

# How to log and edit your CPD activities

**Before you start....**

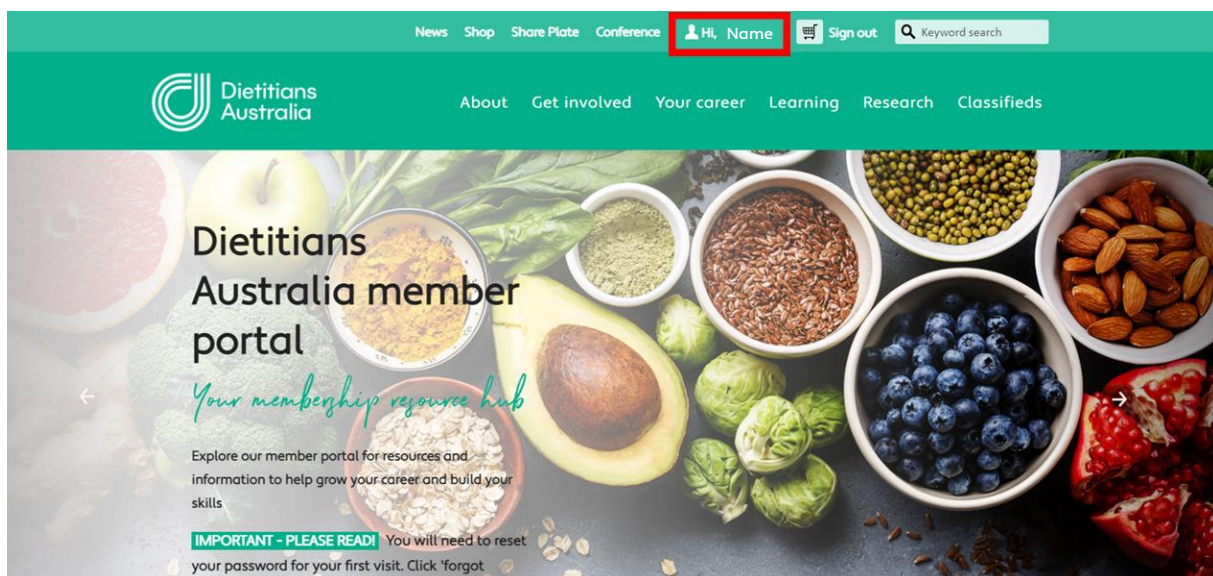
## **Learning goals and activities**

In previous years, you have been required to nominate which of your learning goals each CPD activity relates to. In the 2021 system, you no longer need to allocate an activity to a learning goal. You only need to indicate whether the activity relates to your current or other area of practice, and if it relates to your professional competence. This makes it easier for you to log those activities that relate to more than one learning goal. The annual APD audit process has been adjusted to reflect this change.

