

CLUBS NSW CONTINUING PROFESSIONAL DEVELOPMENT [CPD]

RECOGNITION OF YOUR CPD ACTIVITIES EXTERNAL EDUCATION REPORTING FORM



Industry best practice recommends that active directors voluntarily record their CPD results each year in their director's file with the Chair and CEO. Your achievement of 120 points per three-year period will demonstrate, to your members and the community, your commitment that the highest standards of governance are being applied by you and your fellow board directors.

ClubsNSW will automatically capture CPD points for industry-managed events. Your attendance at externally managed events and training requires voluntary manual reporting at the end of each calendar year. Use this form to report your attendance at external activities for the last 12 months (1 Jan–31 Dec).

Use the **SEND** option at the bottom of the page to return your results by email. Alternatively, you can print the form and fax to 02 9268 3066.

Name

Date

Position

Club

External [Recorded manually]	CPD Points	Completed D/Month	Total
Maintain membership of AICD or appropriate professional association	15		
Completes relevant professional development in their professional field (e.g. CPA, Lawyer) [‡]	15		
Attend Australian Institute of Company Directors Annual Conference	20		
Complete a full day Strategic Planning Session	20		
Successful completion of a semester's courses in progress towards a recognised qualification*	25		
Attend approved industry study tour [#] (e.g. CMAA, PKF)	25		
Graduate of Australian Institute of Company Directors*	30		
Certificate IV in Governance, Business, Finance, Commerce, Law, Marketing or Hospitality*	30		
Diploma in Business, Governance Finance, Commerce, Law, Marketing or Hospitality*	35		
Advanced Diploma in Business, Governance Finance, Commerce, Law, Marketing or Hospitality*	40		
Bachelor Degree in Business, Governance, Finance, Commerce, Law, Marketing or Hospitality*	45		
Masters of Business Administration*	50		

* Only recorded once in year of completion. Please attach copy of transcript.

Tour must be approved by ClubsNSW, in line with ClubsNSW Best Practice Guideline on travel.

‡ Must be content approved by ClubsNSW relevant to governance, management or strategy.

SEND