NAME _____

PROFESSIONAL DEVELOPMENT YEAR 1/12/20 TO 30/11/20

CONTINUING PROFESSIONAL DEVELOPMENT WORKBOOK

SAMPLE

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A companion for Australian psychologists working towards continuing professional development requirements

FOR PSYCHOLOGISTS

SAMPLE

PROFESSIONAL DEVELOPMENT RECORD

DATE	
ACTIVITY TYPE	
TITLE/FOCUS OF ACTIVITY	
PRESENTER/PARTICIPANTS/AUTHOR	
SIGNATURES (PEER CONSULTATION ONLY)	

	HOURS ↓
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(TIME COUNTED AS ACTIVE CPD)	

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TALLY AND REFLECTIONS

At the end of the CPD year, tally up the time values from each professional development record page, and record them here. These are your totals for the professional development year.

	HOURS ↓
Total CPD Activity Time	
Peer Consultation Received (i.e. focused on own practice)	
Time counted towards Area of Practice Endorsement #1	
Time counted towards Area of Practice Endorsement #2	
Time counted as Active CPD (if required)	

SAMPLE

As a reminder, in general, to maintain registration, psychologists are required to complete a minimum of **30 hours of CPD activities annually**, of which at least **10 hours must be achieved through peer consultation received**. Psychologists with one or more areas of practice endorsement need to ensure their CPD is focused on those areas.

REFLECTIONS

Towards the end of the professional development year, it is recommended that you take some time to reflect on the previous year's professional development activities. You might do this on your own, or in a discussion with colleagues. The purpose of this reflection is to determine how well your professional development activities and peer consultation sessions met the needs and goals set out in your Learning Plan, and to set some preliminary goals for the upcoming professional development year.

To assist you in this process we have provided you with a number of reflection questions and some space to write your thoughts.

Most memorable learning activities

What was the most influential CPD activity you completed this year?
In what way(s) was it influential? (e.g. changed your attitude, led to a noticeable increase in skills, opened up new opportunities).

SAMPLE

Learning Goals

Which goal(s) from your Learning Plan did you feel were best achieved?
What are some learning goals that you might set for next year?
Did any of your goals change during the year?

Skills and Knowledge

Did your CPD during the year noticeably improve your skills, knowledge and effectiveness as a psychologist? What specifically improved?
Did your CPD during the year highlight any significant gaps in your knowledge that you can address next year?

Active Learning

How many of your CPD activities were active, that is, contained an interactive component (e.g. role plays, tests) that enhanced learning?
What activities might you engage in next year in order to make your CPD more interactive?

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Signoff

I hereby declare that the information contained in this portfolio is an accurate record of the CPD I have undertaken over the past year

Name of Psychologist: _____

Registration Number: _____

Date: _____

Signature: _____

Don't forget to renew your registration!

References

All references are available from *www.psychologyboard.gov.au*

Guidelines: Continuing Professional Development
Psychology Board of Australia, 1 December 2015

Guidelines on area of practice endorsements
Psychology Board of Australia

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