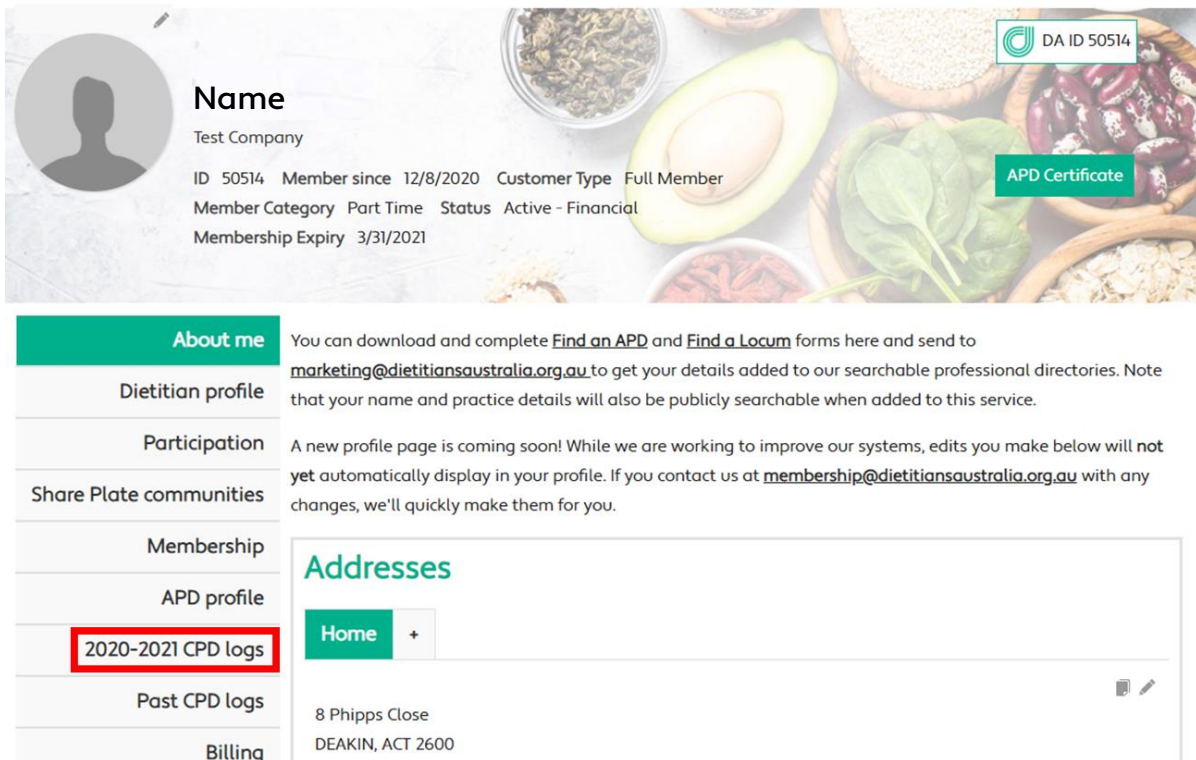
## **LOGGING CPD**

### **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 activity to your CPD log

Click on the plus sign in the 'CPD Log' box.



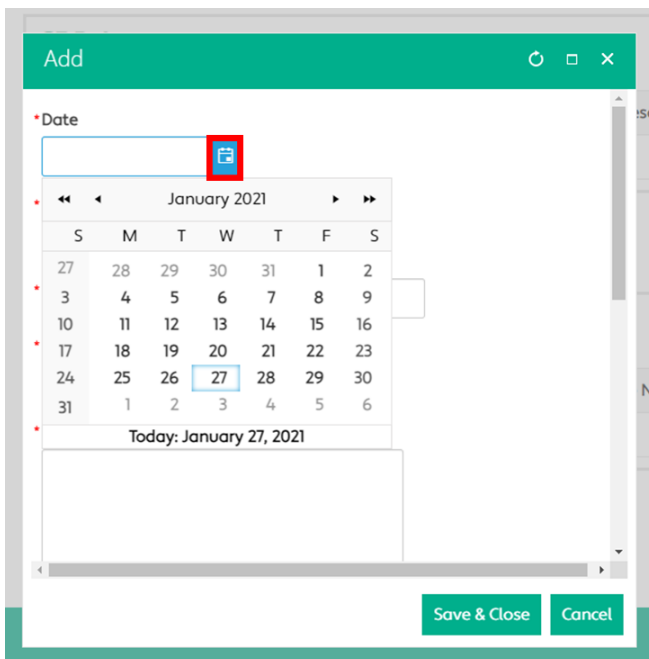
CPD Log <span style="float: right;">+</span>				
▼ Date	Program	Hours	Module	
There are no records.				

## Step 3: Add details of your CPD activity

A pop-up will allow you to enter details of your CPD activity. The fields with a red star \* are mandatory fields that must be completed.

### \*Date

Click the calendar icon to the right of the date field and select the date that you completed the CPD activity.

