

User Guide: CPDMS for practitioners

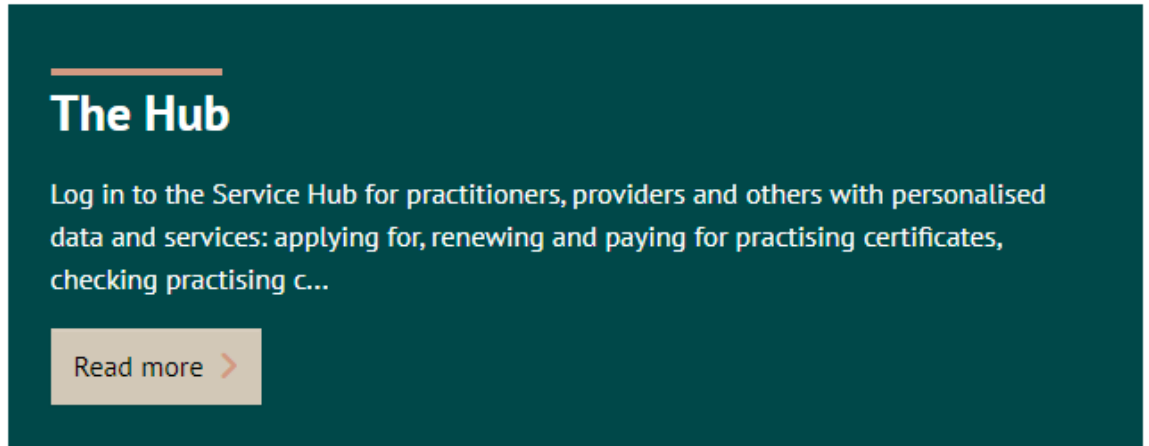
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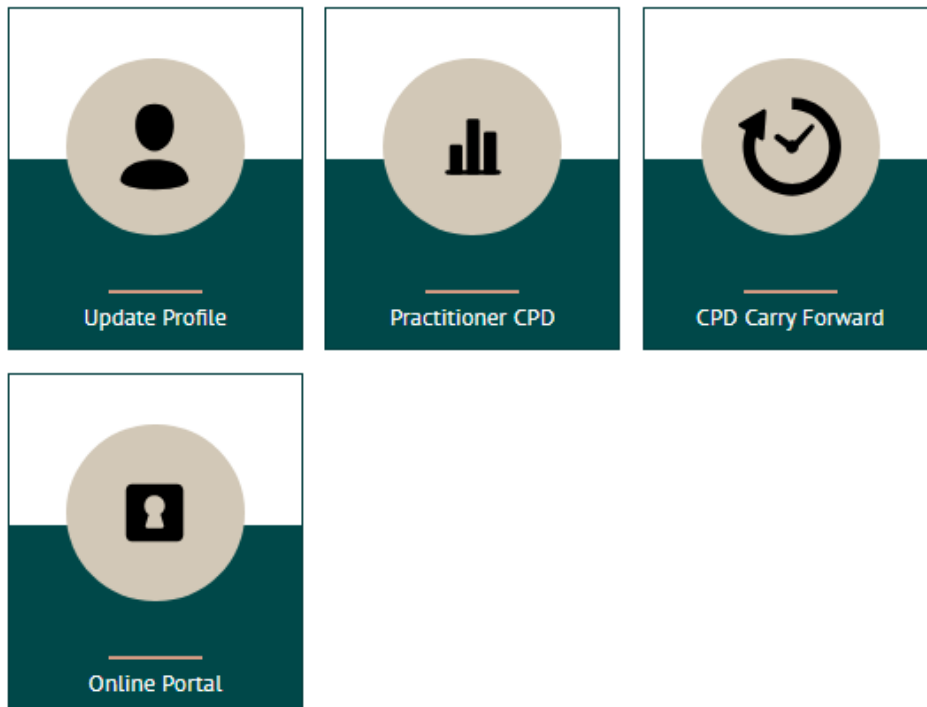
The Hub

1. Go to the [Board's website](#)
2. On the home page, click on the **The Hub** tile



3. Enter your login details provided to you by the Board and click **Log in**. If you have forgotten your password use the [forgot my details](#) link.
4. The site will take you **The Hub** and see following tiles. You may have access to others.

Manage My Hub



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Practitioner CPD

This facility provides you with an overview of the following information:

- Your CPD requirements including any changes to your requirements through variations, exemptions or additional CPD requirements.
- Your progress to complying with your CPD requirements.
- The CPD activities you have undertaken as uploaded by providers.
- Past history of CPD activities you have undertaken.

