

What is Continuing Professional Development?

For Professionals, Life-Long Learning is typically referred to as Continuing Professional Development (CPD). As a member of the International Federation of Accountants (IFAC), CPA Australia has an obligation to make sure their members are actively investing in Life-Long Learning. Developing and Maintaining Professional Competences benefits Members directly and safeguards the integrity of the Accounting Profession and protects Public Interest.

To gain Maximum Value from CPD Activity, members are strongly encouraged to consider:

- What is the relevance of the activity to their current and/or future role?
- What are the intended learning outcomes?
- What benefits will be gained for their employer, staff, or client/s?
- Are there long-term benefits to undertaking the activity?

Any activity that increases members knowledge, skills, and ability to do their job can be included as CPD. This ensures CPD is relevant to the members field of work and career plan. Some examples of the types of CPD Activities that can be recorded as CPD are as follows:

- Conventions and Conferences
- Webinars, Seminars and Workshops
- Discussion Group Meetings
- In-House Learning
- Tertiary and Professional Body Courses
- Researched/Technical Publications
- Online Learning
- Structured Reading, Listening or Watching Media (Maximum 10 hours each year)
- Mentoring (Maximum 10 hours each year)

What is the Value of CPD?

There is an obligation for members to participate in CPD as part of CPA Australia's membership. There are other integral reasons to maintain CPD:

- Gain new skills and knowledge to achieve your development and career goals
- Remain up to date with Technical, Legislative and Regulatory Changes
- Build the knowledge and skills you need to excel in the Competitive Business Environment
- Develop your reputation as a Business Leader
- Increase your value to your organisation and/or your clients

CPA Australia provides a range of training, services and events that can contribute to CPD hours.

These include:

- CPA Congress
- Training and events
- CPA Program
- CPA Australia Library

What are the Members Obligations?

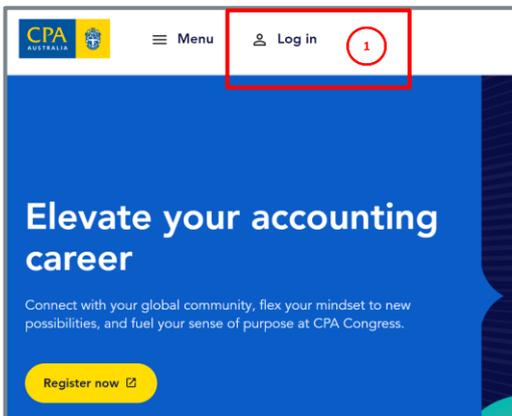
Every Member (including suspended Members, but excluding Life Members, Honorary Members and Members on the Retired Membership list unless in the last case they are subject to any requirements referred to in By-Law 3.11(d)), must, subject to the provisions of By-Laws 4.5 and 4.6, in each triennium, undertake at least 120 hours of Continuing Professional Development of which at least 20 hours must be undertaken in each year of the triennium.

Each Member undertaking Continuing Professional Development must:

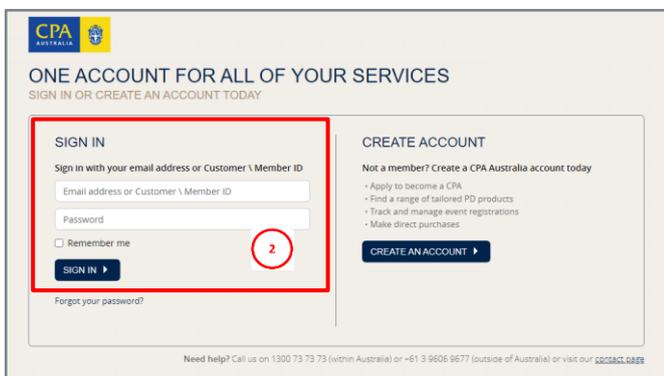
- Maintain a record of the precise nature of Continuing Professional Development, including Date, Time Expended, and Topics Covered.
- Retain such record for at least 12 months after the end of the relevant triennium.
- Produce such record to an officer of CPA Australia for inspection upon request.