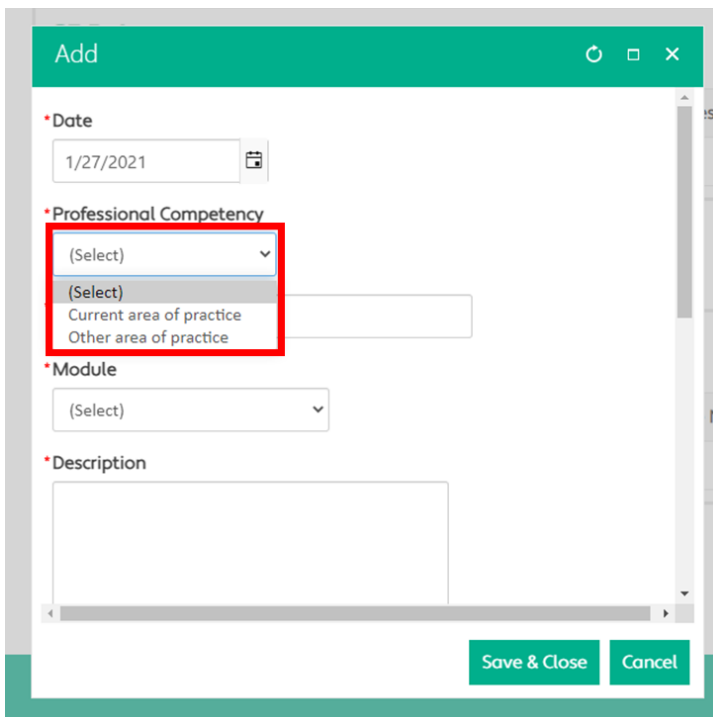


The screenshot shows a web form titled 'Add'. It has a date field with a calendar icon to its right, which is highlighted with a red box. Below the date field is a calendar for January 2021. The date 27 is selected. At the bottom of the form are two buttons: 'Save & Close' and 'Cancel'.

### \*Professional Competency

Select 'Current Area of Practice' if the CPD activity relates to your area of practice and should be counted towards your professional competence hours.

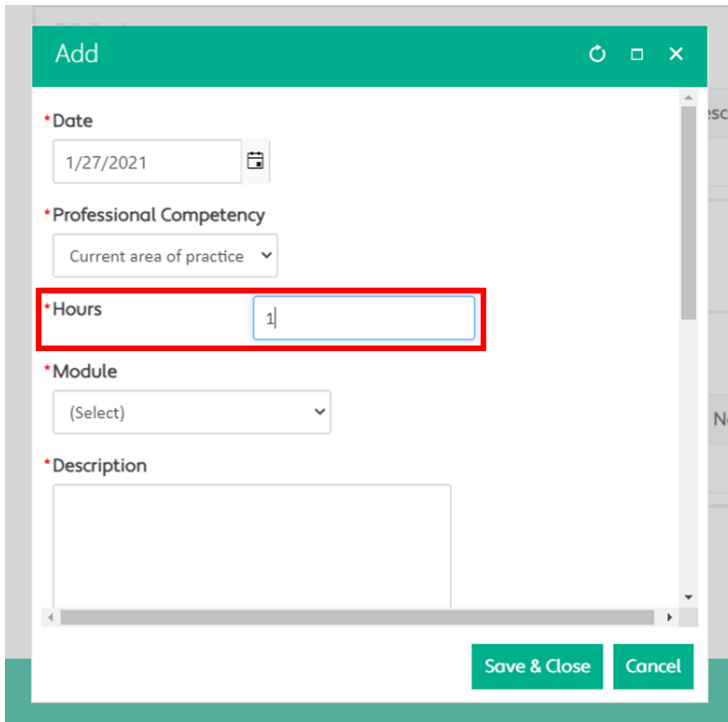
Select 'Other Area of Practice' if the CPD activity relates to an area you are not currently practising in and will not count towards your professional competence hours.



The screenshot shows the same 'Add' form. The 'Date' field now contains '1/27/2021'. The 'Professional Competency' dropdown menu is open, showing four options: '(Select)', '(Select)', 'Current area of practice', and 'Other area of practice'. A red box highlights the dropdown menu. Below it is the 'Module' dropdown menu, which also shows '(Select)'. At the bottom are the 'Save & Close' and 'Cancel' buttons.

