

SMSF Association CPD Policy

Continuing Professional Development



Effective 1 July 2026

Purpose

The SMSF Association (the Association) is committed to fostering and enhancing integrity, ethics and professionalism in the SMSF sector as well as encouraging SMSF professionals to achieve excellence in their education, knowledge and skills.

This policy supports this commitment by setting the requirements and expectations for Continuing Professional Development (CPD) for members of the Association to develop and maintain their expected competence and professional knowledge and skills, relevant to their category of membership.

Scope

This policy applies to all individual members of the SMSF Association.

SMSF Association Annual CPD requirements

The Association's CPD year is 1 July to 30 June.

The following table sets out the minimum annual SMSF Association CPD requirement for each membership category:

Membership category	SMSF Association Accredited CPD	Professionalism & Ethics	Total
Fellow or Specialist Member	20	5	25
Associate Member	10		10
Affiliate Member	No CPD requirement		-
Retired Member	No CPD requirement		-

Note: SMSF Association CPD requirements do not replace or supersede other professional or regulatory body CPD obligations. They may however complement other CPD obligations.

SMSF Association Accredited CPD hours

SMSF Association Accredited CPD hours are delivered:

- by the Association directly, or
- Accredited Educators, who are education providers that have been approved by the Association, or
- external providers where the Association has approved the CPD activity undertaken and issued an accreditation code.

All SMSF Association CPD activities can be found in the CPD section on the Association website.

All other Association Accredited CPD is listed in the Accredited CPD Providers section, under CPD, on the Association website.

Professionalism and Ethics CPD Hours

The completion of CPD in professionalism and ethics will support members to demonstrate and uphold ethical standards of conduct and behaviour. Members are expected to complete a minimum of 2 hours of specific ethics CPD per year.

Professionalism and Ethics CPD hours can be completed with the Association, delivered by any recognised provider (including the Association) where clear learning objectives relate to professional ethics. Professionalism and Ethics CPD do not need to relate specifically to SMSF advice. It can include any Professionalism and Ethics CPD that is delivered or recognised by other professional associations or regulatory bodies

All Professionalism and Ethics CPD hours must meet the verification requirements set out in this policy.

Approved CPD Content Categories

To qualify for CPD hours, the activity must focus on knowledge and skills relevant to SMSF professionals.

CPD hours will not be issued for training on specific products, including financial products or software platforms.

SMSF Association Accredited CPD Hours

SMSFs	Knowledge Areas	Information
<i>CPD completed in these knowledge areas must be in the context of SMSFs</i> <i>This includes SMSF CPD provided by the SMSF Association, one of our accredited educators or third party CPD certified as accredited by the SMSF Association</i> <i>CPD certificates required</i>	1. Lifecycle of an SMSF 2. Suitability of an SMSF 3. SMSF establishments 4. SMSF wind up 5. Trustee duties and obligations 6. Trust deeds 7. SIS compliance 8. Investment strategies 9. Portfolios, investments and investment structuring 10. Alternative investments 11. Property 12. LRBAs 13. Member Insurance 14. Contributions 15. Conditions of release 16. Retirement and retirement planning 17. Benefit payments 18. Taxation 19. Insurance 20. Auditing SMSFs 21. Financial Statement Preparation 22. SMSF Administration	Allows members to complete CPD relevant to their role and professional registrations CPD can be of a kind that includes: • Technical concepts and principles • Application, case studies and strategies No minimum CPD applies to any of these knowledge areas – CPD can come from any of these knowledge areas This CPD will assist members in meeting other professional and legislated CPD obligations applicable to them. Accredited CPD is published on the SMSFA website.