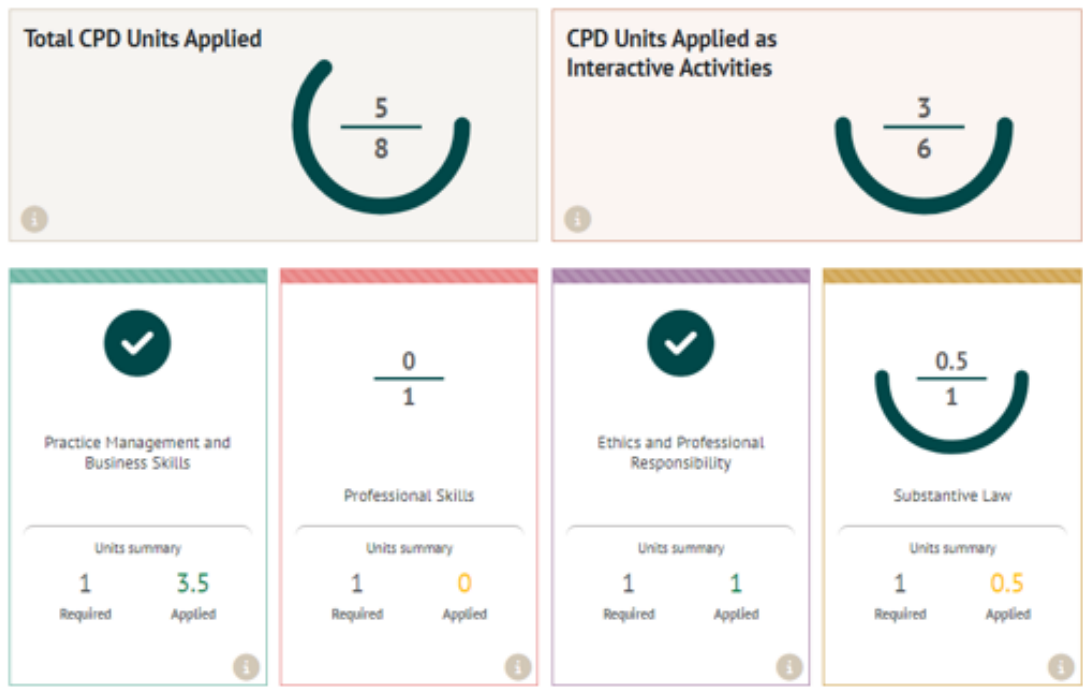
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Screen information layout

Below is a sample and description of the **Practitioner CPD** page.

Current CPD (Year ending 31 March 2024)

You have 5 weeks to complete the requirements below.



This section summarises your current CPD compliance status.

The number below the line is your required number of points to meet.

The number above the line is the number of points you have completed.

CPD activity – Current (Year ending 31 March 2024)

Search CPD History ...

| | | |
|-----------------------------------|--|---------|
| 21 Jun 2023 | Session 1: AI Survivor: Rewards, Risks and Resilience in the Resources Industry | 1 Yes |
| 21 Jun 2023 | Session Intro: Aboriginal cultural heritage act 2021 (WA) / Aboriginal cultural heritage regulations 2022 (WA) | 0.5 Yes |
| 6 Aug 2023 | Complaints, Complaints, Complaints | 2 Yes |
| CPD activity – Carried over units | | |
| 17 Jan 2023 | Mental Health First Aid Course | 1.5 Yes |

This section lists all activities or points that count towards this year's CPD requirements.

Use the drop down arrows to expand for more details about the activity.

CPD activity – Previous CPD years

| |
|------------------------------|
| 1 April 2022 – 31 March 2023 |
| 1 April 2021 – 31 March 2022 |

Changes to your standard CPD requirements (Year ending 31 March 2024)

Your CPD requirements have been calculated to include one or more exemptions.

You are required to complete 8 units, of which:

- 6 are to be interactive
- at least 1 is to be in Practice Management and Business Skills
- at least 1 is to be in Professional Skills
- at least 1 is to be in Ethics and Professional Responsibility
- at least 1 is to be in Substantive Law.

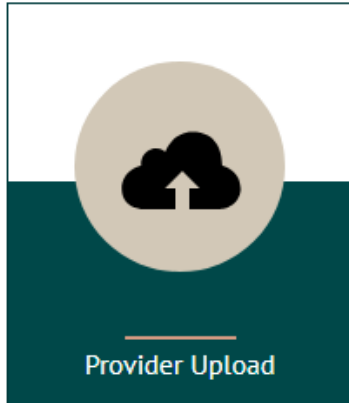
| ID | Year ending | Date approved | Details | Adjustment |
|-------|-------------|---------------|---------|--|
| 17741 | 2024 | 20 Feb 2024 | | Total units required adjusted down by 2, Interactive units required adjusted down by 0 |

If you have any variations, exemptions or additional CPD conditions, they will be detailed here.

