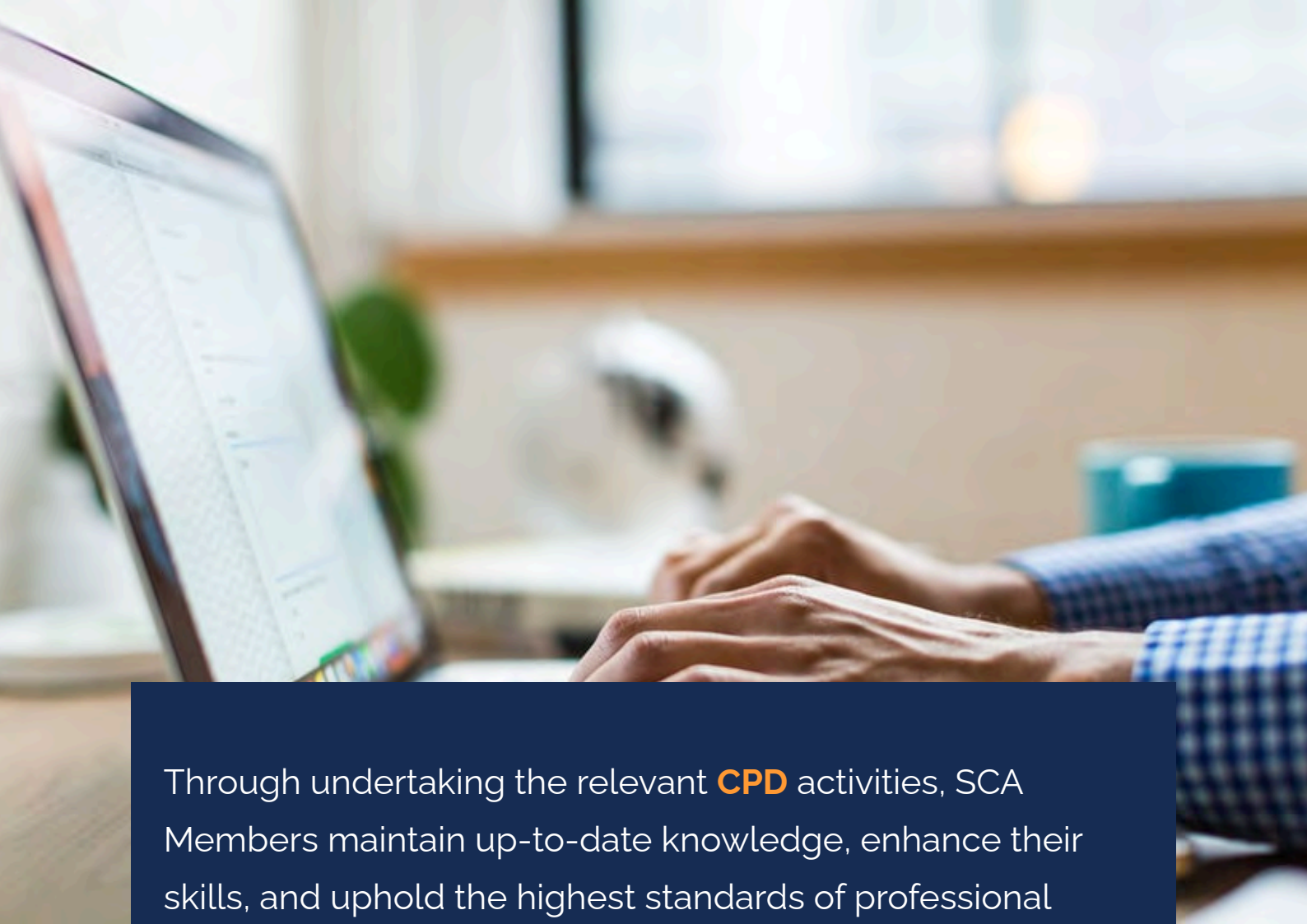




SCA CPD

Last Updated: June 2025 Version 1.3





Through undertaking the relevant **CPD** activities, SCA Members maintain up-to-date knowledge, enhance their skills, and uphold the highest standards of professional practice across the sector. The policy defines eligible CPD activities and point allocations.

Contents

Preamble	3	Verified, unverified and volunteer CPD	6
Members required to complete CPD	3	Recording of Member CPD	8
Introduction to CPD areas	4	Auditing of Member CPD	8
CPD hours required	5	Annexure A	9

Preamble

The Strata Community Association (SCA) Continuing Professional Development (CPD) Policy outlines the ongoing learning requirements for all SCA Members for the 12 month CPD period from 1 July to 30 June.

