



ENGINEERS
AUSTRALIA

Online CPD Recording

CPD Recording User's Guide

September 2021



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Introduction

Recording any Continuing Professional Development (CPD) work you undertake is a requirement for the maintenance of your Chartered Status or NER registration, to demonstrate your commitment to professional practice and current knowledge. You will be asked to undergo a CPD Audit at least every five years from your Chartered or NER attainment. In addition, a record of CPD undertaken is often requested when you apply for Chartered or registration outcomes.

Engineers Australia's CPD requirements can be found [here](#).

The current requirements in brief are:

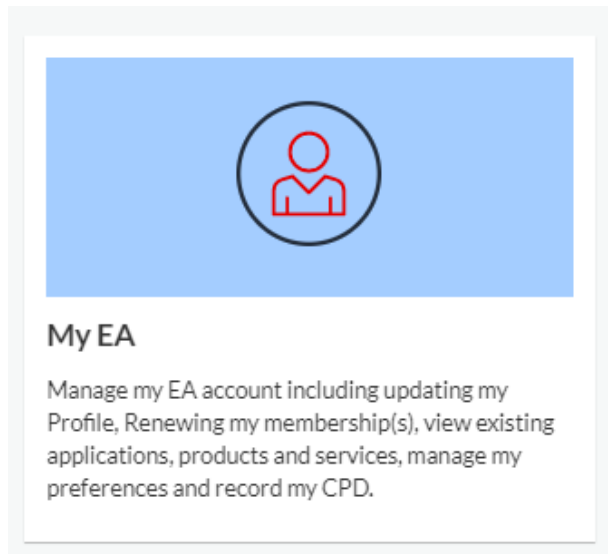
Minimum 150 hours of CPD over the past three years or five years if you have undertaken a 'Career Break'. Of the 150 hours, at least 10 hours on risk management, 15 hours on business and management and 50 hours per area of practice should be recorded.

The time allocated will be calculated based on your selection from the options and the 'Total Time Claimed' for the activity. The time allocations can be equal or less than the 'Total Time Claimed' but will not impact on your minimum 150 hour Total over your three or five year requirement. Any time not allocated will be placed in a general category.

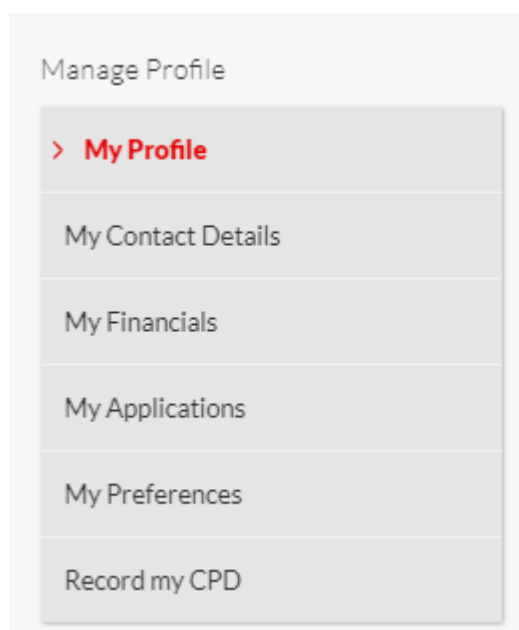
This guide outlines how to access and use Engineers Australia's online CPD recording platform. The platform allows for your CPD to be recorded in the desired format to allow for ease of user entry, easy progress tracking and audit response.

