



AASW
Australian Association
of Social Workers

My CPD Record: User Guide

AASW Continuing Professional Development

My CPD Record: User Guide

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Introduction

The most effective way of keeping track of your CPD achievements is by logging them into the AASW online My CPD Record. Not only is the record accessible from any computer with an internet connection, it will also help you see which criteria you have met, and in which areas you may need to complete further hours.

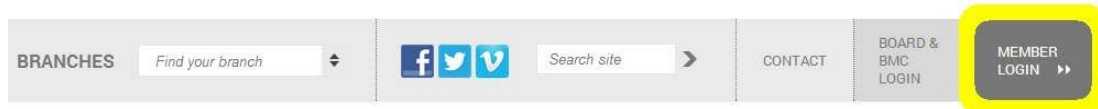
This CPD User Guide will guide you through the process of using the online My CPD Record, including logging in, adding activities, and troubleshooting.

If you are still having trouble after utilising this CPD User Guide, contact cpd@asw.asn.au for assistance.

Using the My CPD Record

Logging On

To access the Record, log in to the AASW Website using your membership number:



Member Login

Member Number

Password

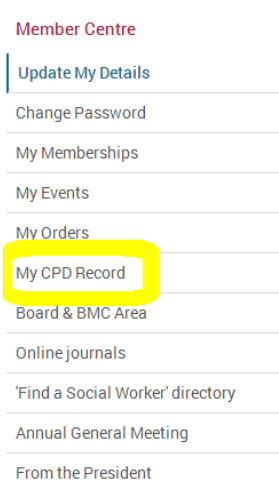
Login >

[Forgot your password?](#)

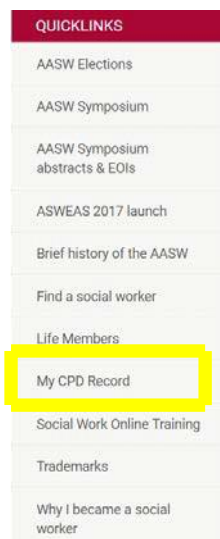
Then

Follow *one* of these steps to access the online record:

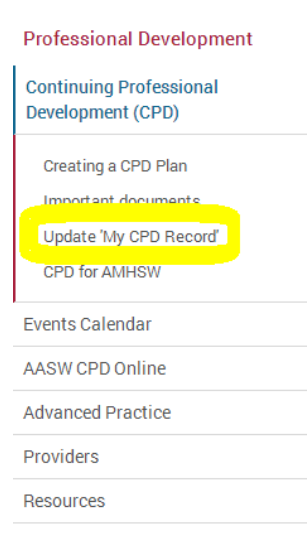
From the 'My Account' screen, click on the link to 'My CPD Record' in the left menu:



From the home page of the website, there is a quick links option on the right hand side click on the option link to 'Record my CPD' toward the bottom of the screen:



From anywhere on the website, click on 'Professional Development' in the top grey menu, then select 'Update My CPD Record' on the left



Landing Page

Each of the links in the previous step will take you to the landing page for the CPD record. The landing page contains instructions for the CPD Record, including

- A link to this CPD User Guide
- Video tutorial on how to use My CPD Record.

When you would like to proceed to your goals select the option to open My CPD Record at the bottom of the page.

My CPD Record

Welcome to My CPD Record, 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. All members (excluding retired & student) are encouraged to complete the CPD Goals relevant to their membership type.

AMHSW and social workers who are registered to use the Accredited Social Worker Trade Mark need to achieve the relevant CPD goals annually in order to retain AMHSW status or to continue to use the Accredited Social Worker Trade mark. If members experience any difficulty in achieving any CPD goal they should contact the AASW for advice and support on cpd@asw.asn.au

User Guide

For assistance in entering and editing activities, please refer to our CPD Record User Guide:



You can also watch our useful video tutorial here:



Frequently Asked Questions

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



Within the My CPD Record

The My CPD Record is broken into four main areas/functions:

1. CPD goals for current membership year

Below is a list of all goals relevant to your current membership year. You *may* have more than one goal listed here depending on your level of membership, including:

