

Continuing professional development

July 2026



Continuing professional development (CPD) supports registered disability workers to improve and broaden their skills, knowledge and expertise required for delivering safe and responsive support services to people with disability.

CPD standard requirements

Registered disability workers are required to undertake CPD activities as part of their registration obligations.

The CPD standard requires registered disability workers to complete at least 10 hours of continuing professional development for each registration year.

If you have been registered for less than a year, you must meet pro rata CPD requirements.



Figure 1: Annual continuing professional development cycle

How to meet the CPD standard

1. Complete at least 10 hours of CPD activities each year.

These activities should develop and improve your knowledge and skills to practice safely. CPD activities must:

- build on your existing disability worker knowledge and skills
- be related to your area of practice.

If you have been registered for less than a year, you must meet pro rata CPD requirements.

2. Declare you completed the CPD standard requirements **and include** details of your CPD when you apply to renew your registration.

You will be asked for details of each CPD activity:

- the name of the CPD activity
- the name of the CPD activity provider
- date completed
- where you did the CPD activity (such as street address, online, from books)
- how many hours you did.

If you undertake development activities for the purposes of CPD requirements of another regulator or professional association, those activities may be counted towards your disability worker registration if they relate to disability practice.

3. Keep a record of CPD activities completed throughout the year.

You must keep a record of your CPD activities. The Disability Worker Registration Board of Victoria (the Board) may ask to see evidence to confirm your declaration that you have met the CPD standard and details of your CPD activities.

The easiest way to keep a record of your CPD activities is to keep an activity log. You can find an activity log template on the Continuing Professional Development page of the [Victorian Disability Worker Commission's website](https://www.vdwc.vic.gov.au/registration/CPD) <<https://www.vdwc.vic.gov.au/registration/CPD>>.

As a registered disability worker, you are responsible for your own professional development in accordance with the CPD standard.

What if I cannot complete the required amount of CPD?

The Board may consider a request for a full or partial exemption from CPD standard requirements in exceptional circumstances. Exceptional circumstances are those that prevented you from doing the required amount of CPD and were unforeseen or out of the ordinary such that you could not have been expected to manage their impact. These include:

- significant illness or injury
- prolonged caring responsibilities or carers' leave
- bereavement of an immediate family or household member
- unforeseen hardship or exceptional personal circumstances.

Examples that are not exceptional circumstances include a leave of absence due to planned personal leave, travel or study.

The Board may grant a partial exemption from CPD requirements based on the impact and duration of the exceptional circumstances. Where exceptional circumstances have affected you for part of the registration year, the Board will adopt a pro rata approach to exemptions from CPD, as set out in the table below:

Period that registered disability worker affected by exceptional circumstances	Exemption from CPD	CPD required to be completed in registration year
0–3 months	exempted from 2.5 hours of CPD (partial exemption 25%)	7.5 hours of CPD
4–6 months	exempted from 5 hours of CPD (partial exemption 50%)	5 hours of CPD
7–9 months	exempted from 7.5 hours of CPD (partial exemption 75%)	2.5 hours of CPD
10–12 months	exempted from 10 hours of CPD (full exemption 100%)	No CPD required to be completed

You should request an exemption from CPD standard requirements as soon as you know you will be unable to complete your CPD for the registration year. To request an exemption, use the *Request for exemption from Continuing Professional Development* form.

An application for an exemption from CPD requirements should include supporting evidence such as:

- medical certificates or reports
- employer letters
- statutory declarations
- other relevant documentation.

If you do not meet the CPD standard, and have not been granted an exemption, the Board may:

- renew your registration subject to a condition; or
- refuse to renew your registration.

If the Board proposes to renew your registration subject to a condition or to refuse to renew your registration, we will invite you to respond to the Board's proposal. The Board will consider any submission you make before deciding your application.

How can I find more information?

You can find out more by visiting the Continuing Professional Development page of the [Victorian Disability Worker Commission's website](https://www.vdwc.vic.gov.au/registration/CPD) <<https://www.vdwc.vic.gov.au/registration/CPD>>.

For more information you can:

- call 1800 497 132 or
- email registration@vdwc.vic.gov.au.

About the Victorian Disability Worker Commission

The Victorian Disability Worker Commission is an independent body established to better protect people with disability and build a stronger, safer disability sector. It is responsible for the Disability Service Safeguards Code of Conduct, establishing the minimum expectations for all workers in Victoria supporting people with disability, and the complaints service. It can accept complaints and notifications, with powers to investigate and ban workers who put people's safety at risk.

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