1. To access the online platform

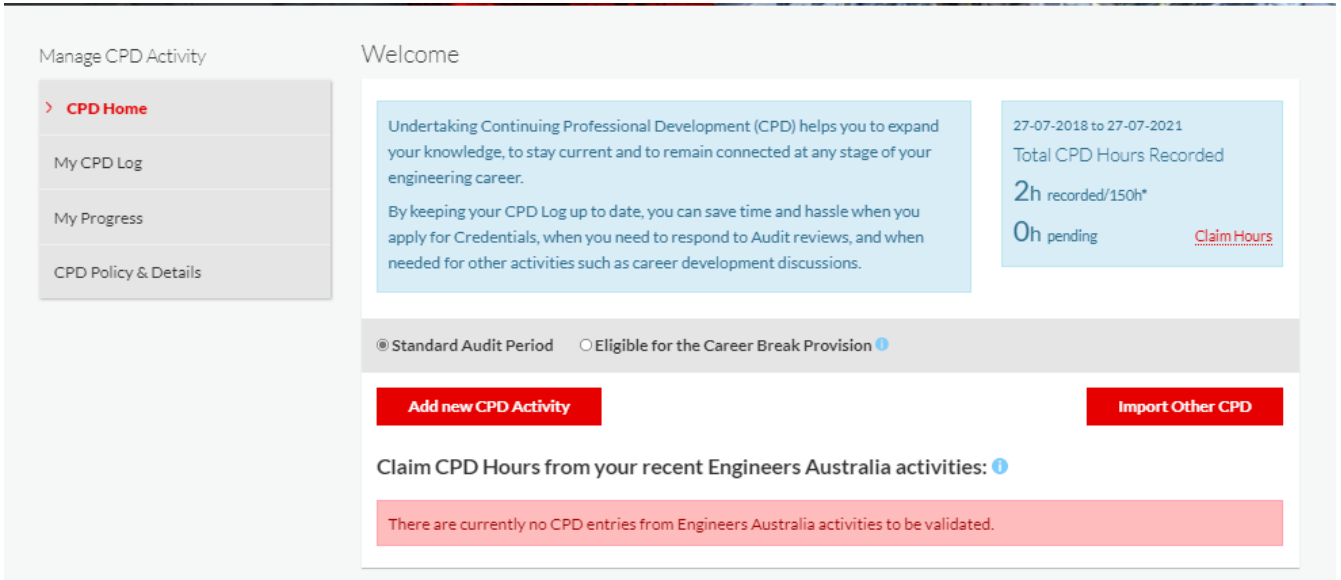
1. Log into myPortal with your EA ID and password.
2. Select the **My EA** tile from the landing page



3. Then select the **Record my CPD** option from the side left menu of your profile. You will then be automatically taken to the online recording platform.



2. CPD recording platform landing page



The screenshot shows the 'Manage CPD Activity' landing page. On the left is a navigation menu with 'CPD Home' selected. The main content area is titled 'Welcome' and contains a blue informational box about CPD, a summary box for the period 27-07-2018 to 27-07-2021 showing 2h recorded and 0h pending, and two red buttons: 'Add new CPD Activity' and 'Import Other CPD'. Below these are radio buttons for 'Standard Audit Period' (selected) and 'Eligible for the Career Break Provision'. A section for claiming CPD hours from recent Engineers Australia activities shows a message that there are currently no entries to be validated.

The landing page contains:

- A navigation menu
- A quick overview of your total hours recorded, based on the selected audit period
- The ability to adjust your audit period if applicable. (Note – you do need to seek approval from Engineers Australia to use the ‘Career Break’ provision that allows recording of CPD over five years rather than the standard three.)
- An **add new CPD activity** option to record a recent activity
- An **import other CPD** option (this will only remain in place until an Import has been undertaken).
- Ability to **claim CPD** hours from recent Engineers Australia events where we have a registration record.

3. To add a new CPD Activity record to your log

1. Click on the red **Add new CPD activity** button



Which will open the form below:

Manage CPD Activity

- CPD Home
- My CPD Log
- My Progress
- CPD Policy & Details

Record my CPD

Event Title/Activity Name *

Start Date & End Date*

Total Time Claimed * h m
(please enter hours and minutes rounded to the nearest 15 minutes)

Type of CPD activity undertaken *

Provider (optional)

What did you learn from this activity and how will this inform your engineering practice? *

B I | | | | | | | | | ?

