

Continuing Professional Development Policy

Align Financial Pty Ltd holds an Australian Financial Services Licensee to provide personal financial advice to retail clients, so we are required to have in place a CPD Policy for the individuals who provide that personal advice on our behalf. This Policy is designed to address requirements in the financial services legislation that we operate under. In this Policy 'our' and 'we' refers to all parties.

TRAINING YEAR

Our CPD year is 1 July to 30 June. We will prepare an Individual Training Plan for each representative and progress towards the requirements will be recorded by each representative in our CPD tracking program.

CPD CONTENT

The minimum number of hours per CPD year is 40 hours and the following knowledge areas must be met.

CPD Area	Description – This activity is designed to enhance.....	Minimum
Technical competence	technical proficiency and the ability to develop and provide advice strategies that are appropriate to the objectives, financial situations and needs of retail clients.	5 hours
Client care and practice	the ability to act as a client-centric practitioner in advising retail clients.	5 hours
Regulatory compliance and consumer protection	understanding of applicable legal obligations and how to comply with them.	5 hours
Professionalism & ethics	capacity to act as an ethical professional.	9 hours
Tax (Financial) Advice	understanding of tax implications and obligations when advising clients on financial products and strategies.	5 hours
General	and maintain professional capabilities, knowledge and skills, including keeping up to date with regulatory, technical and other relevant developments, but is not in an area referred to in another item of this table.	No minimum

Representatives may include up to 4 hours of professional reading per year. We require that you record details of the reading such as the publication, title, topic, author and date.



APPROVED CPD ACTIVITIES

Each CPD session must clearly include content specific to the area of competency in Table above. It is to be presented by a suitably qualified person on the subject matter. It must contain an assessment to confirm the understanding of the subject matter by the representative.

The method of delivery can be face to face, online or through any other suitable means.

Align Financial may approve content for representatives. The following will be taken into consideration when we assess a CPD Activity:

1. the activity is in one of the CPD areas in the Table above;
2. the activity has sufficient intellectual or practical content, including having clearly defined aims and learning outcomes, a logical structure that follows adult learning principles and is current, accurate and up to date;
3. the activity primarily deals with matters related to the provision of financial product advice and the associated business activities;
4. the activity is led or conducted by one or more persons who are appropriate, and have sufficient standing, expertise, academic qualifications and practical experience;
5. the activity is designed to enhance relevant providers' knowledge and skills in areas that are relevant to the provision of financial product advice; and,
6. includes one or more of the following: workshop, face-face presentation, multimedia, worked examples, activities, case studies, tips, warnings, and if appropriate, reference to relevant legislation.

CPD activities provided Kaplan Professional (on Track) are considered to meet the requirements of this CPD policy and can therefore be considered to be licensee approved. They do not need separate approval.

For us to consider a CPD Activity that has not previously been approved we will need details such as proof of attendance, date, overview and duration of the activity, the relevant CPD area, evidence of completion of any assessment, a bio of the person(s) who developed or presented the activity including qualifications and experience (if relevant). Preference is given to activities with a structured assessment component.

RECORD KEEPING

Representatives are required to maintain all CPD records (including CPD activity, date, hours and other relevant supporting evidence) and provide copies to us on request.

We will periodically request CPD training records to confirm that representatives are completing training that complies with our requirements. Where a representative is found not to be completing training on an ongoing basis, we will require them to catch up by the end of the following quarter or in the last quarter of the Training Year representatives will be required to have met all targets by the end of that quarter.

Representatives who have not achieved the required training by the end of the training year will be reported to the regulator that the standard required has not been met which in turn will be recorded on the Financial Adviser Register.