### \*Hours

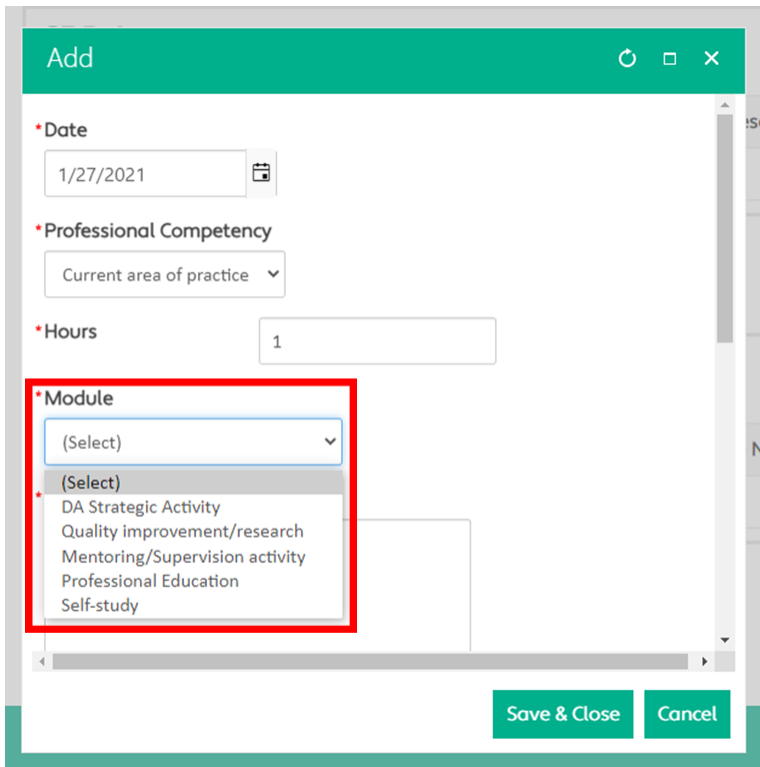
Enter the duration of the CPD activity in hours.



The screenshot shows a web form titled 'Add' with a green header bar. The form contains several fields: 'Date' (1/27/2021), 'Professional Competency' (Current area of practice), 'Hours' (1), 'Module' ((Select)), and 'Description'. The 'Hours' field is highlighted with a red rectangular box. At the bottom right, there are two buttons: 'Save & Close' and 'Cancel'.

### \*Module

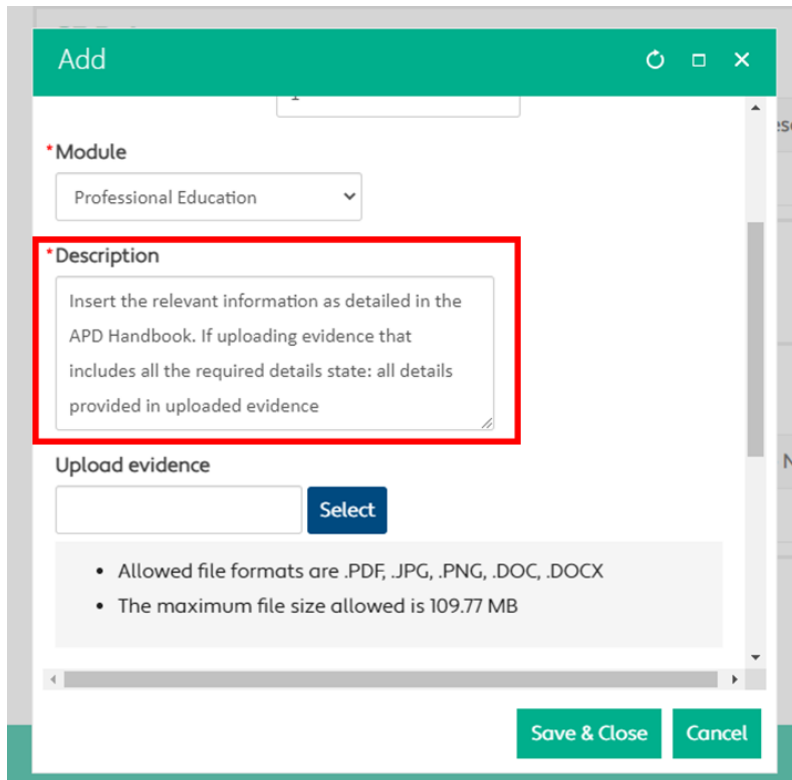
Select the relevant learning module from the dropdown list. For a list of CPD activities that can be included under each learning module please see the [APD Handbook](#).



The screenshot shows the same 'Add' form as before, but with the 'Module' dropdown menu open. The dropdown list is highlighted with a red rectangular box and contains the following options: (Select), DA Strategic Activity, Quality improvement/research, Mentoring/Supervision activity, Professional Education, and Self-study. The 'Hours' field now contains the value '1'. The 'Save & Close' and 'Cancel' buttons are visible at the bottom right.