- Accredited Member CPD Goal
- Applying for Accredited Mental Health Social Worker CPD Goal
- Accredited Mental Health Social Worker CPD Goal
- Applying for Accredited Family Violence Social Worker CPD Goal
- Accredited Family Violence Social Worker CPD Goal

*** NOTE: Further CPD Goals related to upcoming AASW Credentials will be made available over the 2018-2019 financial year. In the interim, members can allocate CPD activities towards all current and upcoming Credentials by using the 'Discipline Fields' when adding a new activity to their CPD Record. This is outlined on pages 8-9 of this document ***

2. 'Add Activity' button

Press this button to begin entering your CPD activities. Activities will be automatically allocated to the correct goals, based on the 'date of completion' that you enter for each activity. Refer to [Entering Activities](#) below for more information.

3. Goals that you can apply yourself

If you are considering applying for an AASW Credential, you can add the associated CPD Goal directly to your CPD Record. Members can currently apply the following Credential-related Goals:

- Applying for Accredited Mental Health Social Worker status CPD Goal
- Applying for Accredited Family Violence Social Worker status CPD Goal

As new Credentials are made available to members, all associated CPD Goals will be added to the CPD system for members to utilise.

4. CPD goals for previous membership years

The CPD record provides a summary of all member CPD goals, for both current and previous years. For financial years prior to 2015-2016, additional Goals such as Advanced Accredited and Australian College of Social Workers existed. These Goals are no longer available to members. Refer to the [2018 AASW CPD Policy](#) for all current Goals and Credentials.

Please note:

The online My CPD Record is a separate system to PDF or Word document versions of CPD logbooks. If you have previously used these alternative methods of recording your activities, then your online system will display as 'Not Achieved'. This is not an error, and does not affect your level of accreditation for that time-period. For more information please refer the [Troubleshooting](#) section of this document.

A snapshot of the My CPD Record is provided overleaf, with these four key areas highlighted.

Goals for current membership year (financial year)

My CPD Record

Current Goals

Below are the allocated CPD Goal/s relevant to the current financial year:

Goal Name	Status	Hours	Start Date	End Date
Accredited Member CPD Goal 2017/18	Not Achieved	0 / 30	1st Jul 2017	30th Jun 2018

Add Activity >

Add activity button

Goal that you can apply to yourself

Applying for Accredited Mental Health Social Worker status CPD Goal 2017/18

Find Out More >

Goals that you can allocate yourself – if you are considering applying for AMHSW status

Past Goals

Below is a record of your CPD goal history for preceding financial year(s). To view the activities that have been entered for a specific time period, select the goal name. A print option is available also.

Goal Name	Status	Hours	Start Date	End Date
Advanced Accredited Member CPD Goal 2012/13	Achieved	180 / 50	1st Jul 2012	30th Jun 2013
Advanced Accredited Member CPD Goal 2013/14	Achieved	151 / 50	1st Jul 2013	30th Jun 2014
Advanced Accredited Member CPD Goal 2014/15	Achieved	169 / 50	1st Jul 2014	30th Jun 2015
Accredited Member CPD Goal 2015/16	Achieved	247 / 30	1st Jul 2015	30th Jun 2016
Accredited Member CPD Goal 2012/13	Achieved	180 / 30	1st Jul 2012	30th Jun 2013
Accredited Member CPD Goal 2013/14	Achieved	151 / 30	1st Jul 2013	30th Jun 2014
Accredited Member CPD Goal 2014/15	Achieved	169 / 30	1st Jul 2014	30th Jun 2015
Accredited Member CPD Goal 2016/17	Achieved	100.5 / 30	1st Jul 2016	30th Jun 2017

Goals for previous membership years (financial years)

Entering Activities

To enter an activity, click on the [‘Add Activity’](#) button on the main page.

Category

Use the drop down menu to select a category and activity type. The system will allocate your activities to their categories depending on which selection you make.