The rolling three-year period (triennium) CPD review period relates to the CPA Australia join date three-year period can be calculated from this date forward. To confirm when the three-year period starts, members can visit their [CPD Diary](#)

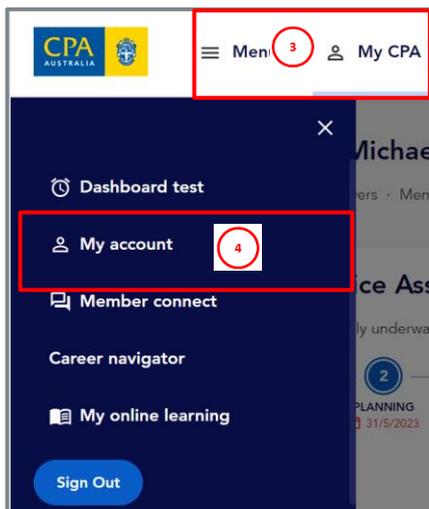
Accessing CPD Diary



1. Access CPA website:
www.cpaaustralia.com.au and select **Log In**.

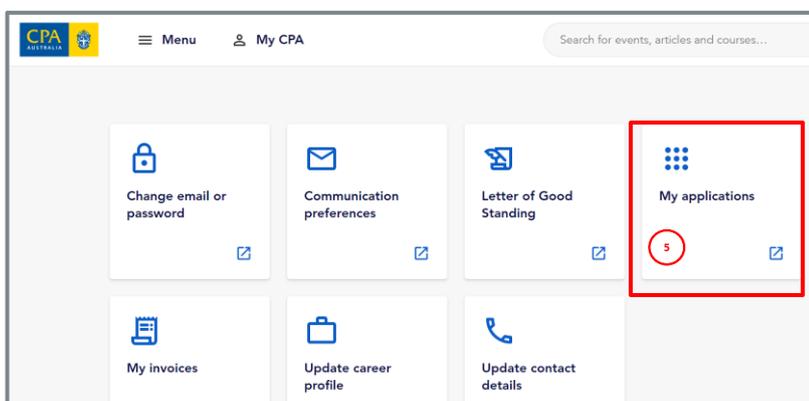


2. Sign in with your **email address** or **Customer/Member ID**.

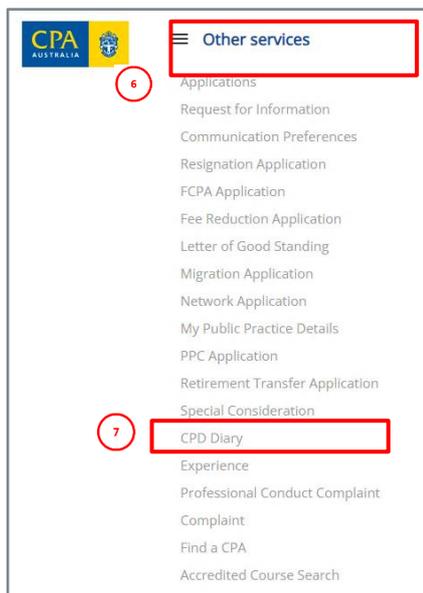


3. Select **My CPA** and a menu will appear.

4. Select **My account**.



5. Select **My applications**.



6. Click **Other services**

7. Select **CPD Diary** from the drop-down list.



CPD Diary 8

Select triennium
2022 - 2024

Please select a review period above to view activities for that given period.
You can add a new activity by clicking the "Add CPD Activity" button below.

Activities requiring action

You can find the full list of Requests for Information on your [Request for Information Dashboard](#).
The following activities require further information. Click "Update RFI" to provide additional information and upload supporting documents.

Activity Name	Date added	Status
There are no records to display.		

Activities logged Add CPD activity

Your completed activities will show in the list below. Activities can take up to 48 hours to appear in your diary.

Activity name	Date completed	Status	Hours	
Governance in the Public Sector. The purpose of the course is to support directors to gain insight	30/06/2022	Complete	4	View
The purpose of the course is to support directors to gain insight into this governance role, and an	8/07/2022	Complete	4	View

Completed CPD hours

CPD hours - year minimum required

2024 2023 2022

0 / 20 hours 0 / 20 hours 8 / 20 hours

CPD hours over 3 years

8 / 120 hours

Activity categories

No Activity Categories to show.

[Learn more](#)

8. CPD Diary Homepage will appear.

Viewing All Activities

1. Select the **Triennium** period to view activities from the dropdown list.

Select triennium

Select a triennium 1

2023 - 2025

Other

Please select a review period above to view activities for that given period.
You can add a new activity by clicking the "Add CPD Activity" button below.

