

Quick Start Guide: Completing your CPD Plan

Completing your annual CPD Plan is a mandatory requirement under the Registration Standard: Continuing professional development (the Standard). It involves writing your CPD Plan at the start of the year and reflecting on your achievements at the end of the year as you prepare for the following year's learning.

As a Subscriber to CPD Home, completing these two tasks combine to give you 5 hours of Reviewing Performance (RP) CPD. This meets the minimum requirement for RP under the Standard.

It's important to understand how to plan for learning to support your professional goals, while meeting your ongoing CPD obligations relevant to your registered scope of practice. To learn how, you may like to complete our free self-paced online CPD activity available from our Catalogue, giving you 30 minutes of Educational Activities to add to your annual CPD. If you are comfortable with writing your plan, just follow these easy steps.



STEP 1 Writing your CPD Plan Q1

To write your CPD Plan, please use our CPD Plan template available on your desktop or the app.

- 1 Log in to **CPD Home**
- 2 Click the **CPD Plan** menu
- 3 Select the year button
- 4 On the **CPD Plan** tab, respond to each question, including adding your three learning focus areas. *The system will automatically save every time you type new entries*
- 5 If you have completed a more detailed CPD Plan, in addition to completing the template, you can upload your PDF document by clicking **Browse** then upload remembering to enter the file description/name
- 6 When you are done, click **Submit**
- 7 Check your **Dashboard**, under **Registration Standard: Mandatory CPD**. Your 'Written CPD Plan' will appear with a indicating this mandatory task is completed.



STEP 2 Reflecting on your learning Q4

To reflect on your learning at the end of the CPD year, please use our Reflection template available on your desktop or the app.

- 1 Log in to **CPD Home**
- 2 Click the **CPD Plan** menu
- 3 Select the year button
- 4 Click the **Reflection** tab. *The responses you entered in your **CPD Plan** at the start of the year will appear greyed out for easy reference*
- 5 Respond to each question. *The system will automatically save every time you type new entries*
- 6 If you have completed a more detailed Reflection, in addition to completing the template, you can upload your PDF document by clicking **Browse** then upload remembering to enter the file description/name
- 7 When you are done, click **Submit**
- 8 Check your **Dashboard**, under **Registration Standard: Mandatory CPD**. Your 'CPD Plan Reflection' will appear with a indicating this mandatory task is completed.

Please note: If you have not completed your CPD Plan template, your Reflection template will not display.



Once both tasks have been completed, 5 CPD hours will be automatically added to 'Reviewing Performance' (RP) on your CPD Tracker, indicating that you have met the annual minimum requirement under the Standard.



We're here to help

If you need assistance or more information about any of our subscription options, CPD Home is here to support you.

How to get in touch with our ever-helpful Enquiries Team:

✉ enquiries@cpdhome.org.au ☎ (+61) 2 8552 4011 on Monday to Friday from 9am - 5pm (AEST).