How much of the activity was relevant to the following? *

	N/A	Some	Half	Most	All
Risk Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Business & Management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

How much of the activity was relevant to your Area(s) of Practice? *

	N/A	Some	Half	Most	All
Civil Engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

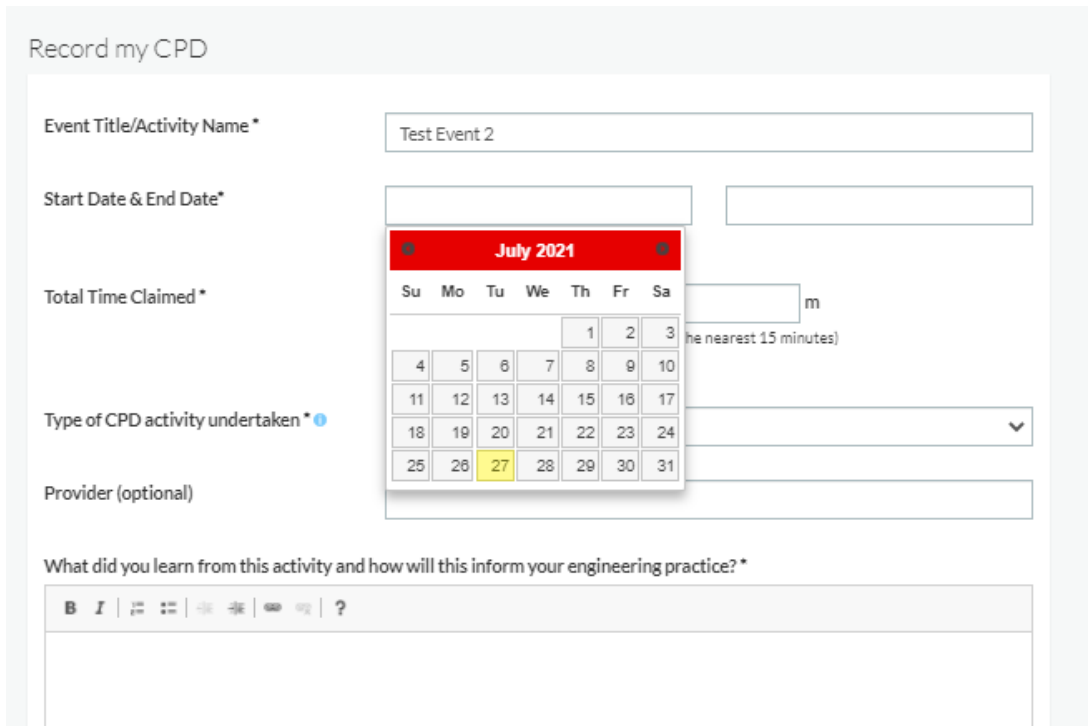
Add an Area of Practice

The time splits calculated for each category will be based on a percentage of the total time of the CPD activity entered. The split calculations do not need to equal the total time of the activity to account for overlap in activity content, but will not impact the total hour requirements you may need to meet for audit and application purposes.

The information entered is true & correct

2. Complete all form fields:

- a. Event title or activity name
- b. Start and end date of the activity - click in the date fields and a calendar will appear to use.



Record my CPD

Event Title/Activity Name *

Start Date & End Date*

Total Time Claimed * m (to the nearest 15 minutes)

Type of CPD activity undertaken *

Provider (optional)

What did you learn from this activity and how will this inform your engineering practice?*

B I | | | | | | |

- c. Total Time Claimed in hours and minutes (Minutes are to the nearest 15-minute interval). This is the total time claimed over the date period entered. For example, if you attend a two day conference for five hours each day, your total time entered would be 10 hours.
- d. Select the type of CPD that applies to the activity undertaken from the drop-down list. For further detail, please refer to our [CPD Types and Conditions document](#).
- e. Provider - This is an optional field, but you can list who conducted the activity you attended. For example, Engineers Australia or Australian Institute of Management etc.
- f. Answer the question: What did you learn from this activity and how will this inform your engineering practice? Please write a sentence or short paragraph which describes your key learnings from the activity undertaken.
- g. Select how much of the activity you are recording that is relevant to the CPD requirements for risk management, business and management and your area of practice. If none of the time was relevant, please select N/A.