This Policy is promulgated to enhance the knowledge of SCA Members and promote life-long learning.

SCA Members are at the forefront of the strata community and are considered to be a client's trusted adviser. The regulators, standard setters, government and the public all rely on the professional expertise, competence and ethics of SCA Members.

There is an emphasis on outcomes-based learning with the appropriate levels of assessment. This holistic approach follows other professions, which have established categories of CPD to ensure a balanced approach to life-long learning.

Members must ensure they meet the CPD requirements mandated by regulators and in accordance with any statutory registrations they hold.

Scope and application

This Policy sets out the requirements for Members to maintain their CPD obligation and comply with their region Constitution and the By-laws.

The following Members are required to use this CPD policy to meet region requirements or maintain/apply for accreditation (Annexure A):

- SCA (NSW) Members who are under the Professional Standards Scheme (PSS) and are required to achieve annual minimum CPD to maintain their PSS.
- SCA (Vic) Members who are required to achieve annual minimum CPD to maintain individual membership.
- SCA (Qld) Members who are required to hold accreditation to maintain membership.
- SCA Management Members who manage lots in a strata manager position and hold accreditation (ASCM, CSCM, FSCM, HFSCM).
- SCA Management Members who hold operational or executive roles that do not manage lots and hold accreditation (ASCA, CSCE, FSCE, HFSCE).
- SCA Supplier Members who hold accreditation (ASSP, FSSP, HFSSP).
- SCA Members who wish to achieve accreditation.

Introduction to CPD areas

Members are required to maintain their knowledge and skills in technical competence, management, and professional and ethical standards. This can be supported through a variety of education pathways using an integrated framework of professional learning.

To assist Members in achieving this outcome, the SCA has mandated areas of CPD with CPD hour requirements for each area.

The three areas under this Policy are:

Technical Knowledge

Technical knowledge of core strata areas.

Management and Professional Skills

Develop and manage the productivity, behaviour and operations of strata community managers in their environment.

Professional and Ethical Standards

Understand and apply the professional and ethical standards in the public interest to promote the professionalism and value of the strata profession.

Competency Area 1

Technical Knowledge

- Financial reporting
- Strata legislation and law
- Business strategy
- Record and data management
- Plans, drawings and specifications
- Maintenance and repairs
- Meetings requirements
- Enforcement of By-Laws/Rules
- Insurance and valuations
- Sustainable solutions throughout a building lifecycle
- Contracts and procurement

Competency Area 2

Management and Professional Skills

- Interpersonal and communication skills
- Personal development skills
- Practice management, negotiation and leadership skills
- Conflict management
- Cyber security and technology
- Problem solving and decision-making
- Mental health training
- Productivity and business processes
- Corporate Social Responsibility

Competency Area 3

Professional and Ethical Standards

- Knowledge and application of all relevant SCA Standards, Guidance and Policies
- Knowledge and application of SCA Code of Ethics, or Codes of Professional Conduct required pursuant to a statutory regulation



CPD hours required

Accreditation Program

Members participating in the accreditation program must complete a minimum number of CPD hours within each 12 month CPD period and be financial members. Therefore the CPD period aligns with the financial year and membership renewals, 1 July to 30 June.

Members are not permitted to carry forward CPD hours from one CPD period to the next.

Accredited members must complete CPD across all three competency areas each CPD period, in accordance with the following minimum requirements:

- **Technical Knowledge (2 CPD hours)**
- **Management and Professional Skills (1 CPD hour)**
- **Professional and Ethical Standards (1 CPD hour)**

New accredited Members are permitted to meet the annual CPD requirement on a pro-rata basis, calculated from the date they joined SCA. The applicable thresholds are as follows:

- Join on 1 Jul – 30 Sep requires a minimum of 12 CPD hours
- Join on 1 Oct – 31 Dec requires a minimum of 9 CPD hours
- Join on 1 Jan – 31 Mar requires a minimum of 6 CPD hours
- Join on 1 Apr – 30 Jun requires a minimum of 3 CPD hours

To be eligible to apply for SCA Accreditation, Members must have completed a minimum of 12 CPD hours within the 12 months immediately prior to the date of application. This requirement relates only to the CPD component of the accreditation eligibility criteria.



Verified, unverified and volunteer CPD

Members are permitted flexibility in selecting their CPD activities, however, they may be required to demonstrate how a particular CPD activity has assisted in maintaining the right skills or developing new skills.

Verified activities

These activities have:

- An outline of the content to be covered;
- Designated learning outcomes;
- A timeframe allocated to complete the activity; and
- Documentary evidence is available to prove the event has taken place.