### \*Description

Provide a brief description of the CPD activity. The details that need to be entered will depend on which learning module the CPD activity belongs to. For a description of the details required for CPD activities under each learning module, please see the [APD Handbook](#). If you wish to upload evidence of the CPD activity, rather than provide a description of the activity, please see the section below. Please note that the 'Description' box is a mandatory field, so if all the required details are provided in the upload, indicate this in the box, as per the example below.



**Add**

\*Module  
Professional Education

\*Description  
Insert the relevant information as detailed in the APD Handbook. If uploading evidence that includes all the required details state: all details provided in uploaded evidence

Upload evidence  
Select

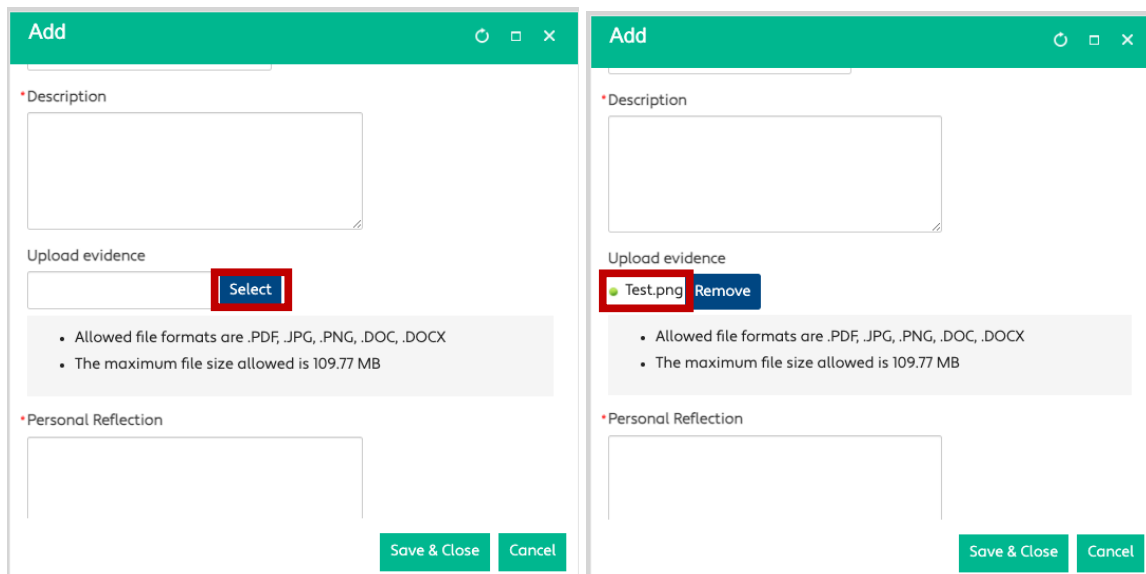
- Allowed file formats are .PDF, .JPG, .PNG, .DOC, .DOCX
- The maximum file size allowed is 109.77 MB

Save & Close Cancel

### Upload Evidence

If you scroll down within the pop-up box you also have the option to upload evidence of the CPD activity. This field is not mandatory, but it can be used to upload a document that provides some or all the details that are required when describing the CPD activity.

To upload evidence, click the 'Select' box. Another pop-up will appear that lets you select a file from your computer. Choose the desired file from your computer and click 'Open', a green circle will appear next to the file name once it is successfully uploaded. Click the blue 'Remove' button if you wish to remove the uploaded file.



