

How to enter your area of practice and set learning goals

Before we begin....

New terminology

The member association software package we are using provides so many benefits for communication and record keeping. The package also includes terminology and functions we must use. Your APD program requirements are the same but how you log it has been adapted to the new system. We have explained the key new steps and terminology below to help you transition to the new system. This is followed with step-by-step instructions to complete your APD declaration and set your learning goals.

Enrolling and earning units

You will need to enrol in your CPD Program to earn 4 'units'. 'Units' refer to required steps in the APD Program, as outlined below:

1. Nominate Current and Other Area of Practice
2. Learning Goals
3. Record CPD
4. Learning Outcomes

You will 'earn' 2 units when you nominate your Current Area of Practice (and Other Area of Practice if you have one) and enter your Learning Goals.

You will 'earn' one unit when you 'Record Completion' of your CPD logs for the year. Do this once you have completed 30 hours of CPD, including a least 10 hours related to your 'Current area of practice' and no more than 20 hours self-study. These amounts may be pro-rata if you join partway through the year.

You will 'earn' the last unit when you complete your 'Learning Outcomes' for the year.

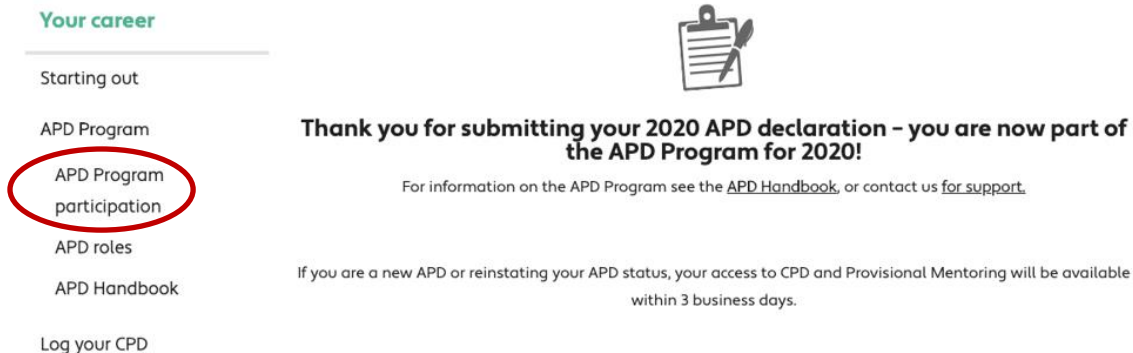
NOTE: you will see 'enroll' used rather than 'enrol'. The program we are using is an American system. Unfortunately, we are unable to adjust some of the elements to reflect Australian spelling.

What is my current area of practice?

'Current area of practice' is the area of practice in which you are currently predominantly engaged. This is the area you will focus on for CPD and activities you choose will contribute to your professional competence in this


Step 1: Enrol in your CPD Program

Once you have completed your APD Declaration, you can enrol in the CPD program. Select 'APD Program participation' from the menu on the left-hand side



Your career

- Starting out
- APD Program
- APD Program participation**
- APD roles
- APD Handbook
- Log your CPD