Note:

- 1 CPD content hour equals 1 CPD Point
- All CPD content hours are allocated in 0.5 increments

Description	Hours
SCA delivered training	
SCA National and State conferences	1 per content hour
SCA seminars, workshops, online CPD, including webinars (live or recorded) and podcasts	1 per content hour
A100/NZ100 Essential of Strata Community Management	
Completion of full 3 day course or online manual & assessment	10
Completion of Fast Track online assessment only	1
Presentations, tutorials and studies delivered at a tertiary level by an SCA recognised education provider	1 per content hour
Units completed as part of the University or Vet Qualifications	
VET Cert II, Cert III, Cert IV, Diploma	3 per unit
University Course	4 per unit
Recognised Short Courses and Micro Credentials (subject to individual assessment)	2-4

Unverified activities

These activities are delivered by organisations other than SCA and must be submitted for CPD assessment using the SCA External CPD Application Form. CPD points will be awarded upon review and approval.

Note:

- 0.5 CPD hour provided per 1 hour of content
- Unverified CPD allocation is to be determined by SCA State/Chapter
- Maximum of 3 external CPD content hours are permitted in each fiscal year

Description	Hours
Non SCA delivered training	
Seminars, workshops, online CPD including webinars (live or recorded) and podcasts	0.5 per content hour
Conferences or symposiums relevant to the strata industry or profession of SCA member	0.5 per content hour

Volunteer activities

These activities are undertaken to support the SCA in ensuring the sector maintains its professional expertise, competence and ethics.

Volunteer CPD Hours will count towards the overall verified CPD activities.

Note:

- 1 volunteer hour equals 1 CPD Point
- All CPD hours are allocated in 0.5 increments
- Research, writing and other volunteer CPD allocation is to be determined by SCA State/Chapter

Description	Hours
Meeting for a SCA State or Chapter Board, Advisory Group, SCA Committee, Task Force, Sub Committee, or Focus Group participation	1 per meeting
Presenter of an hour session at SCA approved educational events	1 per hour
Research, writing and presentation of technical knowledge (subject to individual assessment)	1-3
SCA Mentoring	3 per round
Other SCA Volunteering activities to the benefit of the strata community	1 per hour



Recording of Member CPD

Members are required to keep a record of their CPD activities and maintain these records for a minimum of two years after the end of the CPD period.

Members must maintain their own records for CPD via the SCA Member web-based CPD recording tool.

Most verified activities state the duration of the event, which usually correlates with the CPD hours a Member would earn by attending an event.

Members are required to include the following details of CPD activities they complete with external providers:

- The type of learning – either a verified activity or an unverified activity
- Training Category
- The name, date and training provider of the event
- Training Topic / Subject
- Number of CPD hours completed by attending the event
- Documentation that shows evidence of attendance

External CPD is limited to 3 CPD per annum unless it is regulatory CPD, University or VET qualifications.

Auditing of Member CPD

All SCA Members are subject to the CPD audit process to verify compliance with this CPD Policy.

It is mandatory for all SCA Members to whom this CPD Policy applies to complete the CPD as required by the SCA in their region or their accreditation level.

Members who are non-compliant with the CPD will be required to become compliant, unless exempted pursuant to the clause below. Failure to achieve compliance within the specified time period may result in disciplinary action against the Member pursuant region Constitution and By-laws.

Member CPD exemptions

Exemptions from the requirements, including a reduction in CPD hours, will be considered upon a written application from the Member, which should contain documentary evidence of the basis for the application.

Reasons for an exemption or reduction in hours may include serious illness; parental leave; carers leave; change of employer; or extended holiday.

Dispute resolution

Members have the right to escalate any dispute relating to the application of this Policy to the SCA Chief Executive Officer for final determination on admin@stratacommunity.

Annexure A

The following Members are required to use this CPD policy to meet maintain or apply for accreditation credentials listed below.

Abbreviation	Description
Strata Management Members	Strata Manager Members actively managing lots
ASCM	Accredited Strata Community Manager
CSCM	Certified Strata Community Manager
FSCM	Fellow Strata Community Manager
HFSCM	Honorary Fellow Strata Community Manager
Strata Management Members	Operational or Executive Members who don't manage lots
ASCA	Accredited Strata Community Associate
CSCE	Certified Strata Community Executive
FSCE	Fellow Strata Community Executive
HFSCE	Honorary Fellow Strata Community Executive
Strata Supplier Members	
ASSP	Accredited Strata Service Supplier
FSSP	Fellow Strata Service Supplier
HFSSP	Honorary Fellow Strata Service Supplier