

How to enter and edit your area(s) of practice

Before you start

In previous years, 'Current area of practice' has focused on the area of practice in which you are predominantly engaged. If you engaged in multiple areas of practice, you entered your predominant area of practice as your 'Current area of practice' and any remaining areas of practice you engaged in as 'Other areas of practice'.

As part of the new CPD process, **you can add multiple areas of practice to the 'Areas of Practice' box**, you do not need to choose a predominant area of practice. Find more information about this below.

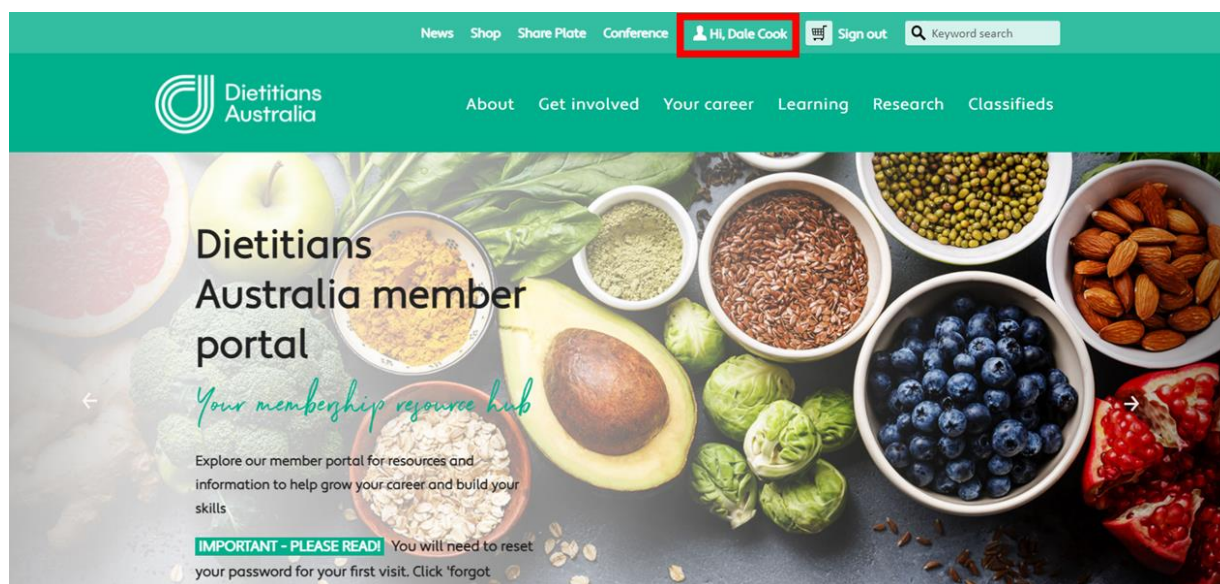
We also understand that your areas of practice may stay the same for several years. If this is the case, you are no longer required to enter your areas of practice each year. Your areas of practice will be considered as current until you add a year end (please see 'Editing your Area of Practice' on page 7 for how to complete this process).

Other area of practice should now be used to refer to when you undertake CPD that is not related to your current area of practice, and therefore cannot be considered as contributing to your professional competence.

