

Continuing Professional Development (CPD) Guidelines for Certifiers

These are the Guidelines issued by the Commissioner for Fair Trading, under Schedule 4 clause 1 of the *Building and Development Certifiers Regulation 2020*



29 June 2020

Version 1.0 June 2020

1. Contents

2. Glossary of terms	2
3. Introduction	3
4. CPD requirements	4
5. Option 1 for registered certifiers (other than swimming pool inspectors).....	7
6. Option 2 for registered certifiers (other than swimming pool inspectors).....	10
7. CPD options for swimming pool inspectors	11
8. Recording completed CPD points	13
9. Exemptions and non-compliance	14
10. Appendix 1 – Quick Reference Guide	15
11. Appendix 2 – Template to record completed CPD.....	17

2. Glossary of terms

Words and expressions used in these guidelines have the same meaning as they have in the *Building and Development Certifiers Act 2018* (the Act) and *Building and Development Certifiers Regulation 2020* (the Regulation) unless otherwise specified.

Council certifier	means a registered certifier who is employed by a council and undertakes certification work only on behalf of the council.
CPD activity	Means an activity approved in these guidelines and given a points value by the Secretary or that is part of a program offered by a professional body approved in these guidelines and given a points value by the professional body.
CPD point	A point of relevant education and training as referred to in clauses 4(1) and 5(1) of Schedule 4 of the Regulation.
CPD year	a registered certifier's CPD year is 12 months commencing on their date of registration and the anniversary of that date each year.
Duration of registration	1, 3, or 5 years as specified by the Secretary in the notice by which it grants registration, unless cancelled.
Registration	means registration granted under the <i>Building and Development Certifiers Act 2018</i> and in force.
CPD guidelines	means this document.
Registered certifier	means a person registered under <i>the Building and Development Certifiers Act 2018</i> and whose registration is in force.
Secretary	means the Commissioner for Fair Trading, Department of Customer Service.
Swimming pool inspector	means a registered certifier who holds a swimming pool inspector class of registration and no other class of registration.

3. Introduction

Continuing professional development (**CPD**):

- helps certifiers stay informed, up-to-date, skilled and knowledgeable;
- improves certifier professionalism and performance through relevant learning; and
- enhances consumer protection and public confidence in certification.

Under clause 2(2) of Schedule 4 of the *Building and Development Certifiers Regulation 2020* (the Regulation) all registered certifiers are required to complete CPD each year.

This document identifies:

- 1) in Section 5 – Option 1 for registered certifiers (other than swimming pool inspectors) - the relevant education and training approved by the Secretary and given a points value for the purpose of clause 4(1)(a) of Schedule 4 of the Regulation;
- 2) in Section 6 – Option 2 for registered certifiers (other than swimming pool inspectors) - the professional bodies approved by the Secretary for the purposes of clause 4(1)(b) of Schedule 4 of the Regulation.
- 3) in Section 7 - the relevant education and training approved by the Secretary and given a points value by the Secretary for swimming pool inspectors for the purposes of clause 5(1) of Schedule 4 of the Regulation.

This document also provides a template for registered certifiers to use to record CPD activities.

Registered certifiers must also complete any additional CPD requirements imposed on them by the Secretary.

4. CPD requirements

4.1 Points requirements

Under Schedule 4 of the Regulation, registered certifiers must complete the following number of CPD points each CPD year:

Category	Status of accreditation/registration	CPD requirement	
Registered certifiers (excluding swimming pool inspectors and council certifiers)	For certifiers taken to be registered because of clause 3 of Schedule 1 of the Act (i.e. hold an existing certificate of accreditation)	For the period until registration is first renewed after 1 July 2020 – subject to any CPD requirements that the certifier was subject to under the <i>Building Professionals Acts 2005</i> .	
		For the period commencing from the first renewal after 1 July 2020 after 1 July 2020 and ongoing – at least 25 points per CPD year	
	For certifiers registered for the first time on or after 1 July 2020	At least 25 points per CPD year	
Council certifiers	For certifiers taken to be registered because of clause 3 of Schedule 1 of the Act (i.e. hold an existing certificate of accreditation)	For the period until registration is first renewed after 1 July 2020 – subject to any CPD requirements that the certifier was subject to under the <i>Building Professionals Acts 2005</i> .	
		In the first year after the certifier first renews registration after 1 July 2020 – at least 15 points	
		In the second year after the renewal – at least 20 points	
		In any subsequent year – at least 25 points per CPD year	
	For certifiers registered for the first time on or after 1 July 2020 and before 1 July 2021	In the first year after the certifier is registered – at least 15 points	
		In the second year after the certifier is registered – at least 20 points	
		In any subsequent year – at least 25 points per CPD year	
	For certifiers registered for the first time on or after 1 July 2021 and before 1 July 2022	In the first year after the certifier is registered – at least 20 points	
		In any subsequent year – at least 25 points per CPD year	
	For certifiers registered for the first time on or after 1 July 2022	At least 25 points per CPD year	
	Swimming pool inspectors (other than council certifiers)	For certifiers taken to be registered because of clause 3 of Schedule 1 of the Act (i.e. hold an existing certificate of accreditation)	In the period until registration is first renewed after 1 July 2020 – subject to any CPD requirements that the certifier was subject to under the <i>Building Professionals Acts 2005</i> .
			In the first year after the certifier first renews registration after 1 July 2020 and any subsequent year – at least 6 points per CPD year
For certifiers registered for the first time on or after 1 July 2020		In the first year after the certifier is registered – 0 points In any subsequent year – at least 6 points per CPD year	

4.2 Points entitlement

Each CPD activity is allocated a points value, depending on the activity (see sections 5 and 7).

Activity that is 1 CPD point per 1 hour

The smallest fraction of a CPD point that can be claimed is $\frac{1}{2}$ CPD point for 30 minutes of an activity. Where an activity does not result in full or half points, the CPD point must be rounded down or up to the nearest half point.

For example:

If John attends a seminar for 2 hours and 15 minutes, he can claim 2 CPD points.

If John attends a seminar for 2 hours and 20 minutes, he can claim 2 $\frac{1}{2}$ CPD points.

If John attends a seminar for 2 hours and 50 minutes, he can claim 3 CPD points.

Activity that is 2 CPD points per hour

The smallest fraction of a CPD point that can be earned for an activity with 2 CPD points per hour is 1 CPD point for 30 minutes of an activity. Where an activity does not result in 1 or 2 points, the CPD point must be rounded down or up to the nearest 1 point.

For example:

If Jane attends a university lecture for 1 hour and 15 minutes, she can claim 2 CPD points.

If Jane attends a university lecture for 1 hour and 25 minutes, she can claim 3 CPD points

If Jane attends a university lecture for 1 hour and 50 minutes, she can claim 4 CPD points.

4.3 Surplus points

Registered certifiers (other than swimming pool inspectors)

A surplus CPD point is a CPD point earned in a CPD year in excess of the 25 CPD points the registered certifier is required to achieve.

Registered certifiers can carry forward to the next CPD year a maximum of 10 surplus CPD points that were in excess of the CPD points the registered certifier was required to achieve. The 10 surplus points are considered to be undertaken in the year in which they are carried over to.

Council certifiers may only carry forward surplus points in a CPD year in which they are required to obtain 25 CPD points.

For example:

If a certifier earned 30 points in one year, 5 points could be carried to the next year only requiring the certifier to complete an additional 20 points for the next year.

Surplus points cannot carry across multiple years.

For example:

A certifier who completes 40 points in 2021 can only carry over 10 surplus points for 2022. The remaining 5 surplus points cannot be carried over to 2023.

Swimming pool inspectors

Swimming pool inspectors cannot carry over surplus points unless recognised training is required by the Secretary, in accordance with clause 4 of the Regulation, and the swimming pool inspector has already completed their CPD points for the year. The CPD points obtained by completing the recognised training required by the Secretary under clause 4 of the Regulation may be carried over to the following year and are considered to be undertaken in the year in which they are carried over to.

