

CONTINUING PROFESSIONAL DEVELOPMENT



Continuing Professional Development (CPD) is the process of tracking and documenting your skills, knowledge and experience gained during your working life beyond your initial training. You are required to maintain and develop your skills and knowledge through ongoing learning activities



Licence Category

Electrical

(Practitioner/Contractor/Restricted/
Provisional – Electrician, Lineworker,
Cable jointer, Nominated Manager)

Yearly average of
points

12

Gas Fitting

(Practitioner/Contractor/Provisional)

12

Plumbing

(Practitioner/Contractor/Provisional)

12

RECORDING YOUR CPD

When completing CPD it is important to keep a record or log of the training completed each year.

You are required to be able to provide evidence of all CPD activities/training undertaken when you apply to renew your licence.

This is to demonstrate that you have enough CPD related to your vocation.



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CPD Activity Record

NAME:

Start Date:

End Date:

No. of Points Required:

Date	Name of Training/Course/Online Learning/ Article Title/ Online Article	Training Provider/Journal/ Website Address	Certificate Y/N (not mandatory)	No. of CPD points
12/12/1900	Working at Heights (Example)	Men at Work (Example)	Yes	3
15/3/2011	Article: Working at Heights (Example)	Industry Today – Journal (Example)	Yes	1
Total CPD Points:				

Evidence of CPD is required to renew your practitioners licence.



A101 Electrician

29/07/1983

This card must be produced on demand and is not transferrable. The licence holder must advise any change of address within 21 days.

Licence enquiries Workplace Standards Ph 00 1111 1111

CONTRACTOR REQUIREMENTS FOR THE RECORDING OF CPD

Section 98 of the Occupational Licensing Act 2005, states that the contractor must keep a register of the qualifications, competencies and continuing professional development of persons employed or engaged by the contractor.



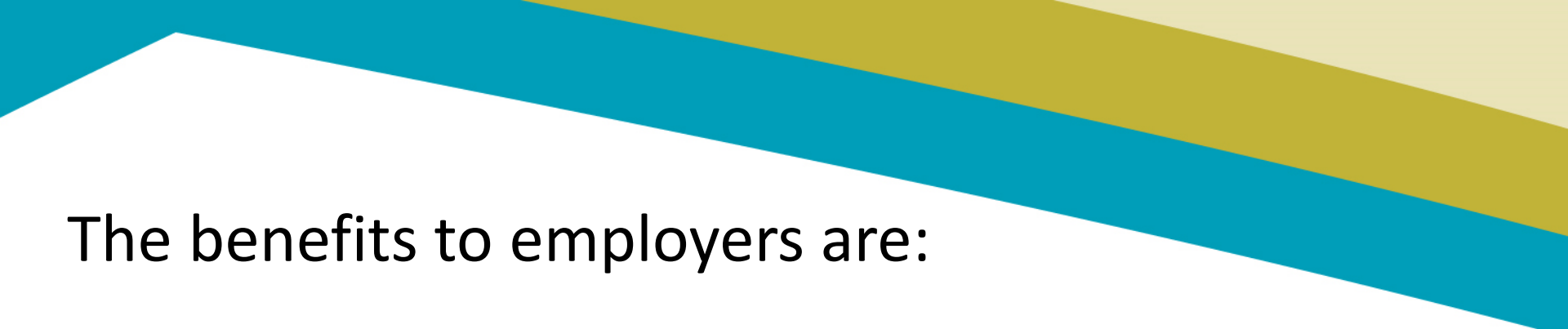
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Through ongoing learning CPD will assist you to:

- continue to expand your knowledge and skills
- meet professional standards
- meet public expectations
- meet regulatory requirements





The benefits to employers are:

- contributes to staff maintaining and improving their skill set, knowledge & experience – a benefit to the business
- increases and improves the competence of workers – lower defects
- increases the productivity of employees



The benefits to employees are:

- increase their knowledge & experience
- assist in compliant work
- assist in career advancement
- can help to motivate workers
- assists in increasing job satisfaction

How to evaluate CPD points

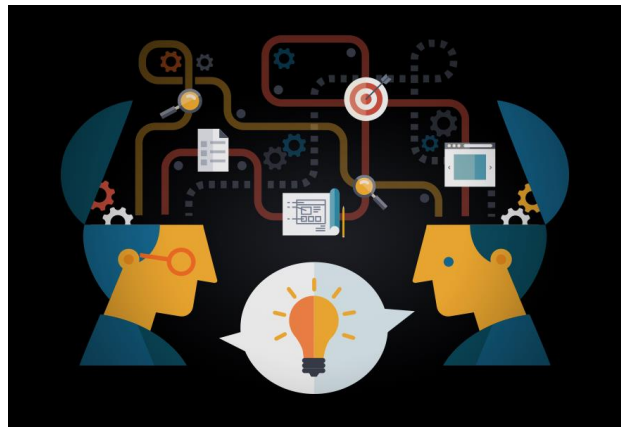
As a way to measure the learning outcomes for CPD points, we have provided a guide for you in determining the possible CPD points against your course or activity.

There is no carry-over of CPD points from one licencing period to the next.

Type of Activity	How to measure CPD points
Training or briefing delivered by or on behalf of this office (CBOS)	1 point per hour
Successfully completed nationally accredited training as delivered by an RTO e.g. Certificate IV in Building & Construction	1 point per nominal hour (6 points per day and up to 36 points during the licence period)
Trade Journals (including CBOS Connections)	1 point per journal (max 3 points per year)
Membership of a professional organisation e.g. HIA, MPAT, MEA	1 point per organisation per year (max 2 points per year)
Endorsed on-line courses e.g. Pointsbuild, ABCB	1 point per hour

To summarise:

CPD is the continuous learning throughout your career enabling you the practitioner, to continuously develop new knowledge and skills therefore improving both career and business prospects.



- For further information and upcoming training opportunities and activities, see the CBOS website below:
- <https://www.cbos.tas.gov.au/topics/licensing-and-registration/cpd/events-calendar>
- <http://www.facebook.com/TasBuildingStandards>

Any Questions?