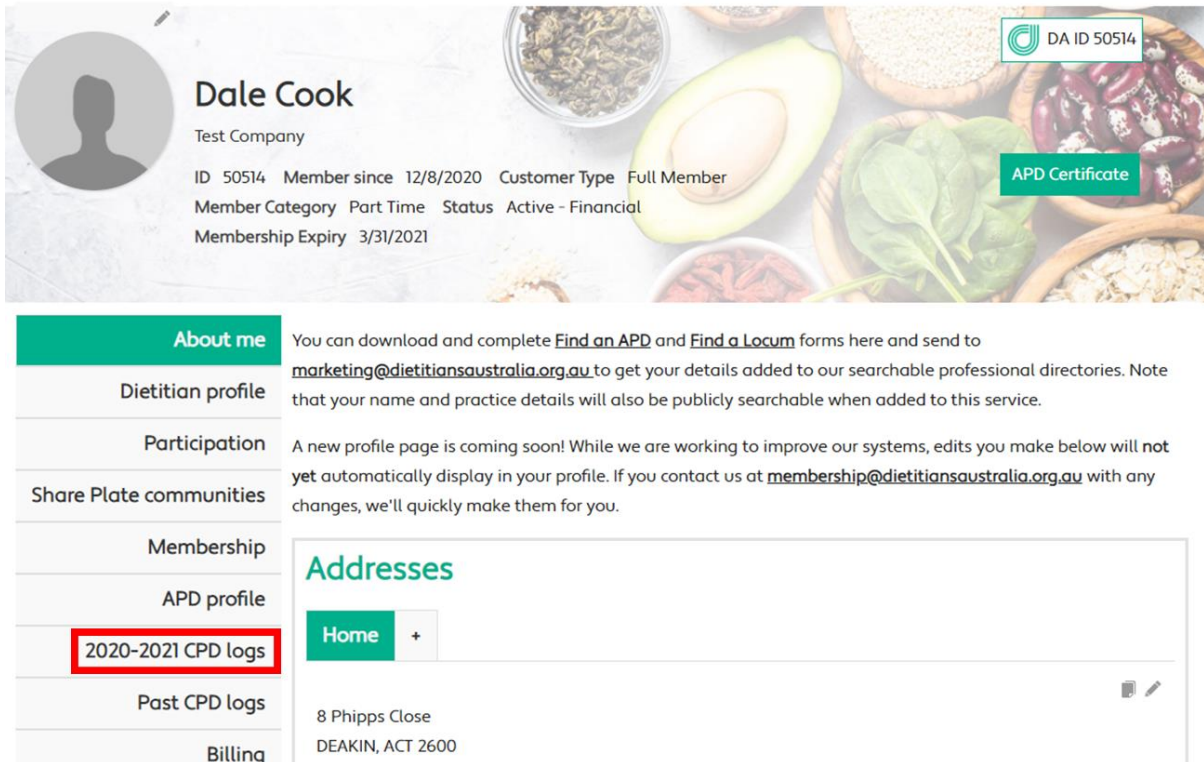
Entering your area of practice

Step 1: Navigate to the CPD logs tab in your member portal profile

In the member portal, head to your profile by clicking on your name at the top of the screen:



Next, click on 2020-2021 CPD logs in the menu on the left-hand side of your profile:



Step 2: Add a new area of practice

Scroll down and click on the plus sign above the 'Areas of Practice' box.

Areas of Practice



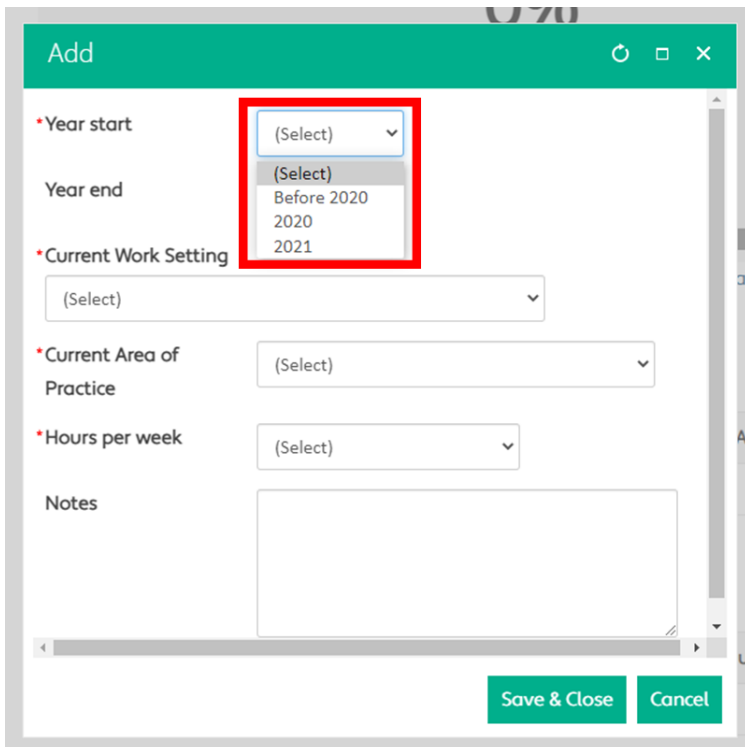
▲ Year start	Year end	Current Work Setting	Current Area of Practice	
There are no records.				