5. Option 1 for registered certifiers (other than swimming pool inspectors)

5.1 Approved education and training

To qualify, all CPD activity must address the registered certifier's professional development needs and the activities must be relevant to the registered certifier's work and class of registration.

CPD points may be earned by undertaking activities that fall within any of the categories below, noting the limits on some categories. For a quick reference guide to the categories and points refer to **Appendix 1 – 10.1**

Registered certifiers who earn 25 CPD points each year from the following learning categories **do not** need to complete a CPD program offered by an approved professional body (see Section 6 – Option 2).

The following categories do not apply to swimming pool inspectors (see Section 7 for approved education and training for swimming pool inspectors).

Tertiary study and qualifications

This learning category covers tertiary study and qualifications and educational courses on subjects relevant to a registered certifier's work and class of registration that have a structured format with an assessed learning outcome.

The course must be delivered by a university, TAFE or recognised training organisation (RTO) and will result in a tertiary qualification or a course completed as part of a national training package.

The method of learning could be achieved by full/part-time study, face to face or distance learning and would capture participating in lectures, tutorials and exams related to the course.

The completion of a primary course, which has been used for the purpose of gaining registration as a certifier, cannot be counted towards a CPD point. However, a subsequent or higher level of education and training directly relevant to building, construction or certification services will be acceptable.

Activities that fall within this category earn **2 CPD points per hour** spent undertaking the activity, **unlimited per year**.

Short courses, seminars, workshops and conferences

This learning category includes any education activity involving content relevant to the registered certifier's work and class of registration. This type of training requires participation face-to-face or online.

Examples of activities in this category include short courses, workshops, seminars, webinars and online delivered events and conferences.

To be covered under this learning category the activity should be delivered by an RTO, any industry organisation/association (recognised by the Secretary) or a government department (such as NSW Fair Trading, Fire and Rescue NSW, Local Government NSW or Department Planning and Environment).

Activities that fall within this category earn **1 point per hour** spent undertaking the activity, **unlimited per year**.

Managing and mentoring

This category involves managing and mentoring activities involving:

- managing and mentoring persons employed under a formal training arrangement such as a traineeship
- mentoring other staff under the organisation's formal mentoring program

Examples of activities in this category include performance reviews or meetings to discuss progress of trainees or mentees, mentoring meetings or on-site supervision of trainees or mentees.

Activities that fall within this category earn **1 point per hour** up to a **maximum of 15 points each year**.

Other professional learning

Other professional learning includes any educational activity involving content relevant to the registered certifier's work and class of registration.

Examples of activities in this learning category include field trips, in house technical seminars, learning about legislative updates, learning about business management principles or learning about conflict resolution, preparing submissions to government or key stakeholder organisations and attending seminars, technical working groups or stakeholder meetings facilitated by government departments or industry associations.

Activities that fall within this category earn **1 point per hour** spent undertaking the activity, up to a **maximum of 15 points per year**.

Research, writing and presentations

This category includes any activity that extends a registered certifier's skills and knowledge related to certification work. This includes activities such as:

- researching and writing articles for journals or other publications
- preparing and/or presenting material for courses, conferences, seminars or symposia
- researching and developing policies and procedures related to building regulation and planning
- review of articles written by a peer for a journal or publication

Activities that fall within this category earn **1 point per hour** spent undertaking the activity, up to a **maximum of 15 points each year**.

Private study and research

This category includes less formal learning, such as self-directed learning, informal personal study, web-based informal learning or reading industry journals. The content must be relevant to the registered certifier's work and class of registration.

This category also covers group and team discussions or workshops or on-line discussion forums conducted in the normal course of work on subject matter that is relevant to the registered certifier's work.

Activities that fall within this category earn **1 point per hour** spent undertaking the activity, up to a **maximum of 10 points each year**.

Example of how a certifier may meet the CPD requirements.

