



Member's record of study program activities

Membership no.

Details

Title	<input type="text" value="Mr/Ms/Mrs/Miss/Other"/>	Family name	<input type="text"/>
First name	<input type="text"/>	Middle name	<input type="text"/>

ASA CPA FCPA (please tick)

Planning a study program

If planning a **personal or technical study program** your records must demonstrate a structured approach, i.e. an aim, a clear set of objectives and a logical framework.

What constitutes an aim?

An aim is a purpose or goal. For example, a member's aim may be 'to maintain currency of knowledge in the DIY superannuation area'.

What constitutes an objective?

An objective is the change in behaviour the CPD activity is intended to achieve. An activity usually involves specific objectives which derive from an aim. The objectives are the ways or method used to approach or reach an aim.

For example - using the aim above - the member's objectives could be to:

- Identify legislative changes affecting DIY superannuation funds;
- Incorporate those changes into overall understanding of DIY and other superannuation funds;
- Determine the effect the changes will have on client groups and/or employers and/or member's own work; and
- Modify professional advice if necessary based on changes.

What constitutes a logical framework?

The logical framework is the action plan for fulfilling the objectives. The framework of activities are guided by the objectives. Using the example above, a framework may include the following steps:

- **Research** – Undertake reading in a particular area
- **Analysis** – of the change in context
- **Application** – of the new understanding to a specific group
- **Review** – of the objectives / learning undertaken.

Use of codes

CPA Australia uses the following series of codes to identify CPD activities. Study program is code I. We recommend you use these codes when completing your 'Members' record of CPD activities'. For further information on CPD obligations refer to the booklet 'My CPD Commitment' or visit our website cpaaustralia.com.au/cpdobligations.

- A. Congresses, conventions or video conferences presented by CPA Australia or other reputable provider. (All providers must be clearly identified.)
- B. Courses, seminars, workshops, video conferences etc. presented by CPA Australia or other reputable provider. (All providers must be clearly identified.)
- C. Meetings of CPA Australia approved by discussion groups.
- D. Appropriate in-house training or developmental activities presented by the member's employer.
- E. Tertiary courses presented by educational institutions but not including courses for admission, advancement or specialist designation.
- F. Appropriate development activities, presented by experts under the auspices of academic institutions, reputable commercial educational establishments or other professional bodies.
- G. Researching and writing technical publications other than those required to meet normal lecturing commitments.
- H. Service on technical or research committees under the auspices of CPA Australia, or other professional bodies or organisations.
- I. Programmed self-study including self-paced learning packages, PD Online, CD-Roms, video and/or audio packages.**
- J. Structured relevant reading (a maximum of 30 hours can be claimed).
- K. Mentoring activity for the Mentor Program (maximum 5 CPD hours per semester per mentee).
- L. Employer Recognition Program*

*For further information please log into cpaaustralia.com.au/cpdidiary and view 'Using CPD Diary' under the 'Related pages' section.



Personal or technical study program record (Code I)

A generic skills personal study program or technical study program designed and executed by a member will count for CPD hours if it satisfies the 'structured' requirement for CPD activities.

Your records must demonstrate a structured approach, i.e. an aim, a clear set of objectives and a logical framework. Records must include all reading and research conducted.

The table below can be used to maintain records on study program activities for CPD purposes.

Start date of triennium

End date of triennium

Membership number

Personal or technical study program record

Date/Time	Objectives	Activities undertaken	Outcome	Hours
	Research			
	Analysis			
	Application			
	Review			

CPA Australia website address cpaaustralia.com.au
Australian members can contact their local office by calling 1300 73 73 73.

CPA Australia ABN 64 008 392 452