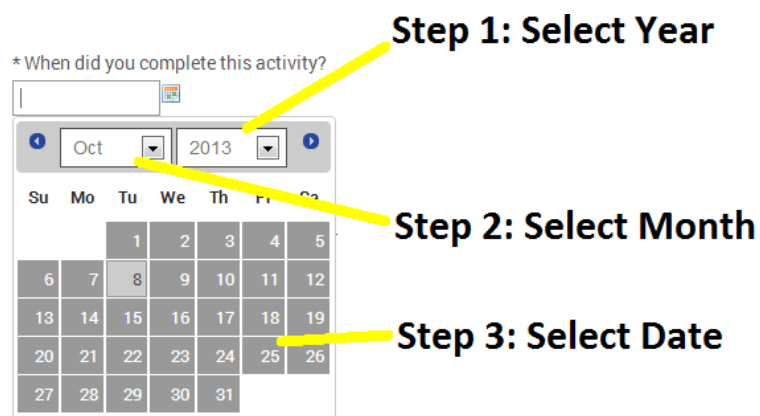
For a deeper understanding of the CPD Categories, refer to the [CPD Policy](#)

Activity Details

Enter the name or a description of the activity.

Date

To enter the date, first select the year, then the month, then finally click on the date. Clicking on the date is like hitting ‘save’ – the system will hold whatever year and month information has been entered at this point. For activities that occur on a regular basis (like supervision) you may record one activity for the financial year and total the time you have spent on such an activity. In instances such as these you would put the end date of the activity, which would be the end of the financial year.



Hours

The current CPD Policy is an hours-based system, which means members simply record the total number of hours it took them to complete the activity.

Numbers are recorded in decimal format, so for a half-hour activity, enter 0.5 hours.

Discipline fields for CPD activities related to AASW Credential requirements

When adding an activity, use the 'Discipline Filters' to record whether your CPD activity meets the specific requirements of one or more AASW Credential/s.

Note: You must first select a 'Category' for the activity, before applying the 'Discipline Filter'.

Add Activity

Add a record of a professional development activity below.

Add Activity

* Category - Select activity type if listed

Thoughts/comments about activity

Discipline 1: Select if activity is related to AASW Mental Health Accreditation CPD requirements

Discipline 2: Select if activity is related to the following AASW Credentials (multiple selections possible)

- Family Violence
- Supervision
- Aged Care
- Child Protection
- Disability
- Clinical

Cancel >

Save / Return >

Discipline 1

Use Discipline 1 to record CPD activities related to Accredited Mental Health CPD only. Use the drop-down menu to select between:

- Mental Health (20 hours required)
- Focused Psychological Strategies (10 hours required)

Discipline 2

Use Discipline 2 to record CPD activities related to all other AASW Credentials, via the tick boxes available. Activities can be allocated towards the following areas:

- Family Violence
- Supervision
- Aged Care
- Child Protection
- Disability
- Clinical

Where relevant, it is possible to allocate **multiple areas of practice to a single activity** under Discipline 2.

How to use the Discipline Fields to record CPD activities that are relevant to more than one Credential

If your CPD activity is **relevant to more than one AASW Credential**, you can select multiple options using a combination of Disciplines 1 and 2. Refer to the following examples for further guidance.

Single Discipline Entries

- You have completed an activity relevant to Mental Health. Select Mental Health under Discipline 1.
- You have completed an activity relevant to Focused Psychological Strategies. Select Focused Psychological Strategies under Discipline 1.
- You have completed an activity relevant to Family Violence. Select Family Violence under Discipline 2.

Multiple Discipline Entries

- You have completed an activity relevant to BOTH Mental Health and Family Violence. Select Mental Health under Discipline 1, and Family Violence under Discipline 2.
- You have completed an activity relevant to BOTH Family Violence and Supervision. Select both Family Violence and Supervision under Discipline 2.

Submitting Evidence

At the bottom of the 'add activity' page is a field 'nominate evidence' with the option to upload your evidence now or later.

Uploading evidence is not mandatory. Members may choose to upload documentation if they wish to keep their files in one central place - however these documents are not required for accreditation purposes. If you **do not** wish to upload evidence, leave the field 'Nominate evidence' set to 'Later', and continue down to the 'Save/Return' button.

