

CPE ACCESS (PARENTAL LEAVE AND EXCEPTIONAL CIRCUMSTANCES) POLICY

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CPE Access (Parental Leave and Exceptional Circumstances) Policy

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1 PURPOSE

- 1.1 The purpose of this Policy is to support ARITA Professional Members who are on Parental Leave, or who experience significant personal or professional circumstances, by providing complimentary access to ARITA Online CPE, where appropriate.
- 1.2 This Policy is intended to support retention of members, diversity and inclusion, return to professional work and continued engagement with the profession, while maintaining appropriate standards of professional competence and member accountability.
- 1.3 This Policy does not provide any relief from, reduction of, or adjustment to the CPE requirements applicable to Professional Members under the ARITA Constitution and ARITA Regulations.

2 SCOPE

- 2.1 This Policy applies only to ARITA Professional Members.
- 2.2 This Policy applies to Professional Members seeking complimentary access to ARITA Online CPE (ratified by ARITA) in connection with:
 - a. Parental Leave; or
 - b. Exceptional Circumstances, including prolonged caring responsibilities, illness or injury, temporary incapacity, a material reduction in professional work or other exceptional circumstances.
- 2.3 This Policy deals only with access to ARITA Online CPE. It does not limit or exclude any application a Professional Member may make for relief, waiver, exemption or adjustment under the ARITA Regulations or any other applicable ARITA policy.
- 2.4 This Policy applies only to ARITA membership CPE requirements. It does not amend, replace, reduce or satisfy any separate statutory, regulatory, practising certificate or other professional CPD or CPE obligation which may apply to the Professional Member.
- 2.5 Access under this Policy does not extend to in-person ARITA conferences or other in-person ARITA events, unless ARITA determines otherwise in accordance with this Policy.

3 POLICY STATEMENT

- 3.1 ARITA recognises that Parental Leave or Exceptional Circumstances may materially affect a Professional Member's capacity to engage with professional work and related CPE activities.

- 3.2** Subject to this Policy, ARITA will provide eligible Professional Members on Parental Leave with complimentary access to ARITA Online CPE where the Professional Member is on Parental Leave for a minimum continuous period of three months.
- 3.3** Subject to this Policy, ARITA may provide Professional Members with complimentary access to ARITA Online CPE where the Professional Member is unable to engage in professional activity, or experiences a material reduction in professional activity due to Exceptional Circumstances.
- 3.4** Access under this Policy is not an automatic entitlement until ARITA has approved or confirmed eligibility. ARITA may determine access having regard to the nature, duration and impact of the relevant circumstances and any information reasonably required by ARITA.
- 3.5** Where access is granted, ARITA may determine:
- the duration of access;
 - the ARITA Online CPE offerings made available; and
 - any conditions or limitations applying to access.
- 3.6** Any access provided under this Policy is intended to support continued professional engagement and does not relieve a Professional Member of the obligation to maintain competence in relation to any professional work undertaken.
- 3.7** This Policy does not affect the requirement for Professional Members to meet applicable CPE requirements under the ARITA Constitution and ARITA Regulations.
- 3.8** Any discretion or decision of ARITA under this Policy may be exercised by the Board, the Chief Executive Officer (CEO), or a person acting under delegated authority, in accordance with the ARITA Constitution and ARITA Regulations.

4 DEFINITIONS

Term	Meaning
Access Period	means: - for Parental Leave, the period of Parental Leave (for a minimum continuous period of three months) and up to nine months following the Professional Member's return to professional work; and - for Exceptional Circumstances, the period approved by ARITA having regard to the nature, duration and impact of the relevant circumstances, which will not generally exceed 12 months without further approval.
AFSA	means the Australian Financial Security Authority.
ARITA	means the Australian Restructuring Insolvency & Turnaround Association (ACN 002 472 362).

Term	Meaning
ARITA Online CPE	means continuing professional education programs and activities made available by ARITA and delivered online, including webinars, on-demand content and online forums.
ASIC	means the Australian Securities and Investments Commission.
Exceptional Circumstances	means circumstances described in clause 7.1 or any other circumstances determined by ARITA to warrant consideration under this Policy.
Parental Leave	means a period during which a Professional Member is absent from professional work, or experiences a material reduction in professional activity because of pregnancy or potential pregnancy, including pregnancy loss (such as miscarriage or stillbirth), childbirth, adoption, surrogacy, breastfeeding, or because the Professional Member has assumed primary or substantial responsibility for the care of a child.
Professional Member	means a Professional Member, as provided in the ARITA Regulations.

5 ELIGIBILITY

- 5.1** A Professional Member may request access under this Policy where the Professional Member:
- is a current Professional Member at the time of application;
 - is on Parental Leave or is experiencing Exceptional Circumstances; and
 - provides information reasonably required by ARITA to assess eligibility and administer access (subject to clause 10 of this Policy).
- 5.2** A Professional Member must remain a current Professional Member during the Access Period. ARITA may cease, suspend or vary access if the Professional Member ceases to be a Professional Member or otherwise ceases to satisfy the eligibility requirements under this Policy.
- 5.3** A Professional Member who continues to work on a part-time, flexible or intermittent basis during Parental Leave remains eligible to access ARITA Online CPE under this Policy, provided the other eligibility requirements are satisfied.
- 5.4** For Exceptional Circumstances, ARITA may consider whether the circumstances have prevented, or are likely to prevent, the Professional Member from engaging in professional activity or have caused a material reduction in professional activity.

