

(This email included the Excel file CPD-Upload-file.xlsx)

LEGAL PRACTICE BOARD OF WESTERN AUSTRALIA

Dear CPD Provider

Planned online CPD Management System – Data uploads

On July 17 2020 the Board sent an email advising of our commitment 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.

The Board has since progressed with the development of the online CPD Management System and in particular, development of a datasheet for CPD providers to use to upload practitioner attendances at events. The first iteration of the upload has been drafted and tested to ensure that it is able to be uploaded online and successfully updates the Board's records. The datasheet is attached and is now ready for comment.

Datasheet usage

The system is developed to accept this datasheet or an excel spreadsheet created by CPD Providers, through an export from your own systems that contain the same columns and field formats and in the same order. Fields that are optional or not relevant must remain within the datasheet but can be left blank.

For a successful upload, we have designed the system to accept the datasheet/export in .xlsx document formats to make it easier for all users.

The data sheet contains uploads for both events attended and publications made.

Upon reviewing the datasheet you will see some information that you will not be able to provide at this stage. These will include:

- **CPD Provider ID** - The Board will issue a CPD provider ID to all approved QA providers and providers of approved single activities in the coming weeks.
- **Practitioner ID** – Practitioners will be required to provide their Practitioner ID to the CPD provider of each event attended and this information must be recorded.

What we are seeking from you

In this initial phase, we are seeking feedback relating to the following:

1. Is the datasheet self-explanatory or does it require further clarification?
2. Will you be using the datasheet or will you be planning to export data from your own systems?

3. If you will be manually entering into the datasheet, what issues will you encounter or foresee in completing the datasheet?
4. If you plan to export data from your own systems:
 - a. Are you able to export data in the required format?
 - b. What challenges do you foresee?

We ask that you be specific and detailed in your feedback to allow us the ability to develop an online self-management system providing greater user experiences for all CPD providers. The datasheet may be refined further depending on your feedback.

Should you wish to discuss the datasheet further please email ITHelpdesk@lpbwa.com and the appropriate staff member will contact you.

Please provide your feedback by 19 October 2020.

We look forward to receiving your feedback.

Kind Regards

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