For members who wish to upload evidence:

- Select 'Now'
- Enter some text into the field 'Further evidence of participation'**
- Click 'Choose file' to select your evidence

The screenshot shows the 'Nominate Evidence' section of a form. At the top, there are two radio buttons: 'Later' (selected) and 'Now' (highlighted in yellow). Below this is a section titled 'Evidence Form' with a blue dotted line. A bullet point reads: 'Please provide any further evidence regarding your participation, e.g. details of presenter/organiser & contact details as appropriate'. Below this is a text area labeled '* Further evidence of participation' (highlighted in yellow). To the right of the text area, there is a note: 'Supporting documents could include attendance certificates, receipts, any other documentary evidence of participation'. Below the text area are two file upload sections, 'Supporting Document 1' and 'Supporting Document 2', each with a 'Choose File' button and the text 'No file chosen' (both sections are highlighted in yellow). At the bottom, there are three buttons: 'Cancel', 'Save', and 'Save / Return' (the latter is highlighted in yellow).

****Note:** If you do not enter any text into the 'Further evidence of participation' field, the system will fail to save your file

Viewing Activities

To view activities, from the main page of your CPD Record, click on the goal you are working to complete. For example: 'Accredited CPD Goal 2017/18'.

You will be taken to a full list of all activities that have been allocated to that goal.

Editing Activities

To edit activities, follow the instructions above for 'Viewing Activities' to see a list of all the activities you have entered.

To the right of each entry, you will see an 'edit' button and a 'delete' button for each activity.

Printing Activities

To print your CPD Record, click on the goal you need to print, so that you are in the list of activities that have been allocated to that goal (as described in [Viewing Activities](#))

Within that page, you will see a small icon of a printer below the title:

Accredited Member CPD Goal 2017/18



Listed below is a record of all professional development activities you have recorded in My CPD Record that are contributing to achieving this Goal. The entry you have made for each activity is fully editable.

Click on the printer to open the print options for your browser. Depending on the settings of your computer, you should be able to print to your printer, or save/print as a PDF file.

Troubleshooting

I can't see any Goals on my CPD Record

When you log in to your CPD record, you should see a list of '[Current Goals](#)' for the current financial year, as well as a list of '[Past Goals](#)' for any previous financial years that you were a member.

Occasionally some members may find that the system has not allocated any goals to them. This may occur for one of two reasons:

- They were not members at the time the system ran the annual automatic update
- Very occasionally the system misses a member when automatically allocating goals

If either of these situations applies to you, you will not be able to view any of your entered CPD activities.

The situation is easily rectified by emailing cpd@asw.asn.au and asking for the goals to be manually added to your record.

There are no current Goals on my CPD Record

Refer to above

I am applying for an AASW Credential. How can I allocate this Goal?

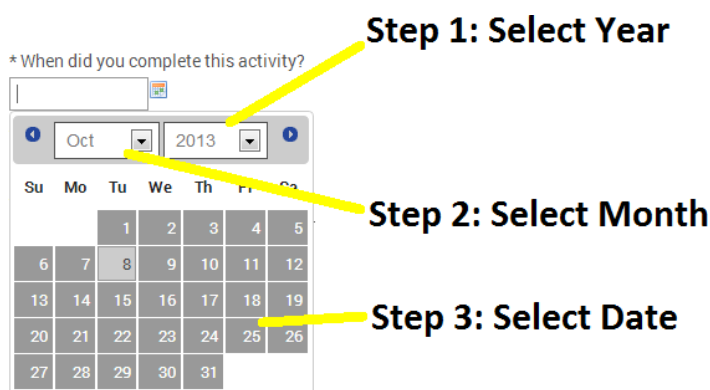
If members wish to apply for an advanced Credential (such as Mental Health or Family Violence Accreditation), they can allocate the relevant 'Applying Goal' for the current financial year. Members can also select the 'Find out more tab'.

The activity date won't save or has been saved incorrectly

Activity dates must be entered in a specific manner via the calendar on order to be viewed and attributed to the relevant CPD Goal.

When you are selecting the date from the drop-down calendar: FIRST select the year, SECONDLY select the month, and LASTLY select the day within the month. Clicking on the date is like hitting 'save' – the system will hold whatever year and month information has been entered at this point.

Note: If you choose to type in the date rather than use the calendar, you MUST use the following format: DD/MM/YYYY.



