

What is CPD and why is it important?

Continuing professional development (CPD) is an important requirement of most professional associations. Ongoing and rapid changes throughout the profession provide compelling incentives for professional members to demonstrate the currency of their knowledge, skills and capabilities.

The introduction of a structured framework for CPD provides the opportunity for AITD members to demonstrate how they gain and maintain their depth and breadth of professional practice.

Why should I participate in the AITD CPD Program?

The structured CPD framework delivered by AITD ensures the currency of your L&D knowledge, skills and capabilities and provides a means of recording your CPD, which can be shared with peers, employers or customers.

AITD provides some of the most relevant and meaningful learning activities for the L&D profession in Australia, many of which will be automatically entered into your CPD Diary within the My Portal resource on the AITD website.

You can also manually enter any L&D learning activities or events you have attended with other organisations into your diary to keep a complete record of your CPD and be recognised for your own progress as an L&D professional.

Is participation in the AITD CPD Program a requirement of membership?

No. The AITD CPD program is provided to support members in meeting and exceeding their own CPD goals and provides a digital diary for recording and sharing their achievements with their organisation, prospective employers or customers.

Is there a cost to take part in the AITD CPD program?

No, the CPD program is available to all members at no additional cost.

Which AITD activities automatically award CPD points to members upon completion?

The following activities will automatically allocate CPD points within the member's AITD CPD Diary:

- AITD professional development courses
- AITD webinars
- AITD local events (where professional development is the main focus)

Points will be awarded upon completion of the full activity (i.e. if a course takes place over multiple sessions, all sessions must be attended before points are awarded).

Please allow up to 7 working days for points to show in your CPD diary.

Will CPD achievements be recognised by AITD?

Upon achievement of a minimum number of CPD in a financial year, members will receive an AITD CPD digital badge via the Credly Acclaim Platform. Minimum points are determined by your level of membership (see below). The AITD CPD digital badge can be shared on professional and social media sites such as LinkedIn and Twitter and used on other digital mediums including email signatures, websites and electronic resumes.

How many CPD points will I be required to complete?

While CPD is not a requirement of membership, a minimum number of points will need to be completed in a financial year (commencing 1 July) to attain the AITD CPD digital badge. Depending on your membership level, these are as follows:

MEMBERSHIP LEVEL	NO. POINTS
Professional/international/student	15
Associate fellow	20
Fellow	25

Can I use excess points next year?

No, the intention is to maintain depth and breadth of professional practice on an annual basis. You cannot 'over-accumulate' points one year and attribute these to the following year.

Can I retrospectively enter CPD activities into the diary?

Yes, you may enter previously completed activities that conform to the requirements in the AITD CPD program guide. This is recommended so that your CPD achievements over the previous 12 months are recognised immediately.

AITD activities that have previously been attended that are not currently shown in your CPD diary need to be recorded manually. For learning activities previously attended, evidence should be available and presented upon request as part of AITD's compliance and assurance processes.

Can I enter activities I have completed with learning providers outside of AITD?

Yes. AITD's mission is to promote and encourage excellence in learning. AITD does not require or mandate the inclusion of AITD-sponsored activities for CPD achievement; however, members are encouraged to attend our courses and events which are designed and developed specifically to support our members.

What do I need to include to ensure CPD points are awarded for external (outside of AITD) learning activities?

When manually entering professional development activities, please make sure that:

- CPD points are only being claimed for the learning activity types listed in the CPD program guide
- points are calculated on the number of hours attending the learning activity
- you have evidence to support your claim such as a completion certificate or registration invoice. Evidence can be uploaded directly to the CPD diary.

What form of evidence is required when claiming external CPD points?

You can enter a learning activity in the CPD diary without submitting evidence; however, this may be requested as part of a random CPD compliance check by AITD. It is recommended that any evidence of participation, such as a certificate of completion, is uploaded at the time the record is created in the CPD diary.

Can I record activities I have already recorded in another organisation's CPD program?

Yes, the AITD CPD program is independent of any other similar framework. You may record an L&D learning activity in your AITD CPD diary as long as it is consistent with the requirements of the AITD CPD program guide, irrespective of whether you have also had that activity accepted under another similar scheme.

Can I claim CPD points for AITD local (divisional council) events?

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.