Step 3: Add details about your area of practice (or areas of practice)

A pop-up will allow you to enter details of your area/areas. The fields with a red star * are mandatory fields and they must be completed.

*Year start

Select the year that you started practising in this area of practice. If you started prior to 2020, select 'Before 2020'



Add

*Year start (Select) ▼

Year end (Select) ▼
Before 2020
2020
2021

*Current Work Setting (Select) ▼

*Current Area of Practice (Select) ▼

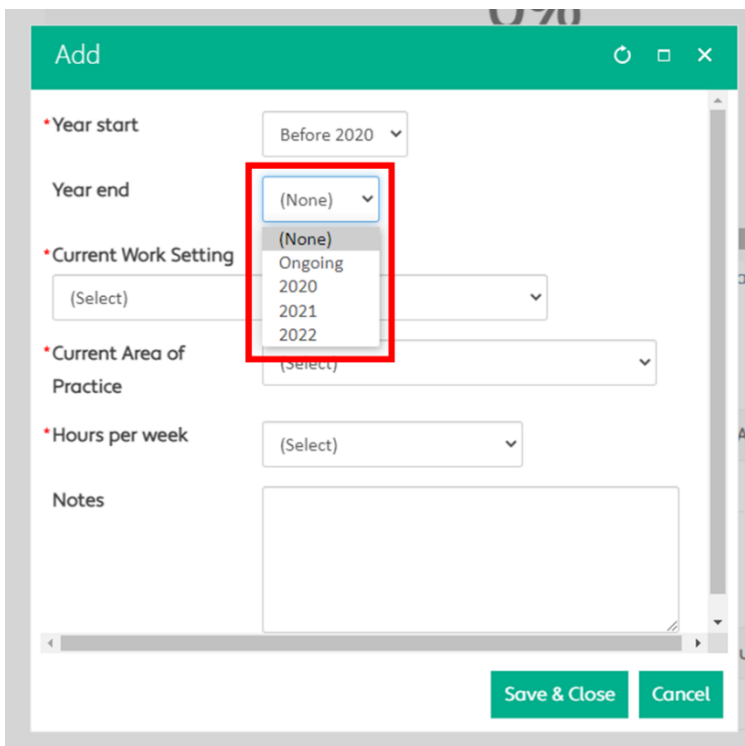
*Hours per week (Select) ▼

Notes

Save & Close Cancel

Year end

This field is designed to be used if your role changes and you are no longer working within your recorded area of practice. Select the year that you ceased working in this area of practice. To do this for an existing area of practise, click the pencil icon (as described in the Editing your area of practice section below) next to the entry and a pop-up will appear that will allow you to enter an end year. Alternatively, if you are continuing in this role you can select 'Ongoing'.