For example:

John is registered certifier. During the CPD year, John completes the following:

- *attended a 2 hour in house technical seminar (2 points)*
- *completed a 3 hour webinar about the introduction of CPD for certifiers (3 points)*
- *3 hours of research and writing an article for a journal (3 points)*
- *6 hours managing and mentoring a trainee (6 points)*
- *attended 4 hours of lectures and tutorials for his postgraduate course at the University of Sydney (8 points),*
- *3 hours of private study relevant to his work and class of registration (3 points)*

Under this example, John has completed a total of 25 points of CPD activities.

Relevant activities

For an activity to fall in one of the approved learning categories, the subject matter must be relevant to the registered certifier's work and class of registration.

Training on improving business practices and corporate governance are considered relevant to the work of all registered certifiers.

Education and training which assist the registered certifier to undertake their functions in a professional, accountable and business-like manner such as Work Health and Safety, business management, corruption prevention, corporate obligations, risk management and information technology are also considered suitable CPD activities.

Certifiers need to use judgment in assessing whether an activity will maintain or improve their competency, technical knowledge and skills. Activities must:

- be of significant intellectual or practical content and be largely relevant to the registered certifier's class of registration; and
- be able to extend the registered certifier's knowledge and skills in areas relevant to their practical needs or professional development.

6. Option 2 for registered certifiers (other than swimming pool inspectors)

6.1 CPD program from an approved professional body

As an alternative to undertaking the approved education and training activities set out in section 5, registered certifiers can choose to earn CPD points by participating in a program offered by an approved professional body and will earn the number of points determined by that professional body.

Registered certifiers must complete a CPD program that is relevant to their class/es of registration.

The professional body has been approved by the Secretary. The points value determined by the approved professional body (irrespective if the points vary from the 25 CPD points required under 4(1) of Schedule 4) would require the registered certifier to complete the full program to meet the CPD requirements under the Regulation.

Registered certifiers completing a CPD program from an approved professional body may carry over surplus points from the previous CPD year if permitted as part of the approved program they offer.

A certifier who completes a CPD program provided by an approved professional body is not required to earn CPD points by undertaking activities detailed in section 5.

The professional bodies listed below have been approved by the Secretary:

- Association of Accredited Certifiers
- Association of Consulting Surveyors NSW Incorporated
- Australian Institute of Building
- Australian Institute of Building Surveyors
- Australian Institute of Refrigeration, Air Conditioning and Heating
- Board of Surveying and Spatial Information (New South Wales)
- Engineers Australia
- Hydraulic Consultants Association Australasia
- Institution of Surveyors NSW Incorporated
- Royal Institute of Chartered Surveyors.

For a quick reference guide to the categories and points refer to **Appendix 1 – 10.2**

7. CPD options for swimming pool inspectors

7.1 Approved education and training for swimming pool inspectors

Swimming pool inspectors must complete **at least 6 CPD points** of relevant education and training per year. CPD points may be earned by undertaking activities that fall within any of the categories below, noting the limits or allocation of points for some activities.

A maximum of 3 points per year may only be completed from a combination of activities from the “other professional learning” and “private study and research” categories.

Specific training

CPD points can be earned by completing any of the following specific training activities provided by the specified organisations. Each course is worth the specified number of CPD points.

Training provided by CPD Training Pty Ltd

Contact: [CPD Training](#)

Face-to-face courses

- 'Interpreting AS 1926.1' (POOLCPD) – 6 points
- 'Swimming Pool Legislation' (3HRCPD) – 3 points

Online courses

- Interpreting AS 1926.1-2012 - Safety barriers for swimming pools - 1 point
- Roles and responsibilities of the E1 swimming pool certifier - 1 point
- NSW swimming pool legislation - 1 point

Training provided by Royal Life Saving Society

Contact: [Royal Life Saving Society](#)

- 'Drowning Deaths of Children in Private Swimming Pools' - 2 points

Training provided University of Technology, Sydney

Contact: [University of Technology](#)

- 'E1 Certification in Practice' - 6 points

Other professional learning

Other professional learning includes any education activity involving content relevant to the swimming pool inspector's work and class of registration.