- h. For your first ever CPD entry, the area of practice box will be blank. Please use the 'add' function to allocate your time against a specific area or multiple areas of practice. Use the drop down to select the area of practice from the list. Press the red 'add' function and when the detail appears, select the applicable time measure. The second time you use the form, those areas originally selected will be automatically available for you. If the new CPD entry does not apply to that area of practice, please select N/A. If you need to apply hours to a new area of practice, please use the 'add' function again.

How much of the activity was relevant to your Area(s) of Practice? *

Add an Area of Practice

The time splits calculated for each category will be based on a percentage of the total time of the CPD activity entered. The split calculations do not need to equal the total time of the activity to account for overlap in activity content, but will not impact the total hour requirements you may need to meet for audit and application purposes.

- i. Check your full entry and if you are happy, tick the **the information entered is true and correct box**. The **save or save + add new** boxes will now be accessible.
- j. Select **save**. This will save your record and return you to the CPD home screen. If you have multiple entries you would like to complete at the same sitting, press **Save + next** – this will save your entry and then bring up a new blank form to add your next entry.



A completed entry form may look like this:

Record my CPD

Event Title/Activity Name*

Start Date & End Date*

Total Time Claimed* h m
(please enter hours and minutes rounded to the nearest 15 minutes)

Type of CPD activity undertaken*

Provider (optional)

What did you learn from this activity and how will this inform your engineering practice?*

B I | | | | | | |

Test learning statement

How much of the activity was relevant to the following?*

	N/A	Some	Half	Most	All	
Risk Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3h 0m
Business & Management	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3h 0m

How much of the activity was relevant to your Area(s) of Practice?*

	N/A	Some	Half	Most	All	
Civil Engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	9h 0m
Building Services Engineering:	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	3h 0m

Add an Area of Practice

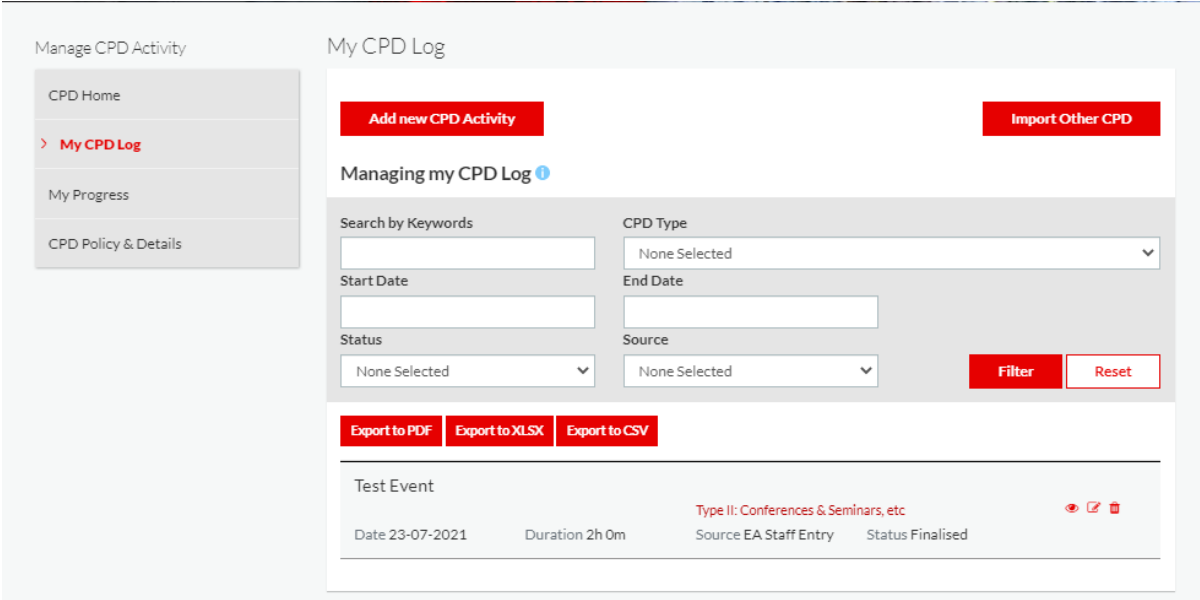
The time splits calculated for each category will be based on a percentage of the total time of the CPD activity entered. The split calculations do not need to equal the total time of the activity to account for overlap in activity content, but will not impact the total hour requirements you may need to meet for audit and application purposes.

