

A practical guide to CPD

The end of the CPD year is fast approaching... Make sure you have your 10 points by 31 March 2017.

It is a condition of all practising certificates (PCs) issued in the NT that practitioners must comply with the CPD scheme as set out in Schedule 2 of the *Legal Profession Regulations 2007*.

10 CPD points

The CPD year begins on 1 April and ends on 31 March the following year. In each year you must complete a minimum of 10 CPD points to maintain your PC.

Pro-rata

If you commence or recommence practice after the start of the CPD year, you are only required to complete points on a pro-rata basis. The following table outlines the pro-rata scheme for practitioners who do not hold a PC as at 1 April in a CPD year:

Month	CPD points required	Core competencies
April	10	3
May	9	3
June	8	3
July	7	2
August	6	2
September	5	2
October	4	1
November	3	1
December	2	1
January	1	0

The Society has also implemented a policy that applies to practitioners who do hold a PC as at 1 April but do not hold a PC for the entire CPD year:

Months engaged in legal practice	CPD points required	Core competencies
(commencing 1 April)	CPD points required	Core competencies
12 months	10	3
11 months	9	3
10 months	8	3
9 months	7	2
8 months	6	2
7 months	5	2
6 months	4	1
5 months	3	1
4 months	2	1
3 months	1	0
2 months or less	0	0

Accumulate points in each competency area

Practitioners must accrue at least one CPD point in a substantive law (SL) competency and one CPD point in each of the three prescribed core competencies (CA, CB, CC):

Core competency	Non-exhaustive list of topic examples*
Professional ethics and responsibility (CA)	Difference between the duty of confidentiality and legal professional privilege; Duty not to abuse the court process or the administration of justice; Undertakings; Written and unwritten rules of professional conduct / courtesy; Ethical duties in advocacy; Communicating directly with third parties.
Practice management and business skills (CB)	Work Life Balance; Billing; Negotiating fees; Effective use of technology; Trust account management; Risk management; File management
Professional skills in legal practice (CC)	Cross cultural awareness; Client interviewing – principles and techniques; Plain English advice; How can I be sure my client understands me?; Negotiation techniques; Advocacy workshops.

* A full list of topic examples can be found on the Society's website at:
http://lawsocietynt.asn.au/images/stories/documents/2014_Forms/List_of_topics_for_core_competencies_2014.pdf

Accruing CPD points

You can claim CPD points gained in January, February or March towards either the current CPD year or the following CPD year, but you can only claim points once.

Some activities have different CPD point 'values' that you will need to know for recording purposes. There are also limits to the number of CPD points that can be accrued for particular CPD activities – either for a single activity or for that type of activity per annum.

What you need to submit

You must provide to the Society an **Annual CPD Certificate** no later than 31 March each year detailing your compliance with CPD obligations for the CPD year.

If you have not accrued all of your required CPD points (including the three core competencies) by 31 March, then you can accrue further points towards your outstanding obligation between April and June. You must also lodge a **Supplementary CPD Certificate** with the Society by

CPD activity	CPD point accrual rate	Maximum CPD points per activity	Maximum CPD points per annum
Preparing or giving a presentation	0.5 points per 30 mins	5	No limit
Attending a seminar	0.5 points per 30 mins	No limit	No limit
Private study using audio or visual material	0.5 points per 30 mins	No limit	5
Preparing or giving a lecture	0.5 points per 30 mins	5	No limit
Writing an article	0.5 points per 500 words	No limit	5
Refereeing or structural editing of an article	0.5 points per 500 words	No limit	5
Committee participation	0.5 points per 60 mins	No limit	3
Attending lectures (post-graduate study)	0.5 points per 30 mins	No limit	5
Writing assignments or a thesis (post-graduate study)	0.5 points per 500 words	No limit	5

30 June to claim those further points towards satisfaction of your CPD obligations.

Approved Annual CPD Certificate and Supplementary CPD Certificate forms can be obtained from the Society's website.

Keep supporting documentation

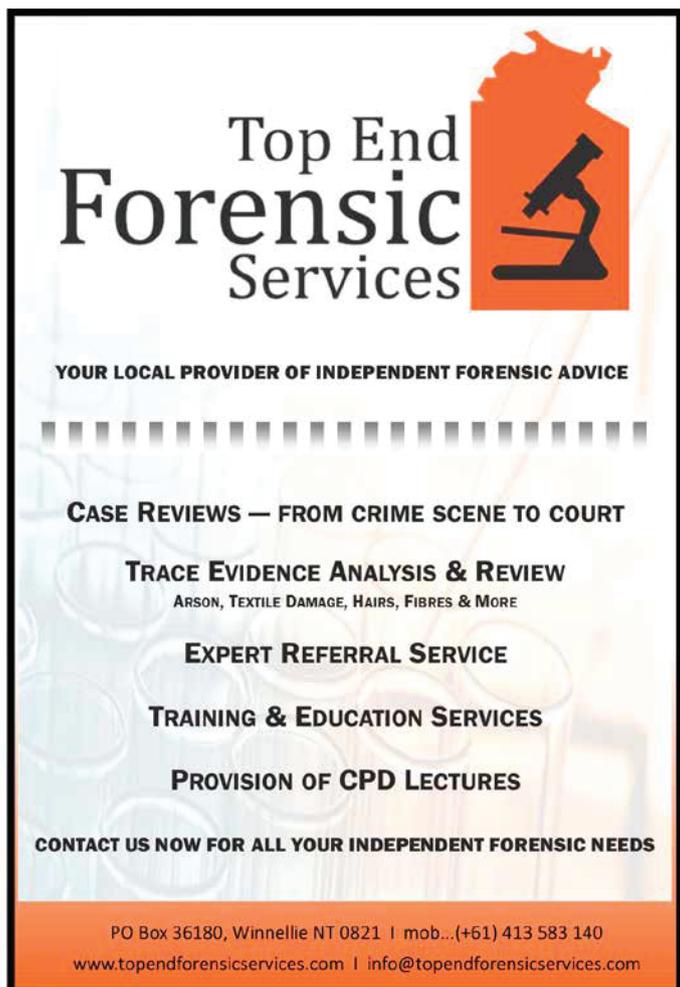
You will need to retain supporting documentation for at least twelve months after completion of the CPD year. Supporting documentation will only be required to be produced to the Society if you are audited. **You do not need to send it with your Annual CPD Certificate or Supplementary Certificate at the end of the CPD year.** Supporting documentation can include receipts, enrolment records, certificates, transcripts, attendance list, assessment reports, employer reports, statutory declarations and detailed diary notes.

CPD at the Society

The Society provides practitioners with many opportunities throughout the year to earn CPD points through seminar attendance (in some instances videoconferencing is available). Many seminars (not all) are recorded onto DVD which can be purchased. A current list of DVDs is available from the Society's website.

Further information

Please visit the Society's website at lawsocietynt.asn.au/for-the-profession/continuing-professional-development-cpd.html for detailed information on CPD requirements.



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**THE CPD YEAR COUNTDOWN
WILL BEGIN SOON!**

**ANNUAL CPD CERTIFICATES
ARE DUE 31 MARCH 2017**

Will you have your 10 points?

For more information about
CPD points, please visit the
Society's website at
www.lawsocietynt.asn.au