Add

*Year start Before 2020 ▼

Year end (None) ▼
(None)
Ongoing
2020
2021
2022

*Current Work Setting (Select) ▼

*Current Area of Practice (Select) ▼

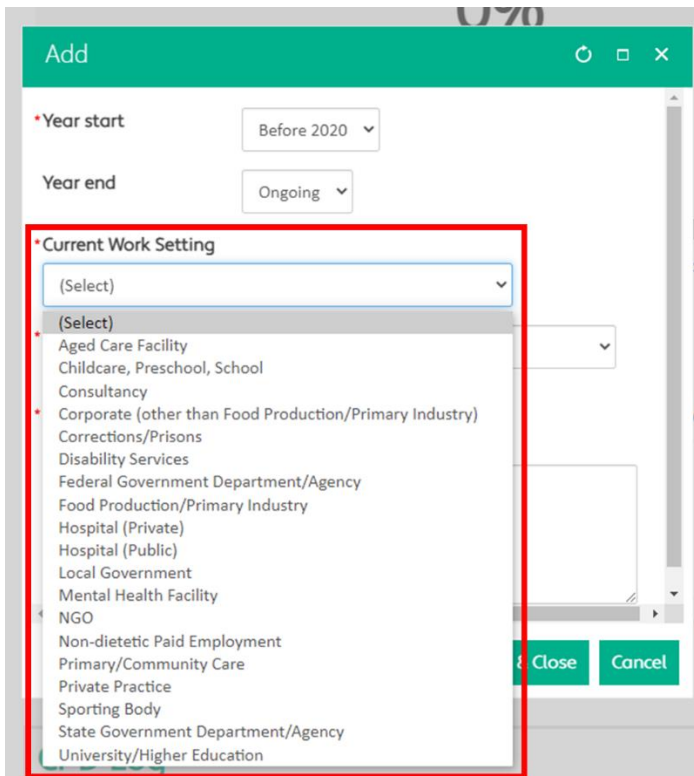
*Hours per week (Select) ▼

Notes

Save & Close Cancel

*Current Work Setting

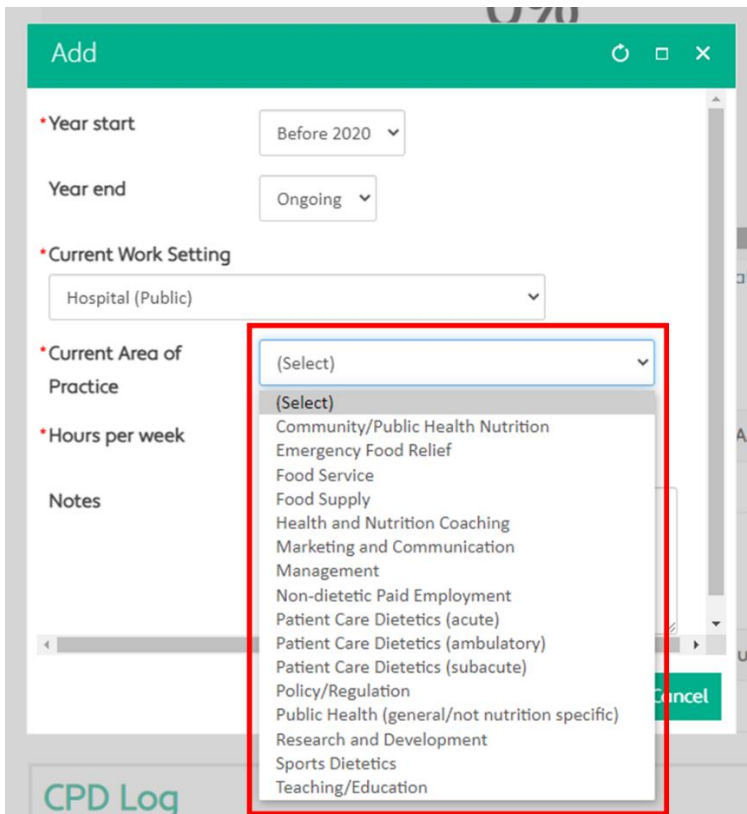
Select a current work setting that best represents the setting associated with your area of practice. If you have multiple work settings, you will be able to enter another area of practice using this same process once you complete the details for this area of practice. For more information on choosing your current work setting please see our [frequently asked questions](#) regarding entering your area of practice.



The screenshot shows a web form titled 'Add' with a green header bar. Below the header, there are two dropdown menus: 'Year start' with 'Before 2020' selected, and 'Year end' with 'Ongoing' selected. Below these is a section titled '*Current Work Setting' which contains a dropdown menu. The dropdown menu is open, showing a list of options: (Select), Aged Care Facility, Childcare, Preschool, School, Consultancy, Corporate (other than Food Production/Primary Industry), Corrections/Prisons, Disability Services, Federal Government Department/Agency, Food Production/Primary Industry, Hospital (Private), Hospital (Public), Local Government, Mental Health Facility, NGO, Non-dietetic Paid Employment, Primary/Community Care, Private Practice, Sporting Body, State Government Department/Agency, and University/Higher Education. The dropdown menu is highlighted with a red border. At the bottom right of the form, there are two buttons: 'Close' and 'Cancel'.

