



SCA CPD

Last Updated: July 2025



By 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. This policy defines eligible CPD activities and point allocations.

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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 has been prepared 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's Constitution and any By-laws.

The following Members are required to use this CPD policy to meet region requirements (Annexure B) 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 corporate or 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 Service 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.

SCA (NSW) members will achieve knowledge and skills across these three competency areas by following the requirements in Annexure B .

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

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

PSS CPD requirements for Class 1 and Class 2 holders will assist you to achieve accreditation. Certificate of Registration holders will need to earn an additional 6 CPD hours.

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

Accredited members must complete CPD across three competency areas in every 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 between 1 Jul – 30 Sep requires a minimum of 12 CPD hours
- Join between 1 Oct – 31 Dec requires a minimum of 9 CPD hours
- Join between 1 Jan – 31 Mar requires a minimum of 6 CPD hours
- Join between 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

Details of activities will need to include:

- An outline of the content covered;
- Designated learning outcomes;
- A timeframe allocated to complete the activity; and
- Documentary evidence 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 support SCA's efforts to maintain high levels of expertise, competence, and ethics across the sector.

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, Committee, Task Force, Sub Committee, or Focus Group participation	1 per meeting
Presenter for 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 recognised SCA Volunteering activities for 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 three years (Class 1 and Class 2 licence holders) and a minimum of 4 years (CoR holders) 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.

Outcomes of applications are at the discretion of each region.

Dispute resolution

Members have the right to escalate any dispute relating to the application of this Policy to the SCA Education Board Advisory Group for final determination at admin@stratacommunity.

Annexure A - Accreditation Credentials

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

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 Service Supplier Members	
ASSP	Accredited Strata Service Provider
FSSP	Fellow Strata Service Provider
HFSSP	Honorary Fellow Strata Service Provider

Annexure B - SCA (NSW) Professional Standards Scheme 2025-26 CPD

The Professional Standards Scheme requires SCA (NSW) to oversee and self-regulate an increase in Continuing Professional Development (CPD) requirements for Strata Managers and Licensees in Charge from 1 July 2025 to 30 June 2026, ensuring the industry remains up to date, educated, and aware of their on-going responsibilities.

CLASS 1 LICENCE HOLDERS		18 HOURS TOTAL
1 hour One Compulsory topic	Fair Trading, delivered online via TAFE	Commissions, disclosures and fiduciary duty
4 hours Three Compulsory topics	Delivered by an approved provider, including the associated assessments. SCA is an approved provider.	1. Mitigating risk and managing psychosocial hazards in the workplace 2. Regulatory change in strata 2025 3. Contracts and contracting
5 hours Industry event	Fair Trading, delivered face to face and/or online	Strata Agent Business Leaders Forum
4 hours Four PSS Compulsory topics	SCA (NSW) only, self paced learning with assessments	1. Business Risks in Strata 2. Repairs, Maintenance and Contracts 3. Asset Management in Strata Schemes 4. Ethics in Strata Management
4 hours PSS Elective	SCA (NSW) webinars, events, external training, etc	Your choice
CLASS 2 LICENCE HOLDERS		12 HOURS TOTAL
1 hour One Compulsory topic	Fair Trading, delivered online via TAFE	Commissions, disclosures and fiduciary duty
4 hours Three Compulsory topics	Delivered by an approved provider, including the associated assessments. SCA is an approved provider.	1. Mitigating risk and managing psychosocial hazards in the workplace 2. Regulatory change in strata 2025 3. Contracts and contracting
4 hours Four PSS Compulsory topics	SCA (NSW) only, self paced learning with assessments	1. Understanding Building Bonds & Decennial Insurance 2. Repairs, Maintenance and Contracts 3. Asset Management in Strata Schemes 4. Ethics in Strata Management
3 hours PSS Elective	SCA (NSW) webinars, events, external training, etc	Your choice
CERTIFICATE OF REGISTRATION HOLDERS		6 HOURS TOTAL
3 Units Certificate IV in SCM	Delivered by a registered training organisation	Units from the Cert IV in Strata Community Management (1 unit if CoR effective after 1 October)
3 hours PSS Compulsory	SCA (NSW) only, self paced learning with assessments	1. Mediation & Dispute Resolution 2. AGM Best Practices 3. Ethics in Strata Management
3 hours PSS Elective	SCA (NSW) webinars, events, external training, etc	Your choice and 3 hours can be earned from 1 Cert IV in Strata Community Management Unit