Continuing Professional Development
PROGRAM GUIDE

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Contents

As a member of the Australian Institute of Training and Development, you have made a commitment to model excellence as a learning and development professional.

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A key element of maintaining professional standards after entering the workforce as an L&D professional is continuous professional development (CPD) which ensures that your professional L&D skills, knowledge and capabilities remain current.

Your commitment to CPD means that you will routinely reflect on your own learning and review your current knowledge. Continuously developing your skills and knowledge – and applying this in your workplace – will benefit both yourself and your organisation, enhancing your ongoing career opportunities.

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The Key Principles of CPD

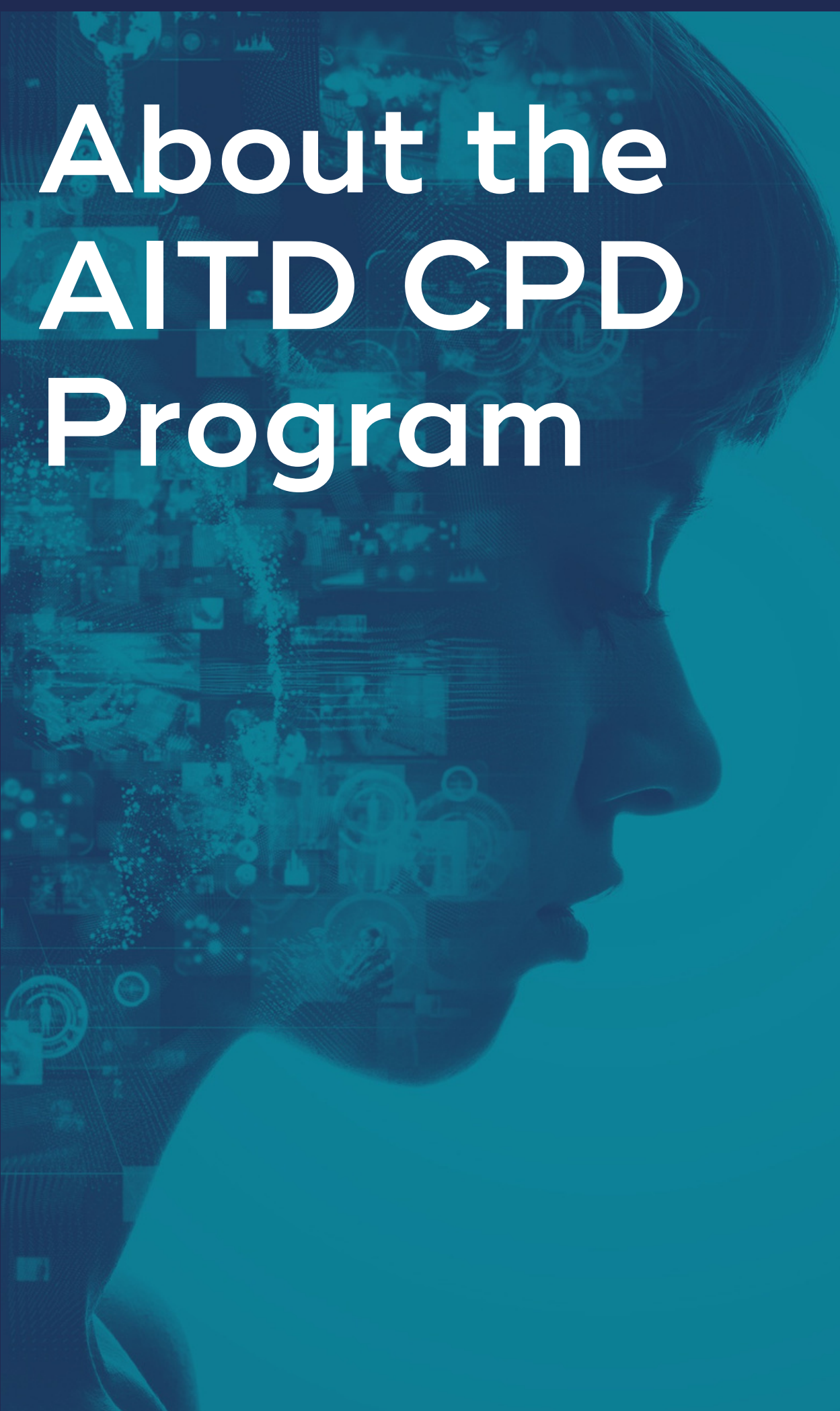Professional development is a continuous process that applies throughout the working life of professionals.

Individuals are responsible for planning, managing and maintaining a record of CPD relating to their own development.

Individuals decide their learning needs and how to fulfil them for themselves*.

Learning goals should be clearly articulated and well-planned.

CPD comprises a balanced mix that includes work-based activities, courses, seminars and conferences, and self-directed, informal learning.

*In some organisations, this will be a collaborative effort between the individual with supervisors and/or peers.

About the AITD CPD Program

The AITD CPD program is an annual rolling program based on a points system. In most cases, one CPD point is equivalent to one hour of a learning activity.

While the AITD CPD program is not a requirement of membership, participation is strongly encouraged as it provides recognition of your CPD activity from Australia's leading organisation for L&D professionals.

It allows you to track your own professional development and provides a live and current reflection of your CPD activities which can be used as part of a resume for current and potential future employers or customers.

All eligible members who reach a minimum number of CPD points in a financial year (1 July – 30 June) will be issued an AITD CPD digital badge that can be displayed and verified online.