My Goal is displayed as 'Not Achieved', despite enough hours entered

You may find that one (or more) of your goals are displaying as 'Not Achieved', even though you have entered more than enough hours for that goal.

For example, in the screenshot below, you can see that the *Accredited Mental Health Social Worker Goal* for 2012/13 has the status 'Not Achieved', despite having 1,031 out of 50 hours entered.

Past Goals

A complete record of your CPD history for preceding membership year(s)

Goal Name	Status	Hours	Start Date	End Date
Accredited Member CPD Goal 2012/13	Achieved	1031 / 30	1st Jul 2012	30th Jun 2013
Advanced Accredited Member CPD Goal 2012/13	Achieved	1031 / 50	1st Jul 2012	30th Jun 2013
Accredited Mental Health Social Worker CPD Goal 2012/13	Not Achieved	1031 / 50	1st Jul 2012	30th Jun 2013
Standard AASW CPD Goal	Not Achieved	0 / 30	1st Jul 2011	1st Jul 2012
Accredited Social Worker CPD Goal	Not Achieved	0 / 75	1st Jul 2011	1st Jul 2012

To drill down into the reason why, click on the Goal Name. You will be taken to a list of all criteria for that goal, with a list of relevant activities under each.

By clicking on the Goal Name, you will be taken to a page which lists all that has been entered for that time period.

In the screenshot below you can see that the criteria '10 hours of Category 1' is listed as 'Achieved'. Directly under that is a full list of all the activities that are counting towards that criteria (in this case, Receiving supervision).

The supervision has also been identified as being relevant to Focused Psychological Strategies.

As long as the social worker is able to identify how this activity is relevant to Focused Psychological Strategies, then applying the FPS filter is acceptable. For example, if during this supervision session the social worker discussed the implementation of various therapeutic interventions such as: Cognitive Behavioural Therapy and Interpersonal Therapy. Evidence of this could be provided in the form of a supervision log or a letter from the supervisor.

PD Requirement

Detailed below is that status of this goal with each recorded activity listed under the relevant Category.

Goal Name	Status	Hours	Start Date	End Date
Applying for Accredited Mental Health Social Worker status CPD Goal 2015/16	Not Achieved	10 / 50	1st Jul 2015	30th Jun 2016

Criteria

Criteria Name	Hours	Status										
Category 1: Supervision	10.00 / 10.00	Achieved										
<table border="1"> <thead> <tr> <th>Name of Activity</th> <th>Date</th> <th>Category</th> <th>Hours</th> <th></th> </tr> </thead> <tbody> <tr> <td>supervision with joe bloggs</td> <td>16th Sep 2015</td> <td>Receiving supervision</td> <td>10.00</td> <td>EDIT DELETE</td> </tr> </tbody> </table>	Name of Activity	Date	Category	Hours		supervision with joe bloggs	16th Sep 2015	Receiving supervision	10.00	EDIT DELETE		
Name of Activity	Date	Category	Hours									
supervision with joe bloggs	16th Sep 2015	Receiving supervision	10.00	EDIT DELETE								
Category 2: Skills and Knowledge	0 / 15.00	Not Achieved										
Category 3: Professional Identity	0 / 5.00	Not Achieved										
A total of 50 hours of PD (including those hours recorded for Cat 1,2 & 3)	10.00 / 50.00	Not Achieved										
<table border="1"> <thead> <tr> <th>Name of Activity</th> <th>Date</th> <th>Category</th> <th>Hours</th> <th></th> </tr> </thead> <tbody> <tr> <td>supervision with joe bloggs</td> <td>16th Sep 2015</td> <td>Receiving supervision</td> <td>10.00</td> <td>EDIT DELETE</td> </tr> </tbody> </table>	Name of Activity	Date	Category	Hours		supervision with joe bloggs	16th Sep 2015	Receiving supervision	10.00	EDIT DELETE		
Name of Activity	Date	Category	Hours									
supervision with joe bloggs	16th Sep 2015	Receiving supervision	10.00	EDIT DELETE								
Develop a plan to meet your CPD needs	0 / 1.00	Not Achieved										
20 hours relevant to Mental Health practice	0 / 20.00	Not Achieved										
10 hours relevant to Focused Psychological Strategies	10.00 / 10.00	Achieved										
<table border="1"> <thead> <tr> <th>Name of Activity</th> <th>Date</th> <th>Category</th> <th>Hours</th> <th></th> </tr> </thead> <tbody> <tr> <td>supervision with joe bloggs</td> <td>16th Sep 2015</td> <td>Receiving supervision</td> <td>10.00</td> <td>EDIT DELETE</td> </tr> </tbody> </table>	Name of Activity	Date	Category	Hours		supervision with joe bloggs	16th Sep 2015	Receiving supervision	10.00	EDIT DELETE		
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supervision with joe bloggs	16th Sep 2015	Receiving supervision	10.00	EDIT DELETE								

