

Explanatory notes to the CPD Log Book template



What is the purpose of the Continuous Professional Development (CPD) Log Book template?

FASEA has published this CPD Log Book template to assist Relevant Providers as they have primary responsibility for collecting and maintaining evidence of their Continuing Professional Development (CPD) activities.

The CPD Log Book template sets out the types of information Relevant Providers should consider recording regarding their CPD activities so they can demonstrate they have met the CPD requirements.

Please Note: It is NOT a mandatory requirement to use FASEA's CPD Log Book template. FASEA has provided it for guidance purposes only, so you may modify FASEA's template or design and use your own template.

Who should use the CPD Log Book template?

The CPD Log Book template can be used by:

- Relevant Providers to record their CPD activities;
- Financial services licensees (Licensees) to guide their Relevant Providers or as the basis for designing their own CPD Log Book; and
- Consultants and other professionals who support licensees as reference material.

The CPD Log Book template is designed to be used by the Relevant Providers given their responsibility to keep records of their CPD activities to meet the standard. However, FASEA understands that Licensees support their advisers by offering and maintaining CPD activities which may be recorded using this template.

How should the CPD Log Book template be used?

FASEA has provided the same CPD Log Book template in two formats; one is an editable PDF and the other is a spreadsheet. You should choose the format that best suits how you work and how you keep your records. Note though, that if you run out of space in the editable PDF, you cannot add lines, instead you will need to start a new page.

The CPD Log Book should be updated as and when CPD activities are completed. A Relevant Provider should record all the relevant details for each CPD activity that they undertake. The column headings and footnotes provide guidance about the content required in each column.

Why should the CPD Log Book template be used?

A CPD Log Book is for Relevant Providers to use when recording their CPD activities. It is an important tool that will enable Relevant Providers to demonstrate they have:

- Kept continuous, accurate and up-to-date records of CPD activities;
- Complied with requirements to complete 40 CPD hours in total over the course of the CPD year; and
- Divided those 40 CPD hours between the specified types of CPD Activities in accordance with legislative requirements.

Maintaining a CPD Log Book will also assist Relevant Providers to:

- Demonstrate they have complied with their Licensee's CPD Policy;
- Provide CPD records to their current Licensee or any future Licensee; and
- Provide evidence they have met the currency of knowledge (Standard 10) in the FASEA Code of Ethics in the event of monitoring from a Code Monitoring Body and/or ASIC.

Where can I find more information about CPD requirements??

For more information about the CPD Standard, please refer to FASEA's **FPS004 Continuing Professional Development Policy**, the **Legislative Instrument** and the **Explanatory Statement** for that Legislative Instrument.