This provides a great way to share and validate your accomplishments.

Eligibility and Requirements

The AITD CPD program is available to all AITD professional members, associate fellows and fellows.

To meet the requirements of the AITD CPD program and gain a digital badge of recognition, members must achieve a minimum number of CPD points annually which varies depending on their membership level.

Member Type	Min. Points
Professional/Student	15
Associate Fellow	20
Fellow	25

» Points must be accumulated within a financial year.

» 1 CPD point generally equates to 1 hour of a learning activity.

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Eligible Professional Development Activities

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CPD should be a balanced mix of activities; however, you are free to choose your own range of development activities.

You can record CPD for six learning activity types:

1. Formal education

2. Non-assessed education

3. Attending conferences and seminars

4. Speaking at a conference

5. Service to the L&D profession

6. Contribution to intellectual capital

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1. Formal education

Formal education is learning undertaken in pursuit of an award or accreditation. To claim CPD points, members undertaking courses must satisfy assessment requirements.

Activities of this type include formal classroom or distance education (including online delivery) and short courses. They may be external to employment or conducted in-house. They will always include time spent in preparation and follow-up, either through lectures or self-study activities and will involve some form of assessment.

CPD points include the actual classes attended and/or research undertaken. For distance learning, estimate the equivalent number of hours of formal face-to-face education that would have been involved.

EXAMPLES

☑ Certificate IV Training & Assessment

☑ Award programs from accredited universities and RTOs in L&D-related subjects such as adult education, training design and eLearning.

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2. Non-assessed education

This area covers recognised and structured training that is not part of a formal award or accreditation process and generally does not involve structured assessment.

This can include courses, training and L&D events (face-to-face, distance and virtual) offered by employers, professional bodies and education/learning institutions.

CPD hours are generally calculated on the basis of the number of hours attended and exclude meal breaks.

Please note that CPD points will only be allocated to AITD local (divisional council) events where there is a learning component to the event. Purely social events will not count towards CPD hours.

EXAMPLES

☑ AITD professional development courses

☑ Webinars and workshops

☑ Attendance at events with an L&D focus provided by relevant organisations, such as AHRI, Velg and ILP/

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3. Attending conferences and seminars

You can claim CPD points for attending a conference provided the content relates to your professional development.

As well as the AITD conference, this can include non-AITD conferences with a significant L&D focus or academic conferences/symposia with an L&D emphasis

CPD points are generally calculated on the basis of the number of hours spent attending formal presentations and exclude meal breaks, social events and travelling.

EXAMPLES

- ☑ AITD Conference

- ☑ National VET Conference

- ☑ ATD Conference

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4. Speaking at a conference

You can claim CPD points for preparation and presentation at conferences, symposia, seminars, webinars etc. which are conducted beyond normal employment.

For this to be considered CPD, it must extend knowledge in your area of L&D practice and contribute to your capabilities as an L&D professional.

CPD points are generally calculated on the basis of the number of hours required in preparing, researching and presenting.

EXAMPLES

☑ Presenting at the AITD Conference

☑ Speaking in academic contexts such as university conferences or symposia

☑ Delivering a workshop or webinar outside of work

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5. Service to the L&D profession

Service to the profession is a valid form of CPD, particularly where it extends the development of the person making the contribution.

It should be noted that service to the profession is also a key requirement for admission to the associate fellow and fellow membership levels.

Members wishing to upgrade to fellow status should consider ways in which they can contribute and give back to the profession.

CPD hours are calculated based on the number of hours of actual involvement.

EXAMPLES

- ☑ Standing as an AITD council member

- ☑ Judging the AITD Excellence Awards

- ☑ Being a mentor in the AITD mentoring program

- ☑ Participating in AITD research

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6. Contribution to intellectual capital

You can claim CPD points for making contributions to academia and/or industry through activities such as writing an article that is published in reputable books, journals, newspapers.

Contribution to intellectual capital also includes involvement in blogs, television and radio programs, which provide discussion about L&D professional topics.

CPD points are calculated based on the number of hours taken to prepare the contribution.

EXAMPLES

☑ Writing an article for Training & Development magazine

☑ Writing or contributing to a book relevant to L&D practitioners.

☑ Writing and L&D blog.

☑ Being interviewed on radio/TV as n L&D professional

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Providing Evidence

Each year, AITD will audit a random selection of manual entries within members' CPD diaries. In some cases, AITD will request evidence of your CPD activities and you may be required to supply records for up to the past three years.

You can attach evidence within the AITD portal but we encourage you to keep your own file at home with evidence of your completed CPD. There is considerable flexibility with respect to sources of evidence for CPD but the source must be objective and serviceable.

EVIDENCE CAN INCLUDE:

🔍 copies of formal qualifications

🔍 attendance statements

🔍 copies of articles written

🔍 presentations given

🔍 payment receipts for conferences

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Logging your CPD

Your CPD activity should be logged in your member portal on the AITD website.

This portal automatically records activities you have completed through AITD; however, you will need to manually enter non-AITD professional development activities as you complete them.

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How to Log

- Go to aitd.com.au
- If you are not already logged in, click Member Login in the top menu bar
- Click on My Portal
- Scroll down to My Content and click on CPD Diary
- Click Add CPD Diary Entry
- Complete the form as fully as possible
- Attach supporting documentation if available
- Click Save

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Have a question about the AITD CPD program?

Check out the FAQs on our website or contact:

Lucinda Carney
Programs & Finance Coordinator
courses@aitd.com.au

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