**Add**

\*Description

Upload evidence

Select

- Allowed file formats are .PDF, .JPG, .PNG, .DOC, .DOCX
- The maximum file size allowed is 109.77 MB

\*Personal Reflection

Save & Close Cancel

**Add**

\*Description

Upload evidence

Test.png Remove

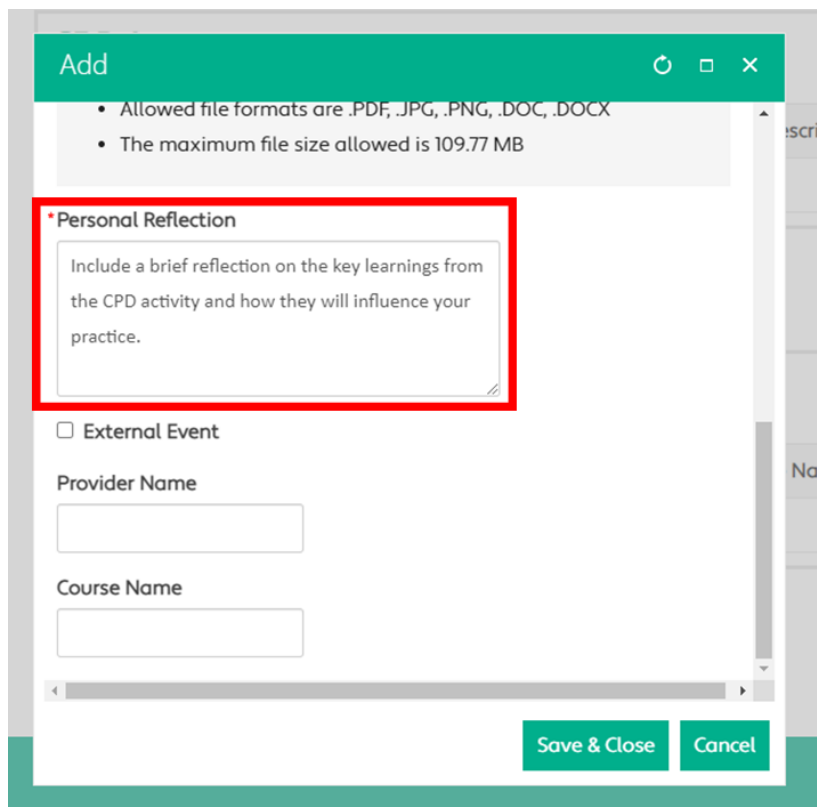
- Allowed file formats are .PDF, .JPG, .PNG, .DOC, .DOCX
- The maximum file size allowed is 109.77 MB

\*Personal Reflection

Save & Close Cancel

### \*Personal Reflection

Provide a brief outline of the key learnings from completing this CPD activity, and how these learnings may impact your practice. This will help with completing your Learning Outcomes at the end of the CPD cycle.



**Add**

- Allowed file formats are .PDF, .JPG, .PNG, .DOC, .DOCX
- The maximum file size allowed is 109.77 MB

\*Personal Reflection

Include a brief reflection on the key learnings from the CPD activity and how they will influence your practice.

☐ External Event

Provider Name

Course Name

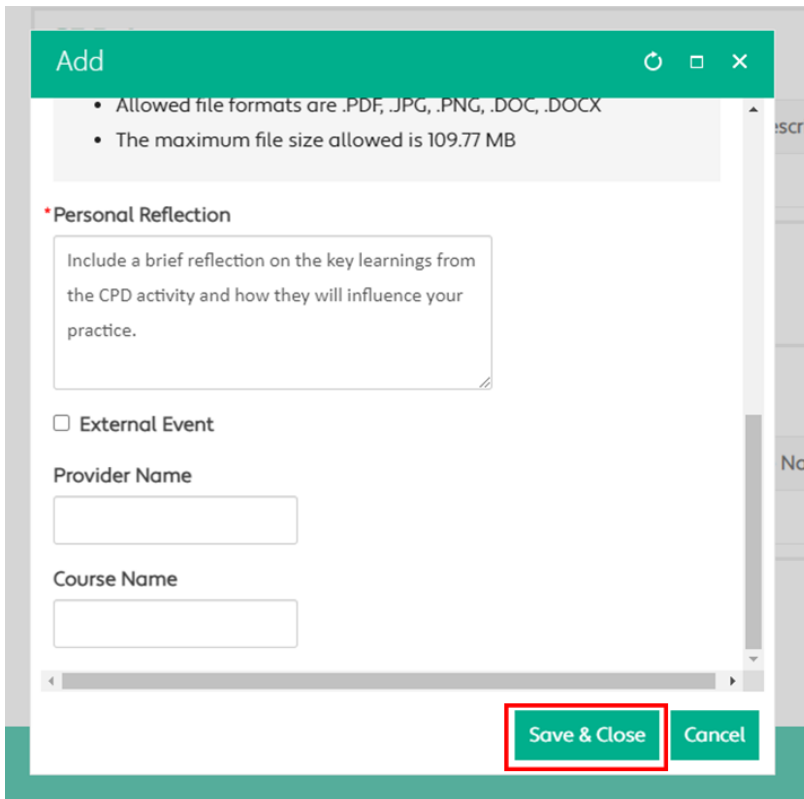
Save & Close Cancel

### External event, Provider Name and Course Name



If you are undertaking a professional education activity, you may wish to include the provider name and course here, rather than in the description.

