

AFSL No: 430062 **|** ABN: 64 155 907 681  
29-33 PALMERSTON CRESCENT, SOUTH MELBOURNE, VIC, 3205  
PHONE: 1800 906 456 **|** FAX: 1300 306 351   
info@san.com.au **|** [san.com.au](http://www.san.com.au)

**SAN CPD Plan Template**

CPD Year: 1 January 2024 – 31 December 2024

**Overview**

Continuing Professional Development (CPD) is integral to ensure you keep up to date with all regulatory, technical and other developments relevant to the services you provide, whilst also identifying areas for improvement and upskilling.

With the introduction of the FASEA CPD requirements as outlined in the Corporations (Relevant Providers Continuing Professional Development Standard) Determination 2018, how we plan, assess and complete CPD is more heavily structured for all financial advisers and authorised representatives of Australian Financial Services Licensees (AFSLs).

From 1 January 2022, the standard-setting function of FASEA has been moved to the responsible Minister and Treasury. Financial advisers must comply with the CPD requirements set by the minister (see Treasury's Financial Adviser Standards website at [fas.treasury.gov.au](http://fas.treasury.gov.au/)). The CPD requirements originally set by FASEA have not changed and are still required.

In line with Treasury’s requirements, all SAN ARs must complete and submit a CPD plan prior to the commencement of each CPD year. Your CPD plan can be amended at any time but you must send through the amended plan to [compliance@san.com.au](mailto:compliance@san.com.au) for our records.

**CPD Areas**

You must plan and document the activities you plan to undertake to meet the minimum CPD requirements. That is, a total of **45 hours** of activities to be undertaken, with minimum hours in the below CPD areas:

|  |  |
| --- | --- |
| CPD Category | Minimum Hours Per CPD Year |
| Technical Competence | 5 |
| Client Care and Practice | 5 |
| Regulatory compliance and consumer protection | 5 |
| Professionalism and ethics | 9 |
| General | 0 |
| Tax (financial) advice | 5 |

At least 70% of the CPD activities undertaken each year must be approved by SAN. See the below pre-approved activities list to facilitate CPD planning. If you wish to undertake activities not listed, you can apply for approval by submitting records of the activity via your SAN CPD Register. These records must adhere to the guidelines provided in the SAN CPD Policy.

**Pre-Approved CPD**

Together with the NTAA, SAN has pre-assessed a range of activities to comply with the new requirements and categories for the 2024 CPD year to assist with your CPD planning. Please note that some of these activities incur an extra cost. See [ntaa.com.au](http://www.ntaa.com.au) for costs and bookings.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| CPD Activity | Technical competence (5) | Client care and practice (5) | Regulatory compliance and consumer protection (5) | Professionalism and ethics (9) | Tax (financial) advice (5) | General |
| Tax on the couch  *(1.5 hours per month – CPD area dependent on topics covered)* |  |  |  | 9 | 5 | 2.5 |
| Voice |  | 5 | 5 |  |  |  |
| Super Schools Day 1  *(Discounted pricing for SAN ARs)* | 4 |  |  | 1.5 | 1 |  |
| Super Schools Day 2  *(Discounted pricing for SAN ARs)* | 4 |  |  | 1.5 | 1 |  |
| Tax Schools Day 1 | 3 |  |  | 1.5 | 2 |  |
| Tax Schools Day 2 | 3 |  |  | 1.5 | 2 |  |
| SAN induction |  |  |  | 4 |  |  |
| Annual budget update |  |  | 1.5 |  |  |  |
| Tax Guide to Property Developments | 2 |  |  |  | 2 | 2.5 |
| SAN's CPD reading list  *(Updated annually on the* [*SAN website*](https://www.smsfadvisersnetwork.com.au/member/readinglist)*)* |  |  |  |  |  |  |
| Total | **16** | **5** | **6.5** | **19** | **12** | **5** |

**SAN Pre-Approved CPD Plan**

To assist our ARs, we have developed a standard CPD plan. If you wish to deviate from the proposed plan, please amend this template and email a copy of the completed plan to [compliance@san.com.au](mailto:compliance@san.com.au) for approval prior to the start of each CPD year.

**Areas for improvement**

1. Becoming familiar with the new code of ethics
2. Keeping up to date with industry changes

**Knowledge and skills to be developed**

1. Regulatory compliance – namely the new education requirements and code of ethics
2. SMSF and Superannuation strategies

**Planned activities to meet CPD category requirements**

**Area 1: Technical Competence**

|  |  |
| --- | --- |
| **Description** | **Planned Activities** |
| Enhancing technical proficiency and the ability to develop and provide advice strategies that are appropriate to the objectives, financial situations and needs of different classes of retail clients. | *Any or all of the following pre-approved activities:*  Super Schools Day 1  Super Schools Day 2  Tax Schools Day 1  Tax Schools Day 2 |
| **Minimum hours: 5** |
| **Notes** | |

**Area 2: Client Care and Practice**

|  |  |
| --- | --- |
| **Description** | **Planned Activities** |
| Enhancing participants’ ability to act as a client-centric practitioner in advising retail clients. | *Any or all of the following pre-approved activities:*  Voice articles |
| **Minimum hours: 5** |
| **Notes** | |

**Area 3: Regulatory compliance and consumer protection**

|  |  |
| --- | --- |
| **Description** | **Planned Activities** |
| Enhancing participants’ ability to understanding of applicable legal obligations and how to comply with them. | *Any or all of the following pre-approved activities:*  Voice articles  NTAA’s annual budget update |
| **Minimum hours: 5** |
| **Notes** | |

**Area 4: Professionalism and ethics**

|  |  |
| --- | --- |
| **Description** | **Planned Activities** |
| Enhancing participants’ capacity to act as an ethical professional. | *Any or all of the following pre-approved activities:*  Tax on the couch  Super Schools Day 1  Super Schools Day 2  Tax Schools Day 1  Tax Schools Day 2 |
| **Minimum hours: 9** |
| **Notes** | |

**Area 5: Tax (financial) advice**

|  |  |
| --- | --- |
| **Description** | **Planned Activities** |
| Maintain, extend or enhance a participants’ professional or technical capabilities, knowledge and skills, including keeping up to date with regulatory, technical and other developments, relevant to providing tax (financial) advice services. | *Any or all of the following pre-approved activities:*  Super Schools Day 1  Super Schools Day 2  Tax Schools Day 1  Tax Schools Day 2 |
| **Minimum hours: 5** |
| **Notes** | |

**Area 5: General**

|  |  |
| --- | --- |
| **Description** | **Planned Activities** |
| Ensuring participants maintain and extend 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 any other CPD category | *Any or all of the following pre-approved activities:*  SAN's CPD reading list |
| **Minimum hours: 0** |
| **Notes** | |