

Dear CPD Provider

**Responses to proposed data uploads to online CPD Management System and extension for feedback**

The Legal Practice Board (**Board**) is very pleased to have received a number of comments and suggestions in response to the email sent on Monday, 5 October 2020 containing the proposed template to be used for uploading data to a centralised online CPD Management System. Thank you for your comments and your involvement in these initial stages. The Board is committed to developing an effective system to monitor and manage compliance with CPD obligations for all WA legal practitioners. It is intended that this system will allow practitioners to easily access their own CPD records and lodge applications relating to CPD activities. Ultimately, the CPD Management System should assist all stakeholders to efficiently manage their obligations.

Some CPD Providers did not receive the first notice sent by the Board in July 2020. Therefore the preliminary consultation period has been extended. Please provide any further comments to the Board by Wednesday 11, November 2020.

**Implementation Dates**

The intention is that the system will be complete and ready for use by CPD providers and practitioners by December 2020. The Board encourages CPD Providers to start importing data once the CPD Management System is live. However, mandatory uploads will not be required until 1 April 2021. That is, it is expected that information relating to events held on or after 1 April 2021 will be uploaded into the CPD Management System. At this stage, the Board's expectation is that records will be uploaded within two weeks of an activity taking place.

**Next steps**

To assist the Board in understanding the limitations in relation the proposed upload format, providers are being asked to provide the Board with a sample of exported data. While the format may not be the same as the proposed datasheet previously provided, it should contain as much of the data requested within the datasheet as possible. This will assist the Board to look at developing a better means of uploading information from your own existing systems, to the proposed online system.

The Board is currently reviewing all comments and suggestions and, in particular, the issues that have been identified by CPD providers. After the preliminary consultation period closes, a further notice will be circulated addressing all issues raised.

If there is a more appropriate contact for this communication, please advise the Board of their name and email address for the Board to update its records.

The Board appreciates your continued involvement and support in this project.

Kind Regards

**Libby Fulham** | Executive Director

**Legal Practice Board of Western Australia**

PO Box 5720 WA 6831

Level 6 | 111 St Georges Terrace | Perth WA 6000

T: 6211 3600

F: 6211 3650

W: [www.lpbwa.org.au](http://www.lpbwa.org.au)