

## CPD Guidelines for Parenting Leave [Pursuant to rule 17 of the *Legal Profession Rules 2009*]

If you are, or expect to be, on parenting leave for any part of a CPD year (1 April to 31 March), and wish to obtain a variation of your CPD requirements, then you must advise the Legal Practice Board (**Board**) of your expected dates of absence from legal practice.

The requirement to complete CPD is a condition on a practising certificate, and continues as long as a practitioner holds a practising certificate, unless a variation is granted by the Board.

Please complete a [CPD Form 4 - Application for Variation of CPD \(CPD Form 4\)](#) and submit to the Board by email to [general@lpbwa.com](mailto:general@lpbwa.com). It is preferable that you do this before commencing a period of parenting leave.

Board staff will consider your application and confirm the number of CPD points you will be required to complete for the relevant CPD period. Table 1 below sets out the indicative number of points required according to the period of absence for parenting leave.

If the Board does not approve a variation, you will be required to fully meet your CPD requirements.

**Table 1**

Time absent (1 April - 31 March)	CPD points required
2 months or less	10 points
3 months	9 points
4 months	8 points
5 months	7 points
6 months	6 points
7 months	5 points
8 months	4 points
9 months	3 points
10 months	2 points
11 months	1 point
12 months	0 points

CPD points must be gained from the Competency Areas as outline in Rule 13D Part 2, Division 2 of the *Legal Profession Rules 2009*.

If the points required fall below 4 CPD points you must complete each point in a different competency area. For example, if you are required to complete 3 CPD points, each point must be in a separate competency area.

### Important notes

- The calculation for varying the CPD condition due to absence from practice on parenting leave is based on the actual time absent in weeks (to the nearest full week) then converted into months. As the Board can only approve full points or half points, calculations will be rounded up to the nearest full or half month.

For example, if you are absent for:

- 20 weeks of the CPD period: 20 weeks calculated to the nearest monthly equivalent based on 4 weeks per month is 5 months or 7 points.
  - 21 weeks of the CPD period: 21 weeks calculated to the nearest monthly equivalent based on 4 weeks per month is 5.25 months and is rounded up to 5.5 months or 6.5 points.
  - 22 weeks of the CPD period: 22 weeks calculated to the nearest monthly equivalent based on 4 weeks per month is 5.5 months or 6.5 points.
  - 23 weeks of the CPD period: 23 weeks calculated to the nearest monthly equivalent based on 4 weeks per month is 5.75 months and is rounded up to 6 months or 6 points.
- Once the Board has approved a variation to your CPD points you **must** advise the Board if there are any changes to the dates you are absent from practice to meet your CPD requirements.
  - You will be required to complete a CPD Form 4 for each CPD period you hold a local practising certificate and are absent from practice on parenting leave. In other words, if you are absent over two CPD periods, please complete a separate CPD Form 4 for each CPD period.
  - The Board considers that these guidelines apply to parenting leave for a duration generally considered to be an absence from work, paid or unpaid, to become the primary carer for a newborn infant or adopted child under the age of 16, being 52 weeks. If you intend on taking leave from practice after completing a normal period of parental leave, and you continue to hold a local practising certificate, it is likely that you will be required to comply with your CPD requirements.
  - If you decide to remain on leave at the commencement of a new CPD period you may also choose to cancel, suspend, or not renew your local practising certificate until your return to practice. Please contact the Board if you are considering this option.

Any questions regarding these guidelines should be directed to the Board's CPD team on (08) 6211 3600 or by email to [general@lpbwa.com](mailto:general@lpbwa.com).