

Dear CPD Provider

Notice to CPD Providers – planned online CPD Management System

It is essential that the public have confidence in the legal profession and that all legal practitioners in WA can demonstrate competence in the advice and representation they provide to their clients. The mandatory CPD scheme is a fundamental part of maintaining and improving legal knowledge and skills and keeping up with new developments in the profession.

As the regulator of the CPD scheme in Western Australia, the Legal Practice Board (**Board**) is committed to establishing an effective system to monitor and manage compliance with CPD obligations for all WA legal practitioners that also gives the practitioner an avenue to easily access their own CPD records and lodge applications relating to CPD activities. This commitment has seen the introduction of a new online CPD Management System (**CPDMS**) available for CPD providers and Western Australian legal practitioners.

It is intended that the CPDMS will enable CPD providers and practitioners to:

- upload to an electronic database confirmation of completion of approved CPD activities;
- apply for the approval of single activities; and
- apply for accreditation as a QA provider of CPD in Western Australia.

Once the CPDMS is implemented, a practitioner's compliance with CPD requirements can be assessed automatically. This will allow the Board to direct its resources to auditing non-compliant practitioners and providers and assess the quality of the CPD being provided.

Practical and technical requirements for CPD providers

The introduction of the CPDMS, will require changes in the way CPD providers interact with the Board.

CPD providers will be required to submit confirmation of completion of approved CPD activities by uploading a file. The file can be generated in one of two ways:

1. Exporting from your own systems in a 'csv file' format; or
2. Manually completing a template provided by the Board saved in a 'csv file' format.

The 'csv file' will then be uploaded via the CPDMS. This will automatically update practitioner records of CPD activities completed.

To ensure a successful upload to the CPDMS, the following will be required:

- The Board will issue a CPD Provider ID to all approved QA providers or providers of approved single activities.
- The CPD Provider ID must be included in the 'csv file'.
- A CPD provider will be required to provide an Event ID for each event and this must be included in the 'csv file'.
- The Board will issue all practitioners with a Practitioner ID.

- Practitioners will be required to provide their Practitioner ID to the CPD provider of each event attended and this information must be included in the 'csv file'.

The 'csv file' will also require other data relating to the courses and events. The Board will provide further information on these requirements by 27 July 2020.

Launch dates

A launch date for the CPDMS has not yet been finalised, but it is expected to commence before December 2020. Further updates will be provided in due course.

Comments and feedback

Should you have any comments, concerns or feedback regarding the CPDMS, please email the Board at general@lpbwa.com.

Kind Regards

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