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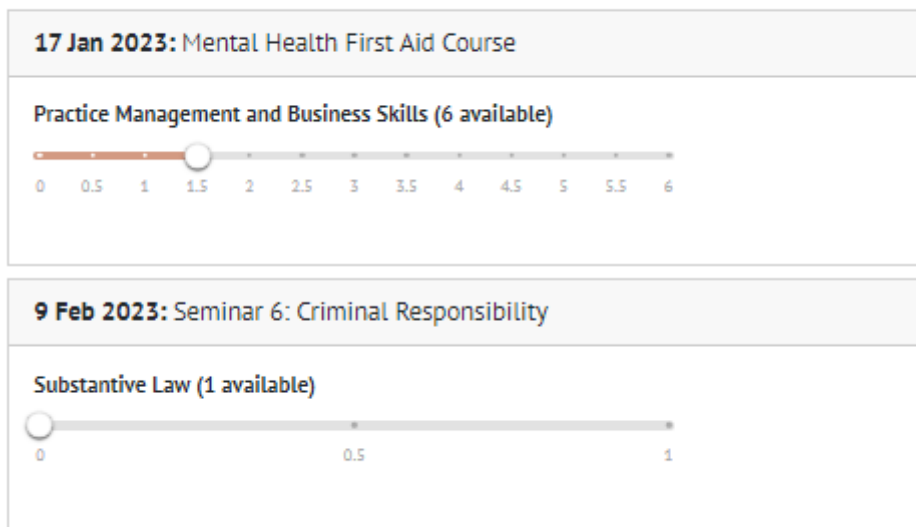
Carry forward of points

1. From **The Hub** click on the Provider Upload tile:



2. On the left you will see activities that may be eligible for carry forward from the previous year.

Carry-forward units available

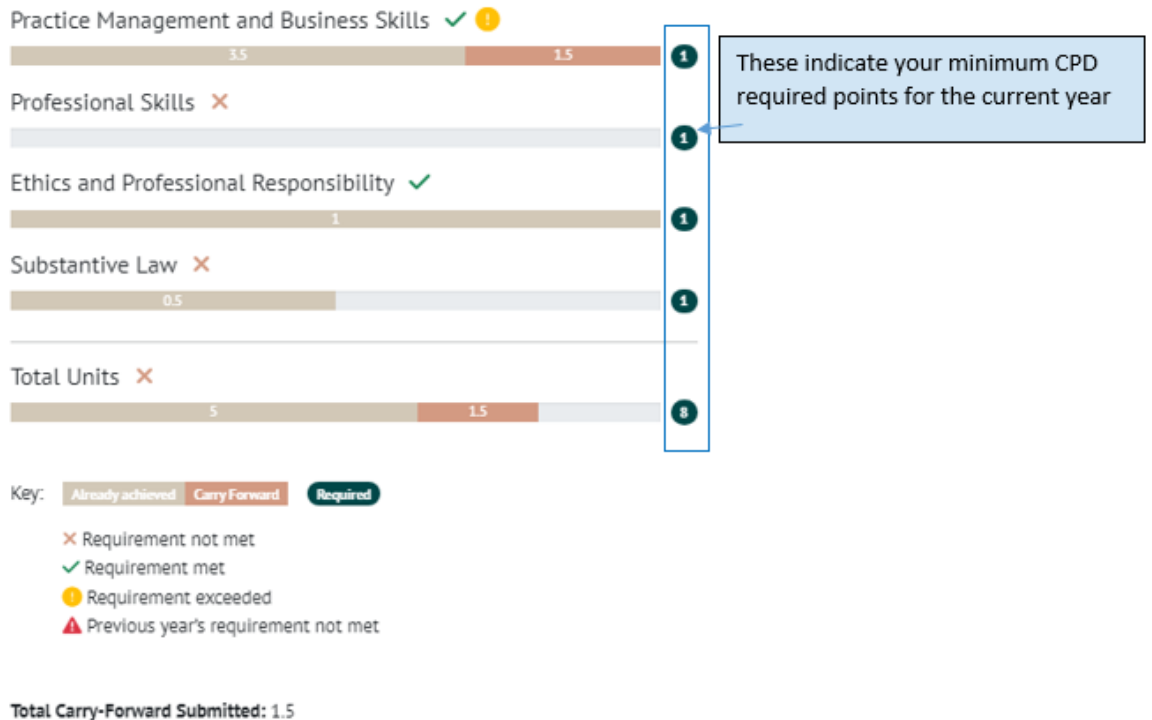


3. Use the sliders to slide up and down points to carry forward from those activities. You can only carry forward a maximum of 3 points.

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- As you use the sliders, the illustration to the right will change.
- Use the key to identify if you have met your requirements or not once the carry forward of points have been applied.

Current CPD requirements



- If you have tried to carry forward any points that have been used to meet the previous year's requirements, an error message will appear. You will need to slide the points back.
- Once you have chosen your points to carry forward. Click submit.
- Your CPD record will be updated and can be viewed in the **Practitioner CPD** facility

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