## Step 4: Save the CPD activity

Once you have entered all the details of the CPD activity, click 'Save & Close'.



Your CPD is logged!

CPD Log				
▼ Date	Program	Hours	Module	
11/06/2020	Current area of practice	1	Professional Education	 

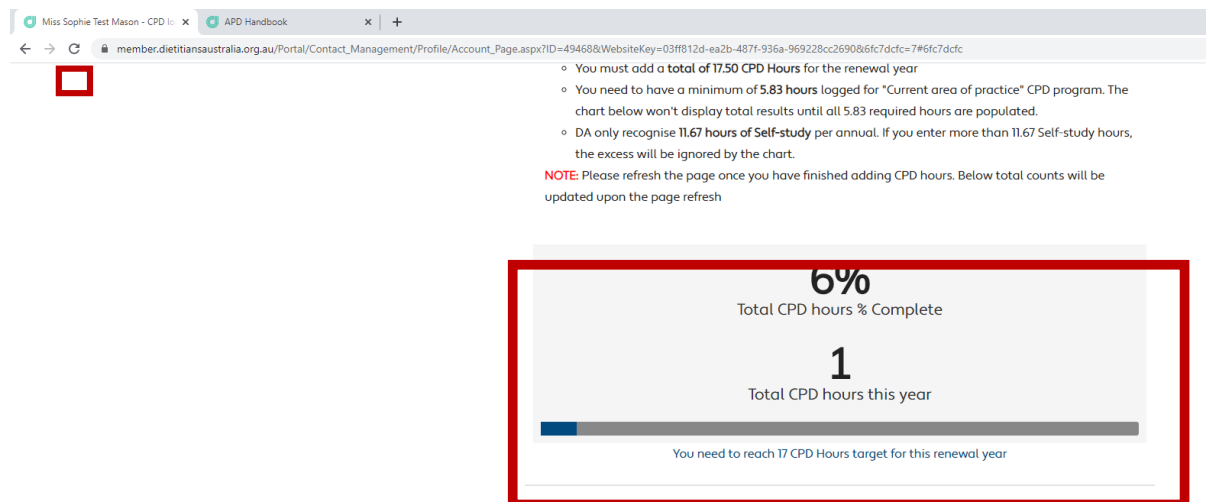
  

DA events with CPD hours			
Date	Program	Hours	Course Name
There are no records.			

## Step 5: View your updated CPD tracker

Refresh your screen to see the impact this has on your CPD Progress for the year. Your CPD hours will only start to accumulate once you log activities under your 'Current area of Practice'. 'Other area of practice' hours will only be added to this tally once you reach 10 hours of CPD under 'Current area of practice'.

For more on how your progress is reflected as a percentage and CPD hours see our 'How does the CPD tracker work?' factsheet available in the help section of the member portal.



**Note:** 29.5 hours of CPD will round up to reflect 30 hours in the tracker. 30 hours of Complimentary Professional Development is the minimum annual standard and you will be required to prove these hours if audited.

## Dietitians Australia Education Centre and Centre for Advanced Learning events

A great feature of the online CPD process is that these events are automatically added to your CPD hours! They will appear under your CPD Log after attendance at the event.

CPD Log			
Date	Program	Hours	Module
11/06/2020	Current area of practice	1	Professional Education

DA events with CPD hours			
Date	Program	Hours	Course Name
There are no records.			

## EDITING CPD ENTRIES

All CPD log entries can be edited, just click the pencil icon and a pop-up will allow you to edit the details of your CPD activity.



## CPD Log

▼ Date	Program	Hours	Module		
11/06/2020	Current area of practice	1	Professional Education		