

CPD Rules in a Nutshell

CPD Requirements

Each lawyer is responsible for their own CPD requirements. You will need to:

- identify your own learning needs and maintain a CPD plan and records (CPDPR)
- complete 10 hours of CPD activities

CPDPR

A CPDPR includes:

- learning needs
- an action plan
- an activities record
- reflections
 - outcomes
 - future learning needs
- documentation verifying attendance

It is on-going – no stop/start date, may be reviewed and amended.

Format – no prescribed format.

CPD Activities

The requirements are descriptive not prescriptive. You choose, but activities must:

- be verifiable
- provide for interaction/feedback
- be planned and structured with a stated purpose and outcomes
- be related to your identified learning requirements
- not be part of your day to day work

Could come from:

- participating in courses, seminars, conferences, training, coaching, study groups
- distance learning programmes
- lecturing, teaching, instructing - teachers/instructors may include reasonable preparation
- writing law-related books/articles
- preparing and presenting certain submissions

May include any topic which you can demonstrate in your CPD plan may assist you to carry out your work as a lawyer. For example:

- knowledge of
 - the law
 - other relevant disciplines
 - law and procedures in other countries
- legal skills
- personal management skills
- practice management skills
- ethics, professionalism and client care

Flexibility the key, but must fit each lawyer's learning needs. One size does not fit all.

Hours

- lawyers not providing regulated services (see definition in the Act) for a full year may pro-rate requirements
- you may carry forward up to 5 hours into the following CPD year
- no maximum hours per activity

Verification

Depends on type of activity but includes:

- form/ receipt, signed and counter-signed by organiser or named participant
- completion of certificates
- attendance records
- degrees/dates
- letters from organisers
- assessment results
- in-house records
- for presenters/writers
 - list of topics discussed, time taken, names of presenters/ facilitators
 - copies of written material
 - letters from editors

Exemptions and deferments

- no exemptions
- deferments in exceptional circumstances only

Compliance

- CPD year will run from 1 April – 31 March following year
- declarations to be filed at end of each CPD year.

Audit

- may be random, risk-based, cause driven
- will be supportive/non-punitive and educational but false declarations will be reported to a Standards Committee immediately
- organisations may apply for self-auditing status – may integrate CPD with performance appraisal schemes

KEY DATES

1 October 2013 – 1 April 2014: Transition Period

5 hours CPD from this voluntary period can be carried forward

1 April 2014 – 31 March 2015

First full effective year of mandatory CPD regime

31 March 2015

First annual declaration of compliance with CPD rules due