Examples of activities falling within this category include short courses, workshops, seminars, webinars and online delivered events and conferences; field trips; in house technical seminars; learning about legislative updates, learning about business management principles or learning about conflict resolution; preparing submissions to government and key stakeholder organisations; participating in professional practice committees and advisory groups conducted by professional associations.

Activities that fall within this category earn **1 CPD point per hour** with a **maximum of 3 points per year**. The maximum points can be obtained by activities in this category alone or in combination with activities from the 'private study' category.

Private study and research

This category includes less formal learning, such as self-directed learning, informal personal study, web-based informal learning or reading industry journals.

This category also covers group and team discussions or workshops conducted in the normal course of work, on-line discussion forum and learning activities in the workplace on subject matter that is relevant to the swimming pool inspector's work.

Activities within this category earn **1 CPD point per hour** up to **a maximum of 3 points per year**. The maximum points can be obtained by activities in this category alone or in combination with activities from the 'Other professional learning' category.

For a quick reference guide to the categories and points refer to **Appendix 1 – 10.3**

For example:

John is a swimming pool inspector on his 4th year of registration. During the CPD year, John completes the following:

- *completed the training course in 'Swimming Pool Legislation' (3 points)*
- *1 hour attending a field trip (1 point)*
- *2 hours of private study relevant to his work and class of registration (2 points)*

Under this example, John has completed a total of 6 points of CPD activities.

8. Recording completed CPD points

8.1 Record keeping

Registered certifiers must keep written records specifying how they have satisfied their CPD requirements for each year and maintain those records for at least 5 years (see clause 3 of Schedule 4 of the Regulation) The records of completed CPD need to cover all categories of CPD.

Some examples of acceptable types of records are listed below.

- Qualification, certificate or Statement of Attainment or Achievement from an RTO, TAFE or Australian university or official academic transcript or record.
- Short courses, seminars, workshops and conferences: a record of attendance with, at a minimum, the certifier's name, course/training title and date/s, duration, trainer's name and training organisation.
- For participating in a CPD program offered by an approved professional body a letter from the professional association confirming the certifier has completed the minimum requirements of the CPD program.
- For traineeships, records may include:
 - progress card
 - competency record book
 - attendance card from the RTO to confirm attendance at off-the-job training
 - employment contract (if relevant) and professional development plan (if available) which details the mentoring program.
- For staff under a mentoring program, records may include:
 - employment contract (if relevant) and mentoring program plan which details the mentoring program.
- For private study and research:
 - a written record of the date, title, author and time invested in the private study and research activity.

If requested in writing, a registered certifier must provide copies of records of completed CPD to the Secretary (see clause 3(c) of Schedule 4 of the Regulation).

Appendix 2 provides a suggested template to record CPD activities.

The template is an example only and the examples provided are to be deleted. Certifiers can modify the template to suit their needs, if the minimum information is captured.

9. Exemptions and non-compliance

9.1 Exemptions

In certain circumstances, the Secretary may exempt a registered certifier from some or all of the CPD requirements (see clause 2(1) of Schedule 4 of the Regulation). Some examples of circumstances in which the Secretary may consider it to be reasonably necessary to provide an exemption include:

- where the registered certifier is ill (or caring for someone who is ill) for a significant portion of the period of registration, and therefore is unable to complete CPD or do certification work
- where the registered certifier is not working due to maternity leave, military leave, etc
- in circumstances where there is a pandemic or other declared natural disaster.

Registered certifiers may apply for an exemption from the Secretary in writing by sending an email to:

certifieraccreditation@customerservice.nsw.gov.au.

The request must include:

- the registered certifier's name and registration number
- whether a partial or full exemption is sought
- reasons why you the registered certifier has not, or cannot, meet CPD requirements and why the Secretary should consider providing an exemption
- dates that support the request (e.g. dates of leave)
- documentation to support the request

Registered certifiers who apply for an exemption will be advised by email of the outcome of the request.

