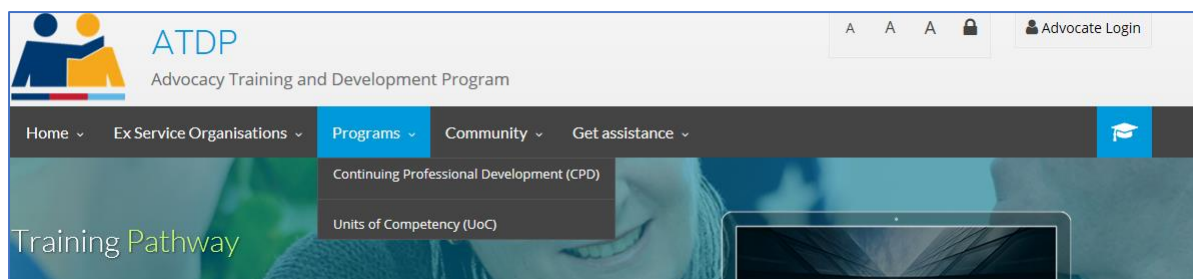


## ATDP CONTINUING PROFESSIONAL DEVELOPMENT HELP GUIDE

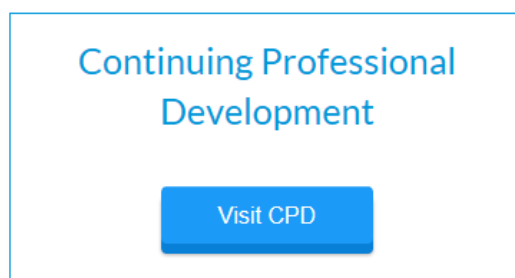
It is recommended that you save the CPD page to your Bookmarks or Favourites for easier access in future.

### **There are two methods of accessing the CPD Portal from the ATDP website.**

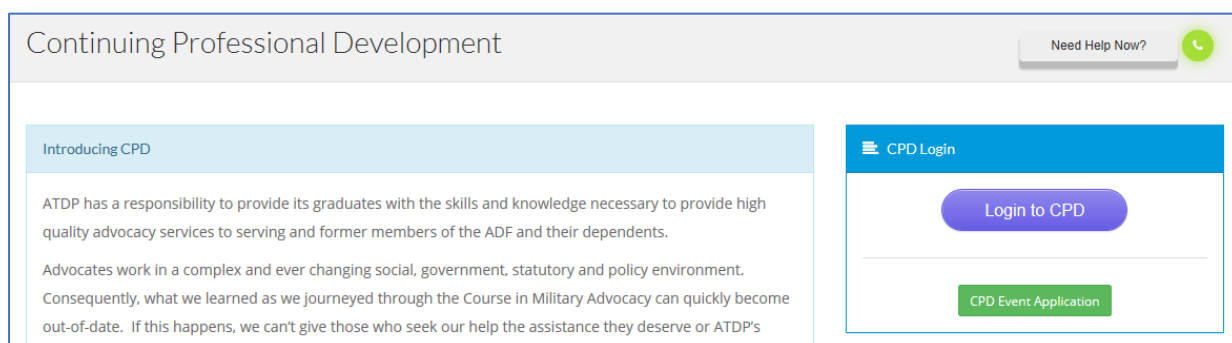
Either from the drop down box (shown below) under 'Programs' on the ATDP website:  
<https://web.atdp.org.au/index.php>



Or through the dialogue box on the ATDP page:



Once either of these have been clicked you will see the 'Login to CPD' box on the CPD Introduction page. You can also type: <https://www.web.atdp.org.au/cpd> to go straight to the CPD login page.



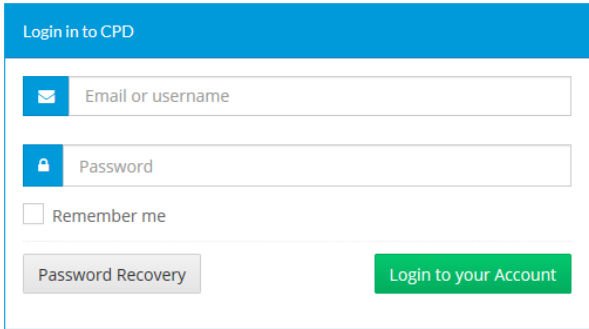
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## **First Time Users**

- It is recommended that you save the page to your Bookmarks or Favourites for easier access in future.
- Read the 'Introducing CPD' information.
- Click on the 'How CPD Works' tab on the right-hand side of the screen and read the information. When finished, use your browser's 'Back' button to return to the CPD Home Page.
- Click on the 'FAQ' tab on the right-hand side of the screen and read the questions and answers. When finished, use your browser's 'Back' button to return to the CPD Home Page.

**Click the Login to CPD button and login to your personal CPD page.**

Enter your Email or User Name and Password.




### **Please Note:**

- On logging into your CPD home page, a dialogue box will be displayed requesting you to update your personal details.
- Click on the link and update