

Australian Association of Social Workers

# Continuing Professional Development

## My CPD Record User Guide

V1.1  
(18.08.2020)



**AASW**

Australian Association  
of Social Workers

## ‘My CPD Record’

My CPD Record is the online system to record and track your professional development. Members can use the system to record, amend and update their professional development record at any time. Please refer to the AASW [CPD Policy](#) for information on specific CPD requirements.

### Accessing ‘My CPD Record’

1. Visit the AASW website and login to the Member Centre using your member number and password

#### Member Login

Member Number

Password

Login >

2. To access your record, click My CPD Record on the sidebar in the Member Centre.

#### Member Centre

[Change password](#)

[My memberships](#)

[My events](#)

[My invoices](#)

[My CPD record](#)

[Online journals](#)

[‘Find a social worker’ and ‘Find a supervisor’ directories](#)

[Conduct of members](#)

[Video tutorials - how to use the AASW website](#)

3. Scroll to the bottom of the page to Open My CPD Record.

#### Frequently Asked Questions

Please view our CPD [FAQs](#) page, for responses to commonly asked questions.

Open My CPD Record >

## Adding Goals

1. In your CPD record page you will view goals that you can add yourself, click on the chosen goal name to add it. Please see the [CPD Policy](#) for more information on goals.

### Goals that you can add yourself

Accredited Member CPD Goal 2020/21	Find Out More >
Applying for Accredited Family Violence Social Worker CPD Goal 2020/21	Find Out More >
Applying for Accredited Clinical Social Work CPD Goal 2020/21	Find Out More >

2. If you would like to delete a goal contact the CPD team by emailing: [cpd@asw.asn.au](mailto:cpd@asw.asn.au)

## Entering Activities

To record an activity, go to your CPD record page click on “Add Activity” above your current goals.

### My CPD Record

#### Add CPD Activities

Click on the button below to enter a new CPD activity.

Add Activity >

1. Select the correct category from the drop-down menu for your activity
2. Enter the name or a brief description of the activity
3. Enter the date you completed the activity using the small calendar (first the year, then the month and last the day)
4. Enter some comments or details about the activity (like the name of the course provider)
5. Select if the activity is relevant to Mental Health, Focused Psychological Strategies, Family Violence, Supervision, Aged Care, Child Protection, Disability, Clinical (you can select multiple areas of practice)

For a full description of which activities can be recorded in each category: Supervision, Skills and Knowledge and Professional Identity please refer to the [CPD Policy](#)

For most activities you are required to record your activities in single, separate entries, however, Supervision may be recorded in one block entry with the total number of hours completed over a period of time.

## Adding Evidence

1. At the bottom of your CPD record page you will have the option to add evidence, select “Nominate Evidence” now to upload supporting documents.  

Nominate Evidence

Later

Now
2. You must add comments in the “Further evidence of participation” text field box

When uploading evidence, you can only upload two documents as the system does **not** have the capability to save additional documents.

Evidence for Supervision may be presented via completion of the [Record of Supervision Template](#) or other preferred means as per the CPD Policy. For detailed description of what form of evidence is accepted for all activities please refer to the CPD Policy.

## Troubleshooting common issues

### My Goal displays as “Not Achieved”

This usually occurs when one of the category requirements has not been met. Please review your goal categories and the number of hours for each by checking:

1. The date entered for the activity is correct and for the current financial year (activities will self-record in the correct financial year)
2. You did not select if the activity is MH or FPS relevant
3. You have added the correct financial year goal

### My activities appear not to have been saved

The most common reason for activities that appear not to have been saved is the date has been entered incorrectly. Depending on your internet browser, you may have found that you had to manually enter in a date when adding your activity. In some cases, this is entering the activity in the year 0020, instead of 2020. Please check the following items:

1. Use Google Chrome browser to enter your activities, this ensures the calendar appears in order to select the correct completion date



2. If the calendar pop up still does not appear, ensure to enter the completion date in this format: DD/MM/YYYY

### My Activities are duplicated

This commonly occurs if you hit save multiple times while the system is in the process of saving, you can update or delete entries by reviewing the status of your goal.

For further assistance regarding your CPD Record please contact [cpd@asw.asn.au](mailto:cpd@asw.asn.au)

**Effective date: 11.08.2020**

**Document Owner: Education and Training Manager**

Version	Date	Description	Author
1.0	19.05.2020	New release	CPD Administrator
1.1	18.08.2020	Update terminology to reflect new CPD Policy	CPD Administrator

**Review period: annual (12months) or as required**

**Next review date: April 2021**