Work and training professional year – Work activity logbook

Quarter 1

Candidate's name

New entrant registration number

Commencement date

Completion date

Work activities hours

Structured training hours

Accelerated Quarter 1

☐ Yes ☐ No Reason (if yes)

Date	Description of work activity*	Supervisor of activity (name)	Supervisor's AR number	Number of hours
			TOTAL HOURS	

*Please ensure the detail in the description of the activity is sufficient to identify that it is one of the Quarter 1 activities listed in the Notes below.

Candidate's Declaration

This Work Activity Logbook is a true and accurate record of the work activities I completed during Quarter 1 of my Professional Year.

Signature

Date

Candidate's name

Supervisor's Declaration

This Work Activity Logbook is a true and accurate record of the work activities the Candidate completed during Quarter 1 of their Professional Year.

Signature

AR number (from ASIC's Financial Adviser Register)

Supervisor's name

Date

NOTE 1

Section 10 of the Corporations (Work and Training Professional Year Standard) Determination 2018 sets out the following activities for Quarter 1:

- Shadow the Supervisor or other relevant providers nominated by the Supervisor in meetings with a range of clients;
- Complete post-meeting documentation as required and undertake follow up actions;
- Discuss with the supervisor appropriate advice strategies suitable to the clients' objectives, financial situations and needs; and
- Actively participate in administration and 'back office' activities.

NOTE 2

The Licensee of a person undertaking a PY must ensure that, before that person has any direct or indirect interaction with a retail client, the client is informed, in writing, that the person is undertaking supervised work and training; and of the name and contact details of the person's Supervisor. Informing the client that the Candidate is undertaking a PY MUST be recorded in the Logbook as an activity.

Page number or date range