

BRANCH POLICY STATEMENT 3.06
CONTINUOUS PROFESSIONAL DEVELOPMENT ACTIVITIES

1. CPD ACTIVITY

- 1.1 The Branch shall conduct a Continuing Professional Development (CPD) program in line with Branch and ADA Inc Policies.

2. EXTERNAL ACTIVITY ENDORSEMENT

- 2.1 The decision to endorse an external CPD activity will be made by the ADAVB CPD Committee in accordance with this policy.
- 2.2 The Branch will not endorse external CPD activities that compete with relevant ADAVB or ADA Ltd. activities, either due to content or timing.
- 2.3 ADAVB may consider endorsing external activities that complement ADAVB's core CPD focus areas of clinical competency and practice administration, particularly those activities that cover content not thoroughly addressed by any current ADAVB CPD activity.
- 2.4 These activities may include, but are not limited to, those related to cultural sensitivity and working with Culturally and Linguistically Diverse (CALD) communities.
- 2.5 Through endorsing particular external activities, the ADAVB seeks to encourage its members to address other aspects of professional competency during each CPD cycle.
- 2.6 ADAVB may consider applying an annual fee to the award of endorsement for external activities due to the additional administrative duties associated with assessing applications for endorsement.

3. FEE SCHEDULE, BENCHMARKING AND PRESENTER PAYMENTS

- 3.1 CPD Presenters may be paid as per the payments schedule, which will be reviewed each year.
- 3.2 Arrangements can be negotiated on a case-by-case basis in some circumstances, as outlined in Appendix 1.
- 3.3 Course fees will be set utilising the agreed methodology, such that it is to move toward making a surplus, as per Appendix 1
- 3.4 Benchmarking to compare CPD fees with other professional development providers will be undertaken as part of the input to course fee setting, as outlined in Appendix 1.
- 3.5 Course fees will be reviewed and adopted as part of the annual budget setting process (refer to Appendix 1).

- 3.6 Any changes to the fees from the agreed methodology should be accompanied with CEO/Council approval and should document reasons for the change.

4. STATEMENT SERVICE

- 4.1 The Branch shall provide Members with a CPD statement of Branch and related activities in accordance with the Dental Board CPD cycle.

5. EVALUATION AND BENCHMARK REPORTING

- 5.1 The CPD Committee will report on the following at least once every two years:
- an evaluation of a representative sample of ADAVB CPD offerings (including the Convention)
 - the benchmarking of CPD activities offered by competitors
 - discussion of breadth of offerings by competitors including what marketing and advertising strategies they utilise
 - attendance broken down by member category and non-member attendance, and
 - recommendations for future directions.

See Appendix 1 for Guidelines of CPD Fee Setting, Benchmarking and Presenter Payments

See Appendix 2 for template for CPD evaluation and benchmarking report.

- 5.2 The evaluation and benchmarking report should be presented to the third Finance Risk and Audit Committee of even years. (e.g., FRAC3)

Appendix 1 - Guidelines for CPD Fee Schedule and Presenter Payments

Appendix 2 - Template for CPD Evaluation/Benchmarking activity

Branch Policy Statement Number	3.06
Amended for FRAC (CPD Audit)	4 November 2024
Adopted by Council	20 July 2009
Reviewed Constitution and Policy Committee	12 April 2018 15 February 2024
Amended by Council	20 February 2012 17 June 2013 7 May 2018 26 April 2021
Relevant Rules	
Relevant By-Laws	
See also	ADAVB Advertising ADAVB Advertising Guidelines Historical policy reference: 115/08, 592/06, 380/05, 207/04, 103/04; OBJECTS in By-Law 6.2; ADA Inc CPD and Diversity Policies; Healthy Workplace Catering Policy