

Continuing Professional Development (CPD) Policy & Planning

Fundamental to Cooper Partners Financial Services' (CPFS) philosophy of providing impartial advice, based on both sound knowledge of current legislative requirements and best practices, is our commitment to continual education and training.

CPFS believe that learning and development leads to the self-improvement of staff and recognises that the skills and knowledge of employees are critical to the success of the organisation. A minimum of two hours per week is dedicated to undertaking structured PD.

CPFS' Directors and Professional Staff are members of, or a working toward becoming members of, some or all of the following professional bodies, all of which require certain minimum education standards and/or ongoing professional development:

1. Chartered Accountants ANZ
2. The Tax Institute
3. SMSF Professionals' Association of Australia
4. Financial Planning Association of Australia

In addition to membership to the above professional bodies, it is CPFS policy to ensure CPD requirements as set down by the Taxation Practitioners Board and Financial Adviser Standards and Ethics Authority Ltd are also met by relevant Directors and Staff.

It is CPFS' Policy to ensure that Professional Staff meet the education and continuing education requirements for all relevant Professional Bodies each year and appropriate digital records are maintained and monitored by the Practice Manager in support of this, with records of PD hours being maintained for at least seven years. CPFS' CPD year is the financial year from 1 July to 30 June.

To determine that CPD is appropriate and relevant, CPFS ensures that all structured Professional Development is facilitated by properly qualified presenters who provide a suitable level of learning with stated, verifiable learning outcomes.

PD is undertaken to ensure that as a minimum core competencies expected by each of the applicable Professional Bodies are met by CPFS Professional Staff. In broad terms, PD covers a number of different categories including, but not limited to:

1. Technical competence, with a specific focus on our core service areas of taxation and superannuation.
2. Client care and practice.
3. Regulatory compliance and consumer protection.
4. Professionalism and ethics.

It is the responsibility of each individual Director/Professional Staff Member to ensure that they have completed the required minimum amount of PD for each relevant professional body each year and to record it in an appropriate and timely manner. At each staff performance review (performed every six months) for all Relevant Providers a plan to determine what category and volume of training is to be undertaken in the upcoming six months will be devised. A Compliance Manager is appointed each year to audit these records on at least an annual basis to ensure compliance with the requirements of each relevant Professional Body and the terms of our Australian Financial Services License.