Professionalism and Ethics CPD Hours

Professionalism and Ethics CPD	Knowledge Areas	Information
Summary Non-technical CPD designed to ensure members are maintaining other skills relevant to upholding the profession	1. Ethics 2. Professional Skills Further details on each category are set out below	Allows members to tailor their professional CPD to their occupation, role and professional registrations. This CPD will assist members in meeting other professional and legislated CPD obligations applicable to them. While SMSF Association accredited CPD is recommended, this class of CPD can be provided by any CPD provider. CPD certificates required.
<i>To support ethical professionals across the SMSF ecosystem.</i> <i>To ensure members are not only technically proficient but also uphold ethical standards.</i>	Ethics • Ethical standards and codes of conduct • Operation and application of the code • Ethical decision making • Ethical behaviour • Ethical theory and practices	A minimum of 2 CPD hours Required for <u>all</u> Fellow or Specialist Members, regardless of primary occupation. Any additional 'ethics' CPD hours you complete will count towards your total <i>Professionalism and Ethics</i> CPD obligations <i>Refer to the standards and codes relevant to your profession and professional registrations.</i>
<i>These knowledge areas are essential to ensuring that SMSF professionals meet their broader professional obligations alongside their technical skills and proficiencies in a rapidly evolving environment.</i> <i>Ensuring members are meeting best practices in servicing clients and representing the broader SMSF ecosystem</i>	Professional Skills • Practice management • Elder abuse • Financial abuse • Cyber security • Fraud risk and prevention • Building trust & integrity • AML/CTF • Privacy • Behavioural finance • Mental health	The balance of <i>Professionalism and Ethics</i> CPD obligations shall comprise of CPD from this category.

Statutory CPD Requirements for Licenses and Registrations

A member who holds a statutory licence or registration (such as a financial adviser registration, tax agent registration, or SMSF auditor registration) must comply with the CPD requirements set for that licence or registration. Meeting these obligations is a condition of satisfying our CPD requirements for membership. Aligning with statutory CPD requirements ensures consistency, reduces duplication, and supports members in meeting both regulatory and professional standards.

SMSF Association Assessment of CPD Activities

CPD activities are assessed through a review of the format, content and duration of the CPD activity undertaken. The presenter's expertise for the relevant topic is also taken into consideration.

The SMSF Association will also automatically accredit any CPD delivered by relevant regulatory bodies, for example the TPB, that complies with this policy and where the member can provide evidence of attendance.

Maintaining CPD records

Each CPD year period is discrete. Members need to maintain a record of all CPD activities and retain these records for a period of three (3) years after the end of the relevant CPD period.

The Association will maintain records of attendance for SMSF Association events, as well as participation in eligible SMSF Association committee activities, in an online register available on each individual's Member Dashboard on the Association website. However, members must also keep their own evidence of these activities to ensure records are correct and to verify that they have met their CPD requirements.

For activities not delivered by the Association, it is the member's responsibility to maintain adequate records as evidence of attendance. Records that need to be kept include (as appropriate):

- date of the CPD activity
- presenter name, company and other relevant details (e.g. biography)
- topic presented
- activity duration
- certificates of completion, receipt or other evidence to verify attendance,

Details of the CPD activity can also be entered in the My CPD section of the Member Dashboard on the website. This is optional if CPD records are maintained in an alternative system.

Audit of CPD activity

To monitor compliance with this policy, annually the Association will randomly select a portion of the membership to participate in the Association's Quality Review Program (QRP).

In addition to the review of a member's CPD records against the mandatory requirements in the SMSF Association CPD Policy, the member will also be required to complete a self-assessment of practice processes.

Members will be audited over a three year period (triennium) and must accrue the required CPD hours over this period.

Members will be notified by email if selected for an audit, and details of requirements for the audit. A member that fails to comply with the audit process will be subject to disciplinary proceedings, which may result in suspension of Specialist designations or cancellation of membership.

CPD Requirement Deficits

Where a member fails to satisfy the Association's CPD requirements, the member will be supported to identify suitable CPD activities to achieve the required standard. The member will then be audited again in the following year.

Where genuine mitigating circumstances exist and supporting documentation is provided, those circumstances are taken into account when assessing a member's CPD obligations.