To find which requirements haven't been met, you must read through the list, until you find the areas that are marked 'Not Achieved'.

In the example given, outstanding requirements are for:

- At least 15 hours need to be listed for Category 2: Skills and Knowledge
- At least 5 hours need to be listed for Category 3: Professional Identity
- Add the activity Develop a CPD Plan (which is listed under Category 2)
- Identify 20 hours worth of CPD that is relevant to Mental Health.

Old Goals are displayed as 'Not Achieved', showing 0 hours entered

In the screenshot that follows, you will notice that the Goals from the 2011/12 membership year are displayed as 'Not Achieved', and the number of hours allocated to each goal is '0 / 30' and '0 / 75'.

These readings suggest you did not use the online My CPD Record to record my CPD activities in the 2011/12 financial year. Given that this was the first year that the online system was widely available, this is not an uncommon situation.

The online My CPD Record is a separate system to the older PDF or Word document versions of the logbooks. The online system will only list what you have engaged in, if you use the online system. If you have previously used these alternative methods of recording your activities, then your online system will display as 'Not Achieved'.

If you are concerned about the older goals displaying as 'not achieved', then you may write to cpd@asw.asn.au and ask for these to be removed from your record.

Past Goals

A complete record of your CPD history for preceding membership year(s)

Goal Name	Status	Hours	Start Date	End Date
Accredited Member CPD Goal 2012/13	Achieved	1031 / 30	1st Jul 2012	30th Jun 2013
Advanced Accredited Member CPD Goal 2012/13	Achieved	1031 / 50	1st Jul 2012	30th Jun 2013
Accredited Mental Health Social Worker CPD Goal 2012/13	Not Achieved	1031 / 50	1st Jul 2012	30th Jun 2013
Standard AASW CPD Goal	Not Achieved	0 / 30	1st Jul 2011	1st Jul 2012
Accredited Social Worker CPD Goal	Not Achieved	0 / 75	1st Jul 2011	1st Jul 2012

My CPD Plan says 'Not achieved'

One criteria common to all CPD goals is the requirement to Develop a plan relevant to your CPD needs. This requirement encourages members to plan out their CPD needs each year, to ensure selected activities are relevant to their professional development needs.

Enter your CPD Plan via Category 2, as per below:

Add Activity

* Category - Select activity type if listed

Category 2: Skills and Knowledge > Develop a CPD plan (required)

* Name/description of activity

CPD plan

For more information on CPD Plans, refer to the [CPD Plan Page](#) of the AASW website

My activities have been duplicated

Sometimes members find that one of their activities has been duplicated by the system, so that there are two identical activities next to each other.

This generally occurs if a member hits 'save' or 'save/return' multiple times, while the entry is still in the process of saving.

To rectify this, access the relevant Goal, and select 'delete' for the duplicated entry.

My uploaded evidence files won't save

If you are having trouble uploading your files, please review the section on [Submitting Evidence](#). The CPD Record is very particular in how the information must be uploaded.

If you do not enter any text into the field 'Further evidence of participation', the system will fail to save your file.

I am unable to edit/delete activities for 2014-2015 financial year

The AASW undertook a major revision to the CPD policy on the 1 July 2015. On 30 August 2015, the CPD system was updated to reflect these 'new' requirements. Thus anything entered prior to this date, cannot be changed by members.

If there is an error or your CPD Record for this period, and/or if you would like something edited or deleted, please email cpd@asw.asn.au