



## Continuing Professional Development (CPD) Guideline

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Full versions of Continuing Professional Development (CPD) Guideline are controlled documents and available only to those enrolled in the relevant WAFA credential. Access may also be granted to government agencies and approved research groups upon request. For enquiries, please contact [admin@workinganimals.com.au](mailto:admin@workinganimals.com.au)

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## Purpose

This guideline outlines WAFA's requirements for Continuing Professional Development (CPD) to ensure that certified members maintain currency of knowledge, skills, and professional awareness. CPD supports the ongoing development of personal and professional qualities necessary for safe, ethical, and effective practice within the working animal sector.

## Scope

This standard applies to all WAFA credential holders and applicants for WAFA certification.

## Standard Statement

All WAFA-credentialed members are required to complete a minimum of 20 hours of CPD annually, which may be accrued through Category A and Category B activities. CPD activities must be directly relevant to professional practice and/or the research evidence base for working animals. Activities unrelated to the field, such as theology or unrelated wellness practices, are not accepted.

## CPD Categories

### 1. **Category A (Mandatory)** – Minimum annual requirement: 10 hours

Category A involves active participation, where the member contributes, shares, or engages with a facilitator or presenter.

*Examples:*

- **Accredited Education and Training** – Qualifications accredited by TEQSA or ASQA at AQF Level 4 or above (e.g., Certificate IV Education Support, Bachelor of Science in Animal Behaviour, Graduate Certificate in Disability Studies).
- **Unaccredited Education and Training** – Non-accredited courses at AQF Level 4 or above with formal assessment (e.g., Certificate III Individual Support, Karen Pryor Academy, IAABC courses).
- **Workshops, Seminars, Conferences** – Face-to-face or online learning with formal assessment (e.g., Advanced Animal Behaviour Workshop at Wollondilly Wildlife Park).
- **Webinars and Online Training** – Asynchronous online learning with formal assessment (e.g., Recorded webinar on Assistance Animal Public Access Rights).

### 2. **Category B (Optional)** – Maximum annual allowance: 10 hours

Category B involves passive learning without active engagement.

*Examples:*

- Unaccredited Workshops, Seminars, Conferences, Webinars, or Online Training without formal assessment (e.g., Reptile Handling Workshop based on attendance).
- Self-directed learning (e.g., reading peer-reviewed articles, watching documentaries).

- Professional contributions (e.g., publishing a book or article).
- Other professional activities (e.g., mentoring, peer learning groups, excess supervision hours).

### Points Allocation for CPD Activities

| Category   | Activity Type                                      | Points Allocation                                             |
|------------|----------------------------------------------------|---------------------------------------------------------------|
| Category A | Accredited Education and Training                  | 10 points per semester of full-time participation (~13 weeks) |
| Category A | Unaccredited Education and Training                | 5 points per semester of full-time participation (~13 weeks)  |
| Category A | Workshops, Seminars, Conferences                   | 1 point per hour, max 5 points per activity                   |
| Category A | Webinars, Online Training                          | 1 point per hour, max 5 points per activity                   |
| Category B | Unaccredited Education/Training without assessment | 1 point per 2 hours, max 3 points per activity                |
| Category B | Self-Directed Learning                             | 1 point per 2 hours, max 3 points per activity                |
| Category B | Professional Contributions                         | 1 point per 2 hours, max 3 points per activity                |
| Category B | Other                                              | By negotiation with WAFA                                      |

### Reflective Review Requirement

- For each CPD activity, a reflective review must be completed, providing evidence of participation and reflection on knowledge gained, application to professional practice, and potential enhancement of skills.

### Relevance to Practice

- CPD activities must be applicable to the training, assessment, care, or management of working animals, e.g.
  - Animal reactivity training directly applicable to working animal assessment.
  - Complementary therapies relevant to working animal husbandry.
- CPD activities unrelated to the field are not accepted.

## Evidence and Record Keeping

- Evidence may include attendance/graduation certificates, receipts, an email from a course coordinator or other physical evidence to accompany the relevant reflective review entry.
- CPD records must be maintained for 7 years.
- WAFA conducts a rolling audit every 3 years, with registrants notified in writing and required to submit CPD portfolios for the prior three years. WAFA reserves the right to inspect records at any time.

## Further Information

- WAFA-endorsed CPD activities are automatically accepted.
- Activities not endorsed by WAFA are generally accepted but may require additional CPD in the following year if deemed insufficient.
- Members should contact WAFA for clarification prior to logging CPD activities if unsure of relevance.

## Compliance

- Members are required to commit to completing annual CPD requirements once credentialed.
- Failure to meet CPD requirements may impact credential renewal.

## Related Documents

- WAFA Credentialing and Renewal Policy
- WAFA Professional Practice Standards

## Review

This guideline will be reviewed annually or as necessary to ensure alignment with evolving industry standards, accessibility requirements, and WAFA's strategic mission.

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### Document Control

| Version | Date       | Author     | Change Description | Approved By |
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| V1.0    | 23/07/2025 | V. Solomon | Initial            | C.Williams  |