The information entered is true & correct

Once you have saved your entry it will be added to your CPD log.

4. My CPD log

To view the details, click on 'My CPD log', in the left-hand menu.



The screenshot displays the 'My CPD Log' interface. On the left, a sidebar menu under 'Manage CPD Activity' includes 'CPD Home', 'My CPD Log' (highlighted), 'My Progress', and 'CPD Policy & Details'. The main content area features a header with 'Add new CPD Activity' and 'Import Other CPD' buttons. Below this is a section titled 'Managing my CPD Log' with a help icon. The filter section includes 'Search by Keywords' (text input), 'CPD Type' (dropdown menu), 'Start Date' (text input), 'End Date' (text input), 'Status' (dropdown menu), and 'Source' (dropdown menu). 'Filter' and 'Reset' buttons are positioned to the right of the filter options. Below the filters are 'Export to PDF', 'Export to XLSX', and 'Export to CSV' buttons. A table lists CPD entries, with the first entry being 'Test Event'.

Test Event			
Date 23-07-2021	Duration 2h 0m	Type II: Conferences & Seminars, etc	Source EA Staff Entry
		Status Finalised	

If you want to view an entry, click on the eye icon. To edit, click on the pen and paper icon and if for any reason you want to delete the entry, click on the trash bin icon.

If you have several records, you may wish to use the filter options. You can filter by keywords, CPD type, data range, the status of the record, and the source. You can filter by one option or a combination of those available. If no filter is applied, then all records will appear (which may be over multiple pages).

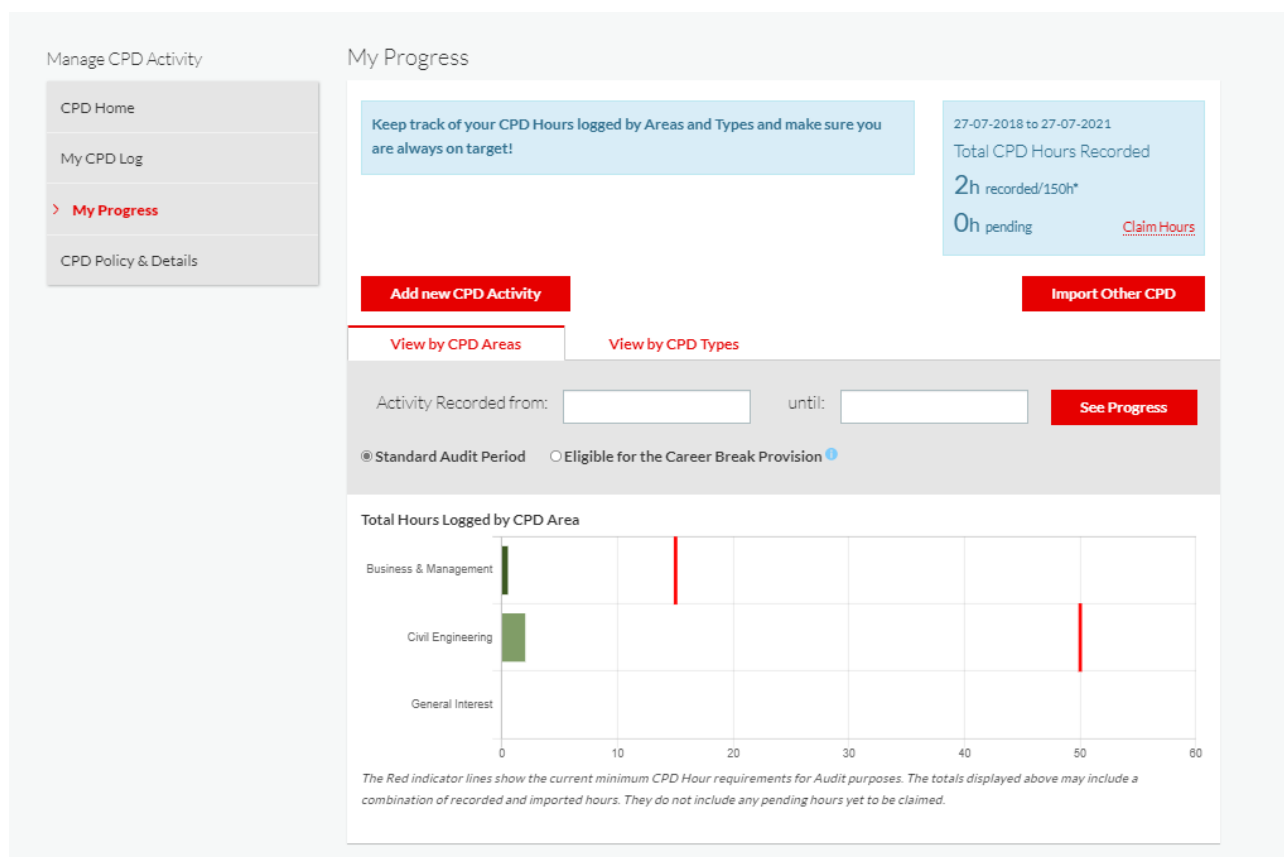
To export your CPD log for audit or other purposes, please first select the relevant filter options (usually a date range) and then ensure you have pressed the **filter** button. Then select the relevant export file format you require. If no filter is applied, all records will be exported to the report.