*Current Area of Practice

Select a current area of practice that best represents the area you practice in within the previously selected work setting. If you have multiple current areas of practice within one work setting, you will be able to enter another area of practice using this same process once you complete the details for this area of practice. Alternatively, you can include the additional current areas of practice for that work setting in the notes section. For more information on choosing your current area of practice please see our [frequently asked questions](#) regarding entering your area of practice.



Add

*Year start: Before 2020

Year end: Ongoing

*Current Work Setting: Hospital (Public)

*Current Area of Practice: (Select)

*Hours per week: (Select)

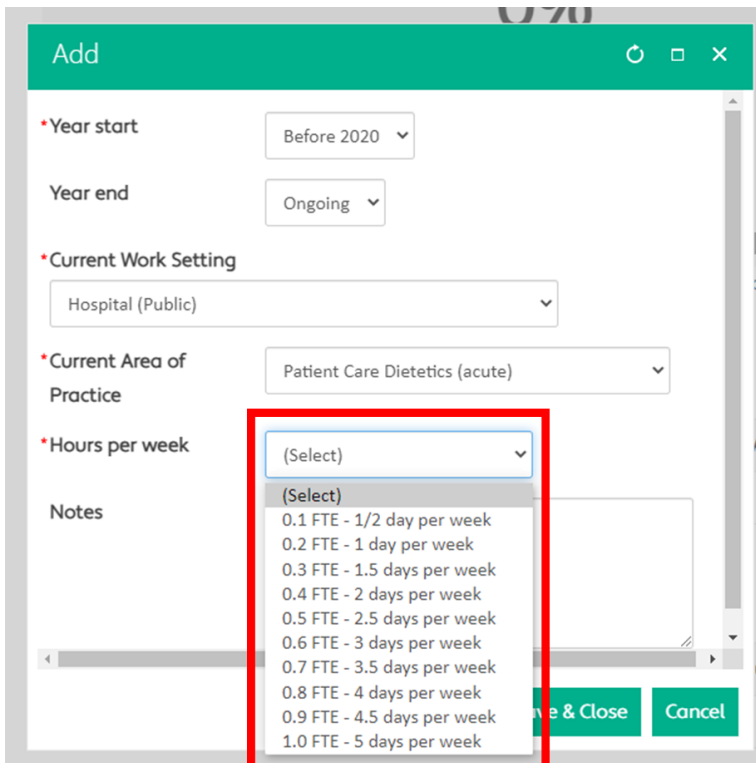
Notes

CPD Log

Cancel

*Hours per week

Select the option that is closest to the number of hours you work per week in this area of practice. For example, if you work 4 hours per week, select 0.1FTE – ½ day per week.



Add

*Year start: Before 2020

Year end: Ongoing

*Current Work Setting: Hospital (Public)

*Current Area of Practice: Patient Care Dietetics (acute)

*Hours per week: (Select)