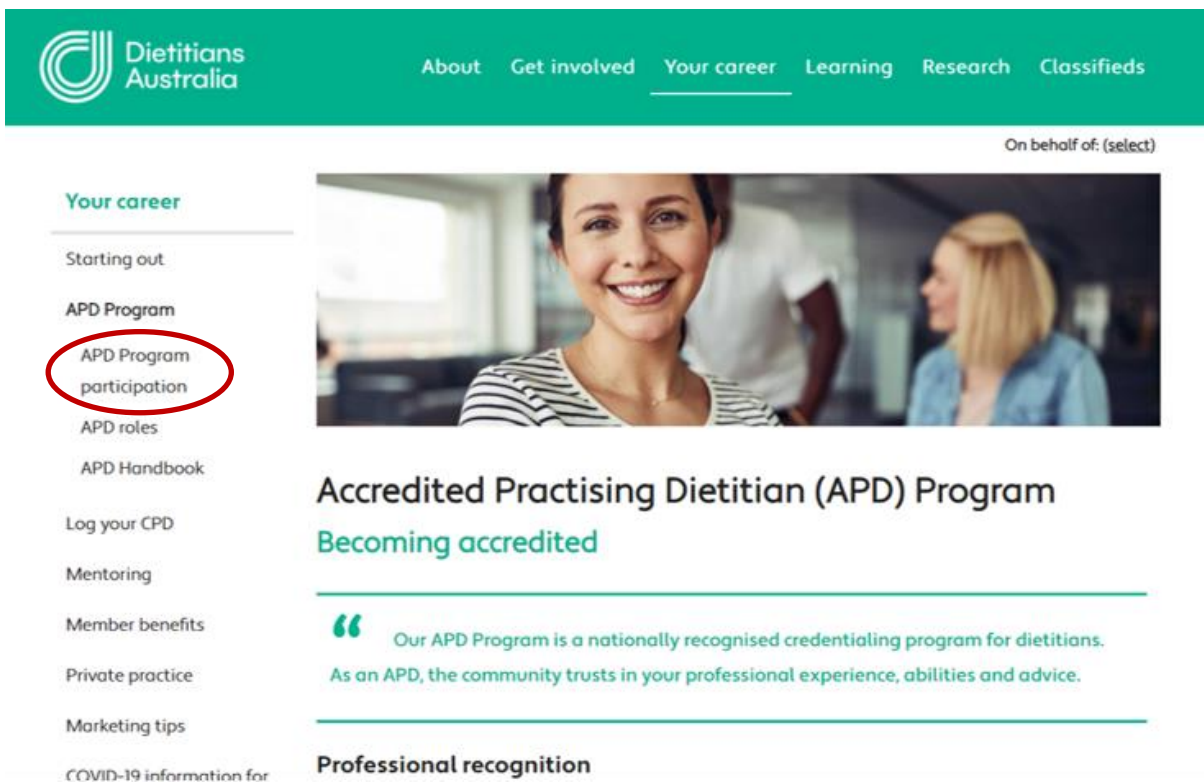



Thank you for submitting your 2020 APD declaration - you are now part of the APD Program for 2020!

For information on the APD Program see the [APD Handbook](#), or contact us [for support](#).

If you are a new APD or reinstating your APD status, your access to CPD and Provisional Mentoring will be available within 3 business days.

Alternatively, you can navigate here from the 'Your Career' menu, click on 'APD Program' and then choose the 'APD Program participation' from the left hand side menu.




 About Get involved Your career Learning Research Classifieds

On behalf of: (select)

Your career

- Starting out
- APD Program
- APD Program participation**
- APD roles
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- Log your CPD
- Mentoring
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- Private practice
- Marketing tips
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Accredited Practising Dietitian (APD) Program

Becoming accredited

“ Our APD Program is a nationally recognised credentialing program for dietitians. As an APD, the community trusts in your professional experience, abilities and advice. ”

Professional recognition

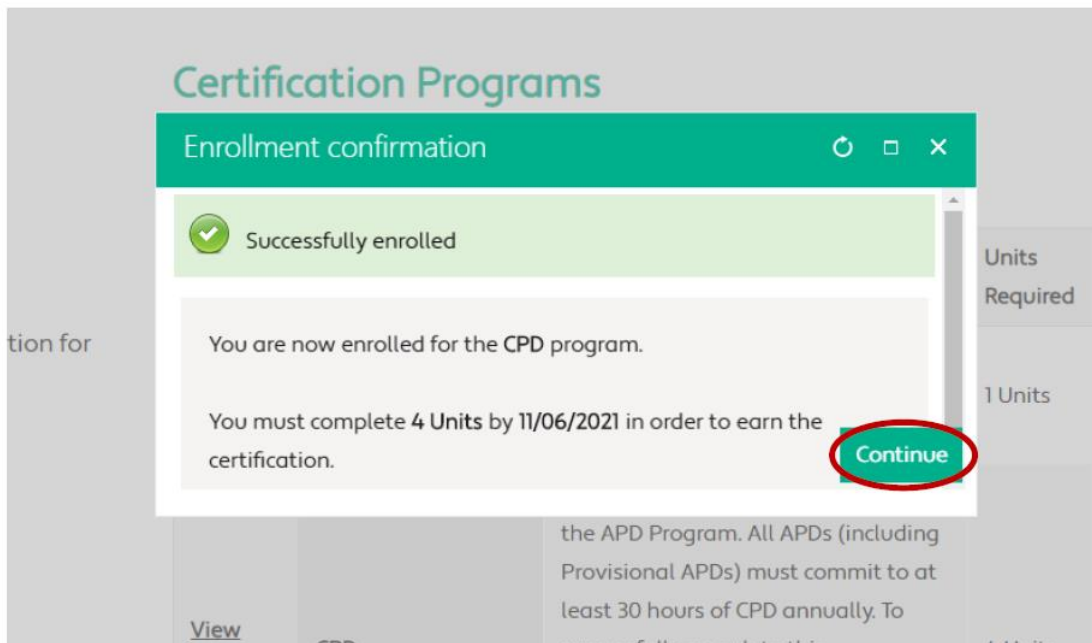
This will take you back to the 'Certification Programs' table. Click the 'Enroll' button next to CPD.