5. Tracking your progress

Click on the 'My Progress' option from the left-hand menu.

You will have two graphs available. The first tracks hours logged by CPD area (risk, business and management or area of practice) and the second, tracks by CPD type. The red indicator lines are based on our hour requirements, as detailed in the CPD types and conditions document. Click on the graph titles to toggle between each one.

Depending on whether you are above or below these lines can impact on your audit.



The screenshot shows the 'My Progress' dashboard. On the left is a navigation menu with 'My Progress' selected. The main content area includes a summary box with CPD hours for the period 27-07-2018 to 27-07-2021: 2h recorded, 150h* total, and 0h pending. Below this are buttons for 'Add new CPD Activity' and 'Import Other CPD'. There are two tabs: 'View by CPD Areas' (selected) and 'View by CPD Types'. A date range selector is set to 'Activity Recorded from: [] until: []' with a 'See Progress' button. Below the tabs is a radio button selection for 'Standard Audit Period' (selected) and 'Eligible for the Career Break Provision'. The main chart is titled 'Total Hours Logged by CPD Area' and is a horizontal bar chart with three categories: Business & Management, Civil Engineering, and General Interest. The x-axis represents hours from 0 to 60. Green bars show logged hours: Business & Management (~1h), Civil Engineering (~3h), and General Interest (~0h). Red vertical lines indicate minimum requirements: Business & Management (~15h), Civil Engineering (50h), and General Interest (~0h).

CPD Area	Hours Logged	Minimum Requirement
Business & Management	~1h	~15h
Civil Engineering	~3h	50h
General Interest	~0h	~0h

The Red indicator lines show the current minimum CPD Hour requirements for Audit purposes. The totals displayed above may include a combination of recorded and imported hours. They do not include any pending hours yet to be claimed.



Manage CPD Activity

- CPD Home
- My CPD Log
- > **My Progress**
- CPD Policy & Details

My Progress

Keep track of your CPD Hours logged by Areas and Types and make sure you are always on target!