Note: If the specific triennium is not listed in the drop-down menu. Select the Add CPD Activity and fill in the details. Once the activity is saved, it will generate the triennium period for you (based on your join date).

2. A completed list of activities will appear in the table on the left. **Completed CPD hours** will appear on the right-hand side.

Select triennium
2023 - 2025

Please select a review period above to view activities for that given period.
You can add a new activity by clicking the "Add CPD Activity" button below.

Activities logged

Add CPD activity

Your completed activities will show in the list below. Activities can take up to 48 hours to appear in your diary.

Activity name	Date completed	Status	Hours	
Education Requirement	24/03/2023	Complete	2	View

Completed CPD hours

CPD hours - year minimum required

2023

2 / 20 hours

CPD hours over 3 years

2 / 120 hours

3. To view more details on the activity, click **View**. You will be redirected to a page with additional information including **Type of Activity** and **Activity Details**.

Activity name	Date completed	Status	Hours	
Education Requirement	24/03/2023	Complete	2	View

Adding an Activity

1. CPD Diary Homepage.
Select **Add CPD activity**.

Add an Activity

2. **CPD Hours:** Enter hours as a decimal E.g 2hrs 45min = 2.75

3. **Activity summary:**
E.g. Taxation Course

4. **Activity details:**
E.g., Structured Reading, Providing Mentoring,

5. **Start Date:** Enter the date started. Tick the **Different End Date** box if completed on a different date to start.

Note:

- CPD Activities completed with CPA Australia should not be entered as they are automatically added upon registration, however they will not be counted towards your CPD hours until

completion. If the CPD activity is a marked attendance event, the CPD activity will not reflect in the Diary until attendance is marked

- Completing a Professional Level Segment at CPA Australia will automatically be recorded as 120 hours for the year if you pass it, and 20 hours if you fail or do not sit the segment.

Type of activity

Please select the category that most closely relates to the activity you have completed

Activity category (mandatory)

Activities sub-category

6. Select the magnifying glass to search for the **Activity category**.

Lookup records

Search

Choose one record and click Select to continue

Name

- A - Congresses, conventions and conferences
- B - Courses, webinars, seminars or workshops
- C - Discussion group meetings
- D - In-house learning
- E - Tertiary courses
- F - Appropriate developmental activities

Remove value Cancel Select

7. A pop-up window will display. Choose one record and click **Select**. Repeat this process for **Activities sub-category**.

Delivery Method (mandatory)

How was the activity delivery?

Activity provider (mandatory)

Provider Listed

Yes

No

Activity Location (mandatory)

Please upload supporting documents

Add files

There are no folders or files to display.

Submit

8. **Delivery Method:**

Select the dropdown arrow and choose how the activity was delivered.

9. **Activity provider:** Select the magnifying glass to look for the provider.

10. **Provider Listed:** Select **Yes** or **No**.

11. Select the **Activity Location** dropdown arrow to choose location (Country). E.g., Argentina. Australia

12. Select the **Add Files**, to upload any supporting documentation.

13. Select **Submit**.

Updating CPD Activities

☰ Other services 👤

- Applications
- Request for Information
- Communication Preferences
- Resignation Application
- FCPA Application
- Fee Reduction Application
- Letter of Good Standing
- Migration Application
- Network Application
- My Public Practice Details
- PPC Application
- Retirement Transfer Application
- Special Consideration
- CPD Diary** ①
- Experience
- Professional Conduct Complaint
- Complaint
- Find a CPA
- Accredited Course Search
- My Invoices

1. Member selects **CPD Diary** from the **Other services** menu.
2. Scroll down to **Activities logged** section & select **Update**.

Activities logged [Add CPD activity](#)

Your completed activities will show in the list below. Activities can take up to 48 hours to appear in your diary.

Activity name	Date completed	Status	Hours	
test	3/05/2023	Complete	5	Update
Tax and audit training	5/05/2023	Hours amended by CPA Australia	5	View
Hours test	9/05/2023	Complete	20	Update
Tax webinar	1/05/2023	Complete	1	Update
test	9/05/2023	Complete	5	Update
CPA - Advanced Audit and Assurance - 2023 01	15/05/2023	In Progress	100	View