**:• CPD record / CPD plan• Additional evidence for non-accredited activities
Declaration	Each member must affirm that they agree to be bound by the FAAA CPD Policy when membership is renewed.	Each member must affirm that they agree to be bound by the FAAA CPD Policy when membership is renewed.	Each member must affirm that they agree to be bound by the FAAA CPD Policy when membership is renewed.
Returning from FAAA-approved Leave of Absence (LOA) and reinstatement requirements	No requirements.	There are no FAAA membership requirements to complete CPD whilst on LOA. However, if members are listed as current on the FAR during the LOA, they will still need to meet legislative obligations for the time they are on LOA. When applying to reinstate, members must lodge a CPD plan indicating how they intend to quickly come back up to date after returning to practising membership. When a member moves between practising and leave of absence, the FAAA CPD requirements within a CPD year will be applied pro-rata against the period in each category.	There are no FAAA membership requirements to complete CPD during the LOA. When applying to reinstate, there is no requirement for Non-Practising or Retired CFP Professional members to lodge a CPD plan.
Audit	Non-practising members are not required to undertake an audit.	Members selected for audit must comply with audit requests.	Members selected for audit must comply with audit requests.

Appendix B: Standard CPD Log Template

Complete this log and keep it with the supporting evidence and CPD record required under "Documentation, Records & ASIC Reporting".
In the accompanying CPD record, capture the activity's learning outcomes, delivery format, hours allocated to each applicable CPD area, accredited or non-accredited status, and FAAA accreditation number.

Adviser / RM Name: _____ CPD Year: 20___ / 20___

Role Type (Check one): [ ] Relevant Provider (Adviser) [ ] Responsible Manager (RM)

Date	Training Provider & Description	ASIC Category *	Approved? (Y/N)	Evidence? (Y/N)	Hours
15/08/2026	Kaplan Professional - Webinar: Changes to SMSF Contribution Rules	Technical	Y	Y	1.5

* Note: ASIC Categories include: Technical Competence / Client Care & Practice / Regulatory Compliance / Professionalism & Ethics / General (or RM Governance if applicable).

Adviser/RM Declaration: I certify that the information provided above is true and accurate, and that the logged activities comply with the Licensee's CPD Policy guidelines.

Signature: _____ Date: _____