27-07-2018 to 27-07-2021
Total CPD Hours Recorded
2h recorded/150h*
0h pending [Claim Hours](#)

Add new CPD Activity **Import Other CPD**

View by CPD Areas **View by CPD Types**

Activity Recorded from: until: **See Progress**

Standard Audit Period Eligible for the Career Break Provision [?](#)

Hours Logged by Type

CPD Type	Hours
Type I: Formal Study	0
Type II: Conferences & Seminars, etc	2
Type III: Workplace Learning	0
Type IV: Private Study	0
Type V: Mentoring & Volunteer activities	0
Type VI: Conference & Journal Preparation/Presentation	0
Type VII: Industry Engagement - Academics	0
Type VIII: Other	0
Mixed due to Import	0

We encourage members to undertake quality CPD from a range of sources and means. [Please refer to the CPD Types and Conditions](#) for details of any limits on hours per type that can be counted for Audit purposes. The totals displayed above may include a combination of recorded and imported hours. They do not include any pending hours yet to be claimed.

As you add or claim CPD the graphs will automatically adjust, as will your 'total hours recorded' figure at the top right. The results will display based on the audit period selected. If you want to check your progress over another date range, please use the 'activity recorded from/until entry' options and click on **see progress**.

6. How to claim CPD hours from your recent Engineers Australia activities

If you have recently registered for an Engineers Australia event or training course, or watched an EA OnDemand presentation, a partial CPD record may be created for this in your CPD log. Any to be claimed will appear on your home page.

Undertaking Continuing Professional Development (CPD) helps you to expand your knowledge, to stay current and to remain connected at any stage of your engineering career.

By keeping your CPD Log up to date, you can save time and hassle when you apply for Credentials, when you need to respond to Audit reviews, and when needed for other activities such as career development discussions.

17-08-2016 to 17-08-2021

Total CPD Hours Recorded

227h 15m recorded/150h*

5h pending [Claim Hours](#)

Standard Audit Period Eligible for the Career Break Provision ⓘ

Add new CPD Activity

[Need more CPD Hours? Check out our upcoming events](#)

Claim CPD Hours from your recent Engineers Australia activities: ⓘ

Testing an Event for Cvent and the new CPD				View Edit Delete
Engineers Australia Cvent	Date 28-05-2021	Duration 4h 0m	Type I: Formal Study Source EA Event Status Draft	
World Engineering Day				View Edit Delete
Engineers Australia EA On-Demand	Date 21-04-2021	Duration 1h 0m	Type I: Formal Study Source EA On Demand Status Draft	

To claim the hours so they are added to your totals, click on the edit icon for the entry.



The top section with event name, CPD type, dates, hours and so on, will be completed.

If any of the pre-filled details are not correct you can adjust these.

Record my CPD

Event Title/Activity Name*

Testing an Event for Cvent and the new CPD

Start Date & End Date*

28-05-2021

28-05-2021

Total Time Claimed*

4

h

0

m

(please enter hours and minutes rounded to the nearest 15 minutes)

Type of CPD activity undertaken* 

Type I - Formal Study



Provider (optional)

Engineers Australia Cvent

Add in the additional details to describe what you learnt from the activity and indicate the time split across the risk management, business and management and areas of practice fields as applicable.

Tick that the details are correct and save.

What did you learn from this activity and how will this inform your engineering practice? *

B *I* | | ?

How much of the activity was relevant to the following? *

	N/A	Some	Half	Most	All	
Risk Management	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0h 0m
Business & Management	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0h 0m

How much of the activity was relevant to your Area(s) of Practice? *

Add an Area of Practice Add

The time splits calculated for each category will be based on a percentage of the total time of the CPD activity entered. The split calculations do not need to equal the total time of the activity to account for overlap in activity content, but will not impact the total hour requirements you may need to meet for audit and application purposes.

The information entered is true & correct

Delete
Cancel

Save
Save & Add Next

These hours will move from pending to claimed and be added to your running totals that you can see in the top right corner and in the 'My CPD progress' section.

A record is created at the time of registration for events and training, it's also created after an EA On Demand presentation is viewed. If you registered for the event but did not end up attending, please use the **delete** button to remove the draft CPD entry.

If you have a duplicate, please delete one of the records. For instance, you may have registered for an event but not been able to attend and then watched the recording via the EA OnDemand platform – this will create two draft entries for the one event.