Certification Programs

[Print Transcript](#)

Action	Name	Description	Units Required	Time Allowed	Status
View progress	APD Declaration	Completing the APD Declaration is the first step in the annual CPD program.	1 Units	1 Weeks	Earned
Enroll	CPD	Ongoing CPD is an essential part of the APD Program. All APDs (including Provisional APDs) must commit to at least 30 hours of CPD annually. To successfully complete this component, complete the steps (and achieve 4 units) by 31 December each year (ignore expiration date below if it varies from 31 December).	4 Units	1 Years	Not Enrolled

An 'Enrolment confirmation' pop-up will appear, click 'Continue'.



Certification Programs

Enrollment confirmation

Successfully enrolled

You are now enrolled for the CPD program.

You must complete 4 Units by 11/06/2021 in order to earn the certification.

[Continue](#)

Step 2: Nominate your 'Current Area of Practice'

A 'Requirements' table will appear, click on 'Current Area of Practice'.

Private practice

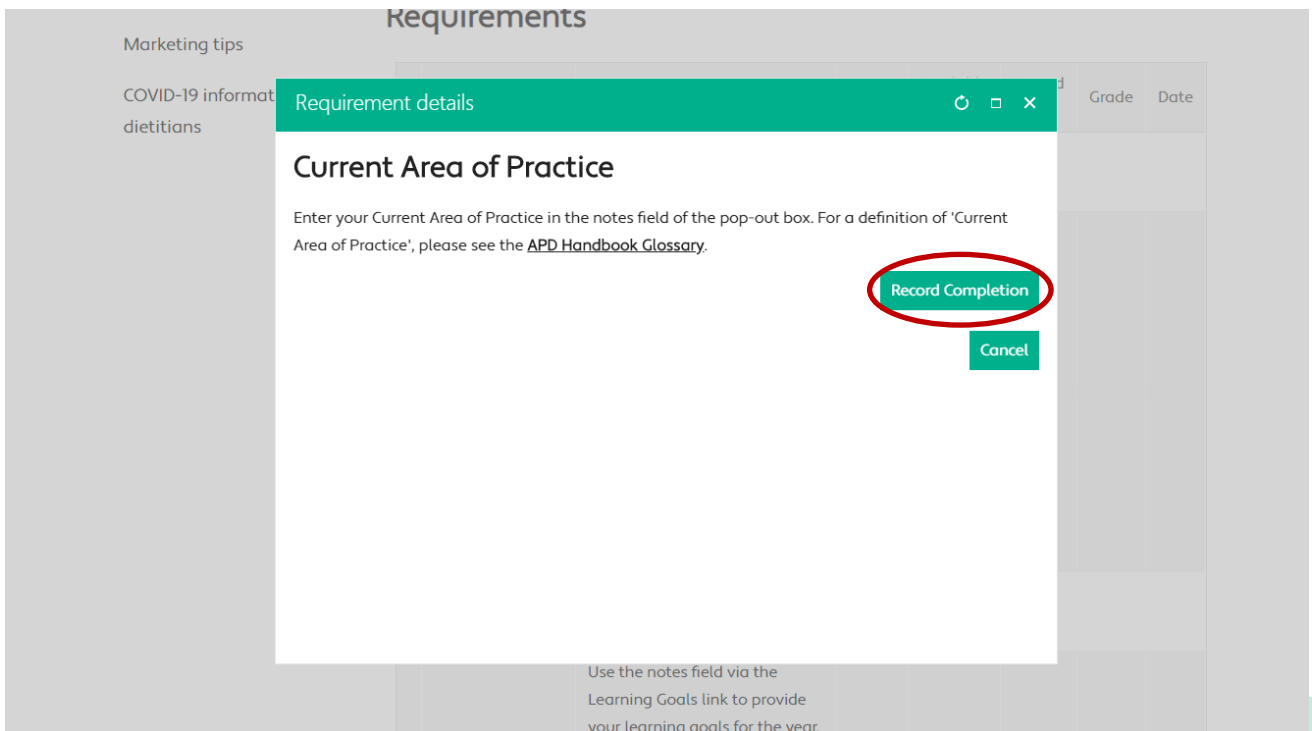
Marketing tips

COVID-19 information for dietitians

Requirements

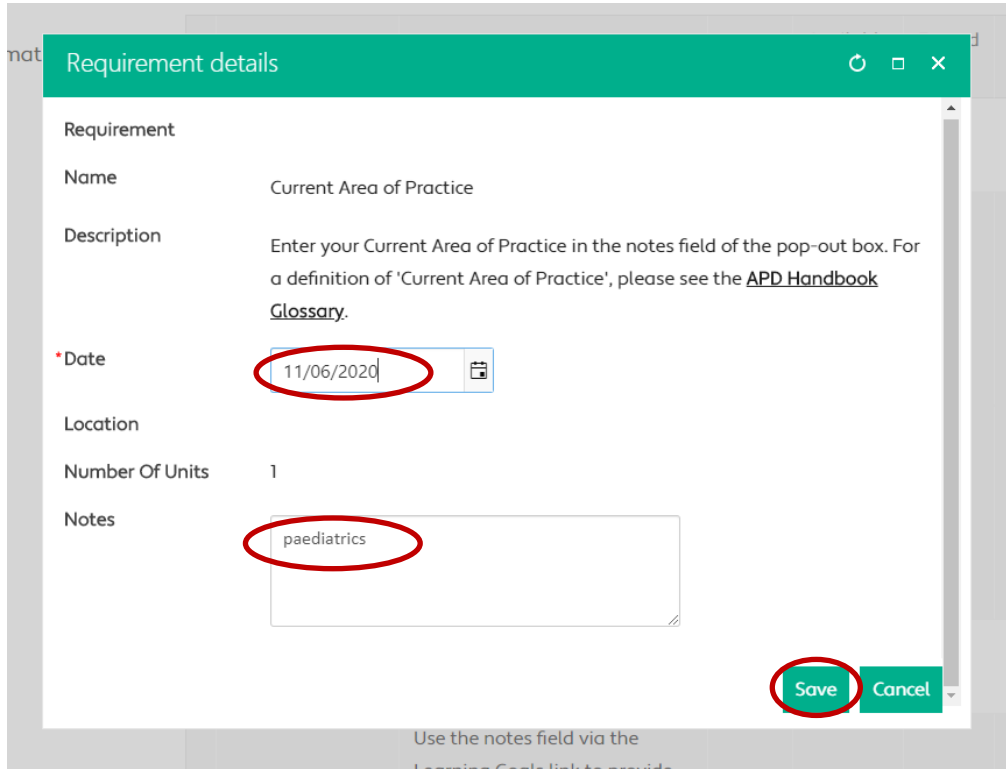
Name	Description	Status	Available Units	Earned Units	Grade	Date
Area of Practice Required						
<u>Current Area of Practice</u>	Enter your Current Area of Practice in the notes field of the pop-out box. For a definition of 'Current Area of Practice', please see the APD Handbook Glossary .		1			
<u>Other Area of Practice</u>	Enter any Other Areas of Practice in the notes field of the pop-out box. For a definition of 'Other Areas of Practice', please see the APD Handbook Glossary .		0			

A 'Current Area of Practice' pop-up will appear. Click on 'Record Completion'.



The screenshot shows the 'Requirements' table from the previous image. A modal dialog box titled 'Requirement details' is open, displaying the 'Current Area of Practice' requirement. The dialog contains the following text: 'Enter your Current Area of Practice in the notes field of the pop-out box. For a definition of 'Current Area of Practice', please see the [APD Handbook Glossary](#).' Below the text are two buttons: 'Record Completion' (highlighted with a red circle) and 'Cancel'.

Another pop-up will allow you to enter the date. Enter your area of practice in the notes field, then click 'Save'



Requirement details

Requirement

Name Current Area of Practice

Description Enter your Current Area of Practice in the notes field of the pop-out box. For a definition of 'Current Area of Practice', please see the [APD Handbook Glossary](#).