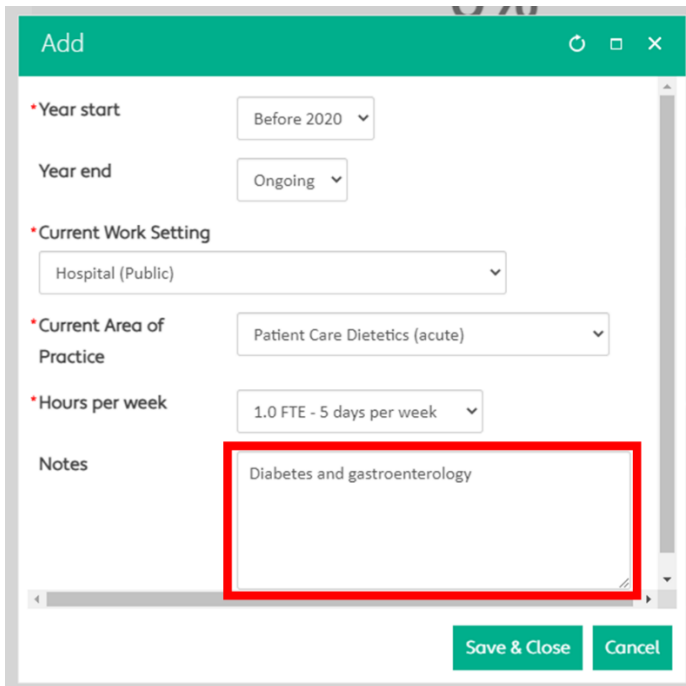
Notes

Save & Close

Cancel

Notes

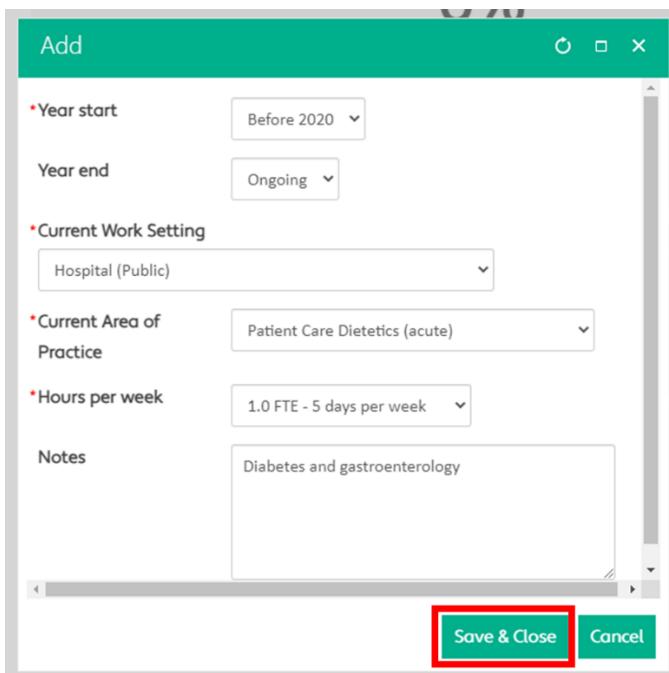
The current work setting, and current area of practice fields are intentionally broad to capture a large range of work settings, and to limit the length of these lists. If you would like to provide more detail about your area of practice, please include it here. For example, if you selected 'Hospital (Public)' as your current work setting, and 'Patient Care Dietetics (acute)' as your current area of practice you may wish to include that within this setting and area your practice focuses on diabetes and gastroenterology.



The screenshot shows a web form titled 'Add' with a green header bar. The form contains several fields: 'Year start' (Before 2020), 'Year end' (Ongoing), 'Current Work Setting' (Hospital (Public)), 'Current Area of Practice' (Patient Care Dietetics (acute)), and 'Hours per week' (1.0 FTE - 5 days per week). The 'Notes' field is a text area containing the text 'Diabetes and gastroenterology', which is highlighted with a red rectangular box. At the bottom right of the form are two buttons: 'Save & Close' and 'Cancel'.

Step 4: Save the area of practice

Once you have entered all the details of the area of practice, click 'Save & Close.'



This screenshot is identical to the previous one, showing the 'Add' form with the same data entered. However, in this image, the 'Save & Close' button at the bottom right is highlighted with a red rectangular box, indicating the final step in the process.

Your area of practice has been saved.

Areas of Practice



▲ Year start	Year end	Current Work Setting	Current Area of Practice	
Before 2020	Ongoing	Hospital (Public)	Patient Care Dietetics (acute)	

Step 5: Enter additional areas of practice (optional)

If you have more than one area of practice repeat steps 2 to 4 to add these. There is no limit on the number of areas of practice you can add.

Editing your area of practice

All areas of practice can be edited, just click the pencil icon and a pop-up will allow you to edit the details of your area of practice.

Areas of Practice



▲ Year start	Year end	Current Work Setting	Current Area of Practice	
Before 2020	Ongoing	Hospital (Public)	Patient Care Dietetics (acute)	