9.2 Non-compliance

Under section 10 of the Act, the Secretary may refuse to renew a certifier's registration if the certifier does not meet CPD requirements, unless an exemption has been granted.

The code of conduct for registered certifiers, under Schedule 5 of the Regulation, requires registered certifiers to remain informed of developments in building design and practice, business management principles, and relevant law. A breach of the code of conduct may be grounds for disciplinary action.

10. Appendix 1 – Quick Reference Guide

10.1 Approved CPD activity categories for registered certifiers (other than swimming pool inspectors)

CPD category	Description of category	CPD points
Tertiary study and qualifications	<ul style="list-style-type: none"> This learning category covers educational courses on subjects relevant to a certifier's work and class of registration that have a structured format with an assessed learning outcome. The course must be delivered by a university, TAFE or recognised training organisation (RTO) and will result in a tertiary qualification or a course completed as part of a national training package. The method of learning could be achieved by full/part-time study, face to face or distance learning and would capture participating in lectures, tutorials and exams related to the course. The completion of a primary course, which has been used for the purpose of gaining registration as a certifier, cannot be counted towards a CPD point. However, a subsequent or higher level of education and training directly relevant to building, construction or certification services will be acceptable. 	2 CPD point per hour Unlimited per year
Short courses, seminars, workshops and conferences	<ul style="list-style-type: none"> This learning category includes any educational activity involving content relevant to the certifier's work and class of registration. This type of training usually requires your participation face-to-face or online. Examples of activities falling within this category include short courses, workshops, seminars, webinars and online delivered events and conferences. In order to fall within this category, an activity should be delivered by an RTO, industry organisation/association or a government department. 	1 CPD point per hour Unlimited per year
Managing and mentoring	Managing and mentoring includes: <ul style="list-style-type: none"> managing and mentoring persons employed under a formal training arrangement such as a traineeship mentoring other staff under the organisation's formal mentoring program peer review of articles written in the normal course of work (excluding the review of engineering drawings) <ul style="list-style-type: none"> Examples of activities falling within this category include performance reviews of trainees or mentees, meetings to discuss progress of trainees or mentees, review of articles written by the mentored person for a journal or publication and on-site supervision of trainees or mentees. 	1 CPD point per hour Maximum 15 points per year
Other professional learning	<ul style="list-style-type: none"> Other professional learning includes any educational activity involving content relevant to the certifier's work and class of registration. Examples of activities falling within this category include field trips, in house technical seminars, learning about legislative updates, learning about business management principles or learning about conflict resolution, preparing submissions to government or key stakeholder organisations and attending seminars, technical working groups or stakeholder meetings facilitated by government departments or industry associations. 	1 CPD point per hour Maximum 15 points per year
Research, writing and presentations	<ul style="list-style-type: none"> This category includes any activity that extend a certifier's skills and knowledge related to certification work. This includes activities such as: <ul style="list-style-type: none"> researching and writing articles for journals or other publications preparing and/or presenting material for courses, conferences, seminars or symposia. Researching and developing policies and procedures related to building regulation and planning 	1 CDP point per hour Maximum 15 points per year

CPD category	Description of category	CPD points
Private study and research	<ul style="list-style-type: none"> This category includes less formal learning, such as self-directed learning, informal personal study, web-based informal learning or reading industry journals. The content must be relevant to the certifier's work and class of registration. This category also covers group and team discussions or workshops or on-line discussion forum conducted in the normal course of work on subject matter that is relevant to the certifier's work. 	1 CPD point per hour Maximum 10 points per year

10.2 CPD categories for certifiers only (not swimming pool inspectors) (approved professional body)

CPD activity category	Description of category	CPD points
CPD program from a professional body	<ul style="list-style-type: none"> All requirements of the CPD program provided by a professional body listed in section 6 of this guideline 	Points determined by professional body

10.3 Approved CPD categories for swimming pool inspectors

At least 6 CPD points per year from a combination of specific professional activities and private study and research categories.