***Date** 11/06/2020

Location

Number Of Units 1

Notes paediatrics

Save **Cancel**

Use the notes field via the Learning Goals link to provide

You have now earned the 1 available unit for 'Current Area of Practice'.

Private practice

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Requirements

Name	Description	Status	Available Units	Earned Units	Grade	Date
Area of Practice In progress						
Current Area of Practice	Enter your Current Area of Practice in the notes field of the pop-out box. For a definition of 'Current Area of Practice', please see the APD Handbook Glossary .	Complete	1	1		11/06/2020
Other Area of Practice	Enter any Other Areas of Practice in the notes field of the pop-out box. For a definition of 'Other Areas of Practice', please see the APD Handbook Glossary .		0			

You can follow the same process to enter 'Other Areas of Practice'. There are no 'units' available to 'earn' for other areas of practice as these are optional. Units are only earned for essential steps in the APD Program.

Private practice

Marketing tips

COVID-19 information for dietitians

Requirements

Name	Description	Status	Available Units	Earned Units	Grade	Date
Area of Practice ✓ Completed						
<u>Current Area of Practice</u>	Enter your Current Area of Practice in the notes field of the pop-out box. For a definition of 'Current Area of Practice', please see the APD Handbook Glossary .	Complete	1	1		11/06/2020
<u>Other Area of Practice</u>	Enter any Other Areas of Practice in the notes field of the pop-out box. For a definition of 'Other Areas of Practice', please see the APD Handbook Glossary .	Complete	0	0		11/06/2020

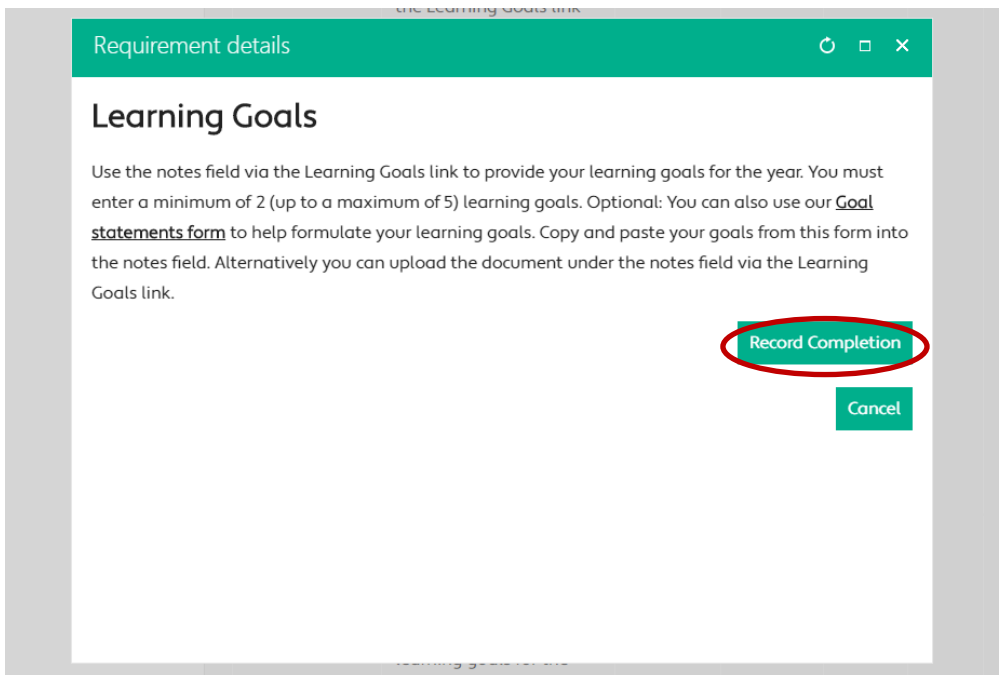
You will note above that when 'Other Areas of Practice' are nominated, the 'Area of Practice' section is marked 'Completed' in green. If only a 'Current Area of Practice' is nominated, the section is marked 'In progress' in blue. Either way, you can proceed to enter your Learning Goals.

