CPD summary portfolio

### Using the portfolio

* The following is for your personal use and only needs to be provided to SWEP, when it is requested as part of an audit
* If you are making a credentialing application with SWEP as an experienced practitioner, to upgrade or to re-credential at the same level, you will need to keep evidence of your continuing professional development (CPD) activities that relate to your credentialing with SWEP
* This template can be used to plan and record a summary of your CPD activities and reflections that relate to your credentialing with SWEP. You may also use other CPD recording forms providing they meet the basic requirements outlined here
* If you are required to provide SWEP with documentary evidence of your CPD activities that relate to your credentialing with SWEP, your CPD summary portfolio together with other documentary evidence, will help demonstrate that you have met the requirements outlined in [*The Standard*](https://swep.bhs.org.au/the-standard.php) for your profession or area of practice
* You should maintain records of your CPD activity that relate to your credentialing with SWEP, for five years in case you are audited.

### Definitions

**Continuing professional development (CPD)** is the means by which members of the profession maintain, improve and broaden their knowledge, expertise and competence, and develop the personal and professional qualities required throughout their professional lives.

**Professional development activities** mean participation in formal learning activities, such as attendance at courses or conferences, as well as informal learning gained through experience and interaction with colleagues.

### Development Plan

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| --- | --- |
| AT Practitioner name |       |
| Learning aims | Outcomes |
| *Example: extend product knowledge to support Assistive Technology solution implementation related to specialised seating/ chair for children with severe postural abnormality* | *Improved confidence in making recommendations for specialised seating for children with complex postural needs, 10 points accrued for planned SWEP Practitioner upgrade in this Assistive Technology category* |
|       |       |
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### Recording template

The table below is for your personal use and only needs to be provided to SWEP when it is requested as part of an audit

| **CPD AT Practitioner activity type** | **Date and time spent** | **List credentialing category(s) covered** | **Activity undertaken, provider****and reflection**  | **CPD points accrued** | **Activity point****value summary** |
| --- | --- | --- | --- | --- | --- |
| Category 1: Specific SWEP CPD AT Practitioner points, a **minimum** of 15 points is required in this category  |
| 1. Successful completion of a relevant nationally endorsed unit of competency or accredited training program, delivered by a recognized training organisation or equivalent

**or** Successful completion of a relevant peak body endorsed training program e.g., Australasian Lymphology Association course, Occupational Therapy Australia endorsed course |       |       | List separate items      |       | 2 points per hour of attendance, additional 2 points if you have evidence of an assessment component (Up to 30 points) |
| 1. Attendance at a workshop e.g. in-service run by a health service, manufacturer’s workshop/ training
 |       |       | List separate items      |       | 2 point per hour of attendance, additional 2 points if evidence of assessment component |
| 1. Receiving clinical supervision/ instruction from a SWEP credentialed Practitioner of at least the same credentialing level
 |       |       | State name(s) and SWEP Practitioner no, dates of supervision      |       | 1 point per hour of contact |
| 1. Receiving clinical supervision/ instruction from a SWEP credentialed Practitioner of a higher credentialing level
 |       |       | State name(s) and SWEP Practitioner No., dates of supervision       |       | 2 point per hour of contact |
| 1. Independent study including peer reviewed journal reading, relevant on-line learning modules, webinars
 |       |       | List separate items      |       | 1 pt. per relevant journal paper read, 1 pt. per hour of contact |
| 1. Giving clinical supervision/ instruction
 |       |       | State name(s) and dates of supervision       |       | 1 pt. per hour of contact |
| Category 2: General CPD points (maximum of 15 points per credentialing application) |
| 1. Attendance at relevant conferences, seminars and expos
 |       |       | List separate items      |       | 1 pt. per hour of attendance |
| 1. Participation in professional association activity and/ or special interest group
 |       |       | List separate items |       | 1 pt. per hour of attendance |
| 1. Presentation/ teaching/ lecturing of specialized information to professionals, community groups, client and carer groups
 |       |       | List separate items      |       | 2 pts. per hour of presentation for new workshop, 1 point per hour for repeat workshop |
| 1. Relevant external study with a university or other tertiary institution
 |       |       | List separate items      |       | 3 pts. per successfully completed single subject |
| 1. Relevant research/ quality improvement
 |       |       | List separate items      |       | 6 pts. for completion, 2 pts. planning or designing, 2 pts. implementation |
| 1. Peer reviewed journal subscription
 |       |       | State Journal      |       | 12 month subscription accrues 2 pts. with one subscription claimable annually |