6 PARENTAL LEAVE ACCESS

- 6.1** A Professional Member is eligible for access under this section where the Professional Member is on Parental Leave for a minimum continuous period of three months.
- 6.2** Access to ARITA Online CPE under this section is available during the Access Period.
- 6.3** Access to ARITA Online CPE under this section is limited to a maximum of 20 hours in each 12-month period within the Access Period, unless ARITA determines otherwise.
- 6.4** Where a period of Parental Leave extends beyond 12 months, the maximum access under this Policy applies on a 12-month basis, commencing from the date Parental Leave commences as notified by the Professional Member to ARITA.
- 6.5** ARITA may, in its discretion, extend access under this section to selected in-person ARITA forums or activities, excluding ARITA conferences, in accordance with the ARITA Constitution and ARITA Regulations.

7 EXCEPTIONAL CIRCUMSTANCES ACCESS

- 7.1** A Professional Member may request access under this section where the Professional Member is unable to engage in professional activity, or experiences a material reduction in professional activity due to circumstances including:
 - a. prolonged caring responsibilities, including for a dependant or family member;
 - b. illness or injury, including mental health;
 - c. temporary incapacity or reduction in work activity arising from personal health or wellbeing;
 - d. bereavement, family violence, natural disaster or other significant personal hardship affecting the Professional Member's ability to engage in professional work or CPE; or
 - e. other exceptional circumstances determined by ARITA.
- 7.2** Access under this clause may be determined by ARITA having regard to the nature, duration and impact of the relevant circumstances.
- 7.3** Access under this clause may be subject to periodic review and will not generally exceed 12 months without further approval.
- 7.4** Access under this clause is not intended to apply where the Professional Member remains able to participate in professional work and CPE activities in the ordinary course.

8 ACCESS TO ARITA ONLINE CPE

- 8.1** Professional Members approved for access under this Policy will be provided with complimentary access to ARITA Online CPE during the relevant Access Period, subject to this Policy and in accordance with the ARITA Constitution and the ARITA Regulations.
- 8.2** ARITA Online CPE includes webinars, on-demand content and online forums.
- 8.3** Access under this Policy does not extend to in-person ARITA conferences or other in-person ARITA events, unless otherwise determined by ARITA.
- 8.4** Access under this Policy is subject to availability and any administrative, registration or verification requirements specified by ARITA, from time to time.
- 8.5** ARITA may determine, in its discretion, the ARITA Online CPE made available under this Policy, including limiting access to particular offerings or delivery formats. Access may be restricted having regard to capacity, cost, format, relevance or administrative considerations and may vary from time to time.
- 8.6** Access granted under this Policy is personal to the approved Professional Member. It is not transferable, has no cash value and does not entitle the Professional Member to any refund, credit or reimbursement for CPE already purchased, unless ARITA determines otherwise.

9 ADMINISTRATION AND EVIDENCE

- 9.1** A Professional Member seeking access under this Policy must submit an application in the form required by ARITA, together with information reasonably required by ARITA to assess eligibility and administer access.
- 9.2** ARITA may require reasonable evidence of the Professional Member's Parental Leave or Exceptional Circumstances, including the duration and timing of the relevant circumstances. Evidence may include a declaration by the Professional Member, employer confirmation, medical certificate or other supporting information reasonably required by ARITA (subject to clause 10 of this Policy).
- 9.3** ARITA will only require evidence that is reasonably necessary and proportionate to assess eligibility and administer access under this Policy.
- 9.4** ARITA may prescribe processes for application, approval, registration, access, verification and review as reasonably required.
- 9.5** A Professional Member granted access under this Policy must notify ARITA of any material change in circumstances that may affect eligibility or continuation of access.
- 9.6** ARITA may vary, suspend or cease access where eligibility no longer applies, where the Professional Member ceases to be a Professional Member, or where access was granted on the basis of incomplete, inaccurate or misleading information.

10 PRIVACY AND CONFIDENTIALITY

- 10.1** ARITA will collect, use, store and disclose information provided under this Policy only for the purpose of assessing, administering and reviewing access to ARITA Online CPE, or as otherwise required or authorised by law.
- 10.2** ARITA will treat applications and supporting information confidentially and in accordance with applicable privacy laws and ARITA's privacy policies.
- 10.3** Access to sensitive or confidential information provided under this Policy will be limited to ARITA personnel, officers or delegates who reasonably require the information for the purpose of administering this Policy, or as otherwise required or authorised by law.

11 INTERACTION WITH CPE, CPD AND REGULATORY REQUIREMENTS

- 11.1** This Policy applies only to the provision of complimentary access to ARITA Online CPE.
- 11.2** Nothing in this Policy limits or alters any obligation imposed by law, a regulator, a practising certificate regime or any other professional body.
- 11.3** A Professional Member who is registered, licensed or otherwise subject to requirements imposed by ASIC, AFSA, a court, a regulator, a professional body or a practising certificate regime remains responsible for satisfying those requirements.

12 REVIEW OF DECISIONS

- 12.1** A Professional Member may request reconsideration of a decision made under this Policy by providing further information relevant to the application.
- 12.2** ARITA may determine the process for reconsideration in its discretion, subject to the ARITA Constitution, ARITA Regulations and applicable law.

13 GENERAL

- 13.1** This Policy is to be read in conjunction with the ARITA Constitution and the ARITA Regulations.
- 13.2** Nothing in this Policy limits any discretion, power or function conferred on ARITA under the ARITA Constitution, ARITA Regulations or any applicable delegation.

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- 13.3** This Policy will be administered consistently with applicable laws, including anti-discrimination and equal opportunity laws. Nothing in this Policy is intended to limit or override any rights or obligations arising under applicable legislation.
- 13.4** ARITA may amend, replace or withdraw this Policy in accordance with its governance arrangements.