CPD activity category	Description of category	CPD points
Specific activities for a swimming pool inspector	<ul style="list-style-type: none"> See section 7 of these guidelines 	1 CPD point per hour Minimum 3 points per year
Other professional learning	<ul style="list-style-type: none"> Examples of activities falling within this category include; <ul style="list-style-type: none"> short courses, workshops, seminars, webinars and online delivered events and conferences, field trips, in house technical seminars, learning about legislative updates, learning about business management principles or learning about conflict resolution, preparing submissions to government and key stakeholder organisations, participating in professional practice committees and advisory groups conducted by professional associations. The maximum points can be obtained by activities in this category alone or in combination with activities from the 'private study and research' category. 	1 CDP point per hour Maximum 3 points per year if not combined with Private studies and research
Private study and research	<ul style="list-style-type: none"> This category includes less formal learning, such as self-directed learning, informal personal study, web-based informal learning or reading industry journals. The content must be relevant to the certifier's work and class of registration. This category also covers group and team discussions, or workshops conducted in the normal course of work, on-line discussion forums and learning activities in the workplace on subject matter that is relevant to the swimming pool inspector's work. The maximum points can be obtained by activities in this category alone or in combination with activities from the 'Other professional learning' category. 	1 CPD point per hour Maximum 3 points per year if not combined with Other professional activities

11. Appendix 2 – Template to record completed CPD

Certifier's name: _____

Class of registration: _____

Learning category	Name of course, seminar, book,	Course code or ID (if applicable)	Location and dates	Type of learning	Name of trainer, organisation, writer	Type of supporting documents	Duration (in hours/minutes)	CPD points earned
<i>Formal study and qualifications</i>	<i>Diploma in Building Surveying</i>	<i>CPC6012</i>	<i>University of Sydney Feb to April 2020</i>	<i>Face-to-face lectures</i>	<i>Lecturer - John Smith</i>	<i>Record of attendance</i>	<i>3 hours</i>	<i>6 points</i>
<i>Short courses, seminars, workshops and conferences</i>	<i>Certification seminar</i>	<i>TAF087</i>	<i>Industry organisation</i>	<i>Face-to-Face</i>	<i>Accredited Presenter</i>	<i>Record of attendance</i>	<i>6 hours</i>	<i>6 points</i>
<i>Managing and mentoring</i>	<i>Traineeship program</i>	<i>N/A</i>	<i>Meetings January 2019 – December 2019</i>	<i>On job</i>	<i>Trainee– Sue Hunt</i>	<i>Record of employer sign off sheets</i>	<i>3 hours</i>	<i>3 points</i>
<i>Other professional learning</i>	<i>In house seminar</i>	<i>N/A</i>	<i>18 May 2020</i>	<i>On job</i>	<i>Job technical expert</i>	<i>Record of employer sign off sheets</i>	<i>3 hours</i>	<i>3 points</i>
<i>Research, writing and presentations</i>	<i>Preparing material for certification seminar</i>	<i>N/A</i>	<i>June 2020</i>	<i>On job</i>	<i>N/A</i>	<i>Copy of presentation</i>	<i>4 hours</i>	<i>4 points</i>
<i>Private study and research</i>	<i>Basic Building and Construction skills</i>	<i>N/A</i>	<i>Place of residence June 2020</i>	<i>Reading</i>	<i>Author – Edward Hardwood</i>	<i>N/A</i>	<i>3 hours</i>	<i>3 points</i>

CPD points earned per year		Surplus points earned		CPD points carried over
Total CPD points earned (year 1)	30	Surplus points	5	5
Total CPD points earned (year 2)	20	Surplus points	0	-
Total CPD points earned (year 3)	25	Surplus points	0	-
Total CPD points earned (year 4)	30	Surplus points	5	5
Total CPD points earned (year 5)	25	Surplus points	5	5

Note: This is an example template. Examples shown in italics should be removed. Certifiers can modify the template to suit their needs, if it contains the prescribed information.