There may be some Engineers Australia events where a draft record is not created. You will need to add these using the **Add CPD activity** form instead.

7. Import other CPD

You may have CPD activities you are currently tracking in an excel spreadsheet or word table for example. If you want, you can add these records to your overall Engineers Australia record and then continue to use the online system in future for subsequent records, and to take advantage of the records we are adding for you.




This import is only available once.

Whilst the file uploaded could have records going back further than your last audit, when you complete the entry form for this import, please **ONLY** include totals relevant to your current audit period and records that are **not** already included in your record (ie claimed Engineers Australia events etc.). So if your next audit is due at the end of 2021, we only look at records from the end of 2018 onwards. If your file has records from early 2018 or 2017 for example, please do not include them in the total figures.

Press **Import other CPD** and then complete the form:

- A. Upload the file – Excel, Word and PDF files are accepted.
- B. Enter the date of the first record to be included in your totals and then the last date of your records (for example, records go from 20/10/2017 to 20/10/2020 – enter the first record dated in 2018 and then the last date as 20/10/2020).
- C. Enter the total hours for those records from 2018 until 20/10/2020.
- D. Follow the same process for the totals across the relevant records for risk management, business and management and the specific areas of practice covered in your record.
- E. Check your entry and then press **The information entered is true and correct** button. Then press the **import** button.

Once imported, you can access the uploaded file and record from your CPD log under the 'source type: manual import'. This record cannot be edited once Imported and is view only.

Imported CPD Activity			
Date 02-06-2019	Duration 65h 0m	Mixed due to Import: Source Manual Import	Status Finalised   



Upload CPD Records

Do you have an existing list you are keeping of your CPD Activities?

Upload that list here, to include those activities and totals in this CPD Log so that all your records moving forward are in the same place and format.

This action can only be completed ONCE.

Once you have uploaded the relevant file, you need to tell us about the combined CPD Hour totals.

Your file can contain records from any period, but **please only tell us the totals for any CPD relevant to your current audit cycle** (Past 3 years or 5 years if on a Career Break Provision).

Once you have uploaded the relevant file, you need to tell us about the combined CPD Hour totals.

1. Upload your File. File types accepted are Excel, Word, CSV and PDF
2. Enter the date range of the records in your upload relevant to your current audit cycle.
3. Enter the total hours sum of the records in your upload relevant to your current audit cycle.
4. Enter the sum totals of the records in your upload relevant to your current audit cycle for Risk, Business & Management and Area(s) of Practice.
5. Confirm you are happy with all details entered and press Upload.

Once uploaded, you will see the totals reflected in the My Progress graphs. You can view the detail of your entry, including the uploaded file from the My CPD Log section.

Upload CPD Records *

CPD Log Test file.xlsx

First Date & Last Date*

01-05-2019

27-07-2021

Total Time Claimed *

45

h

0

m

(please enter hours and minutes rounded to the nearest 15 minutes)

How much of the activity was relevant to the following? *

Risk Management	5	h	0	m
Business & Management	11	h	0	m

How much of the activity was relevant to your Area(s) of Practice? *

Civil Engineering	26	h	0	m
Building Services Engineering	5	h	0	m
Leadership & Management:	15	h	0	m

Add an Area of Practice

Leadership & Management

The time splits calculated for each category will be based on a percentage of the total time of the CPD activity entered. The split calculations do not need to equal the total time of the activity to account for overlap in activity content, but will not impact the total hour requirements you may need to meet for audit and application purposes.

The information entered is true & correct

Please note:

You may have been using the old eCPDrecord platform. These records have been automatically added to your current online record. You can view and edit these entries from the 'My CPD log' section. Apply a filter of 'Migrated entry' to view all applicable records. The old eCPDrecord platform did not require a split of hours by specific area of practice, so you will see these hours as all allocated to 'AoP unspecified' on your 'My progress' graphs. For any recent entries that will apply to your next audit, you may want to edit to undertake these specific area of practice allocations.

Help

If you need help with your CPD log or use of this system, please contact the Member Services Team on 1300 653 113.