Step 3: Set your learning goals

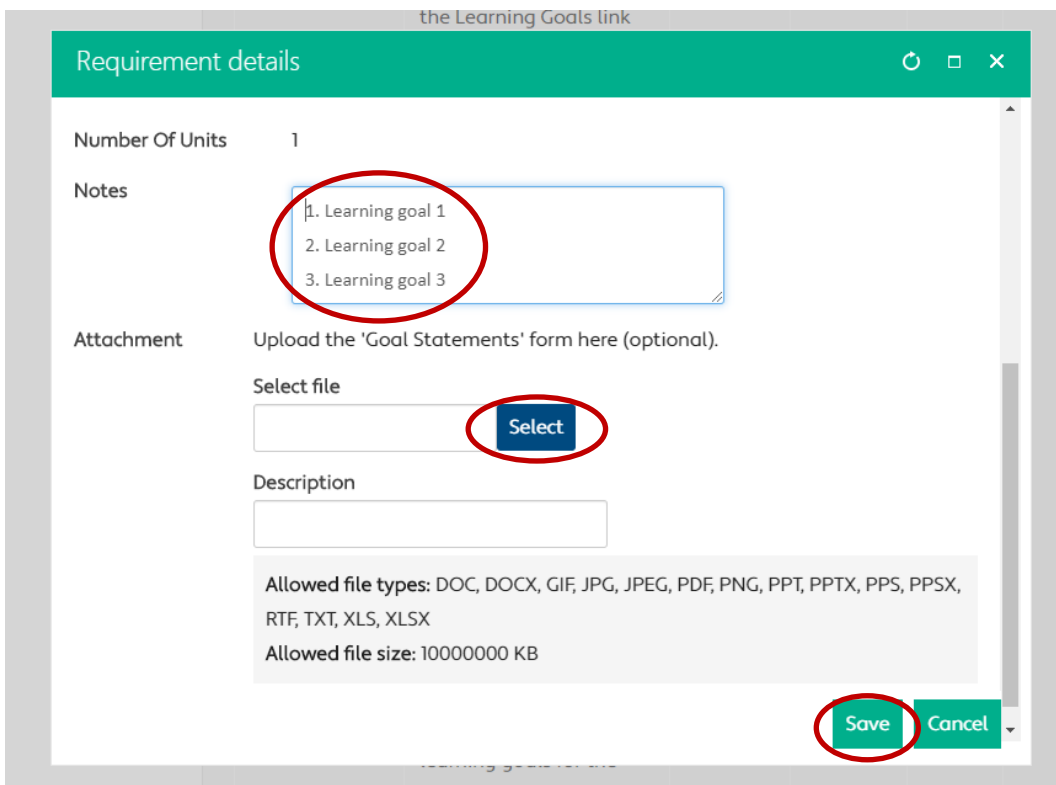
Click on 'Learning Goals', which is under 'Area of Practice' in the table.

<u>Other Area of Practice</u>	of the pop-out box. For a definition of 'Other Areas of Practice', please see the APD Handbook Glossary .		0			
Learning Goals Required						
<u>Learning Goals</u>	Use the notes field via the Learning Goals link to provide your learning goals for the year. You must enter a minimum of 2 (up to a maximum of 5) learning goals. Optional: You can also use our Goal statements form to help formulate your learning goals. Copy and paste your goals from			1		

A Learning Goals pop-up will appear. Click on 'Record Completion'



Another pop-up will allow you to enter the date and to enter your Learning Goals (minimum 2, maximum 5) in the notes field. Optional: If you have used our Goal Statements form to help formulate your learning goals, you can upload this document under the notes field. Once you have provided your goals, click 'Save'.



You have now earned the 1 available unit for 'Learning Goals'.

Learning Goals		In progress	
<u>Learning Goals</u>	Use the notes field via the Learning Goals link to provide your learning goals for the year. You must enter a minimum of 2 (up to a maximum of 5) learning goals. Optional: You can also use our Goal statements form to help formulate your learning goals. Copy and paste your goals from this form into the notes field. Alternatively you can upload the document under the notes field via the Learning Goals link.	Complete	1
			1
			11/06/2020

If you would like to revise or add to your learning goals during the year, you can follow the same process to enter 'Revised Learning Goals'. There are no 'units' available to 'earn' for 'Revised Learning Goals' as these are optional. Units are only earned for essential steps in the APD Program. You can revise your learning goals twice per year via the member portal.

<u>Revised Learning Goals</u>	If you would like to revise or add to your learning goals, use the notes field to provide your new learning goals for the year. Remember, you need to have at least 2 (maximum 5) learning goals for the year. You do not need to note goals in this section that you are not changing. Optional: You can also use our Goal statements form to help formulate your revised learning goals. Copy and paste your revised goals from this form into the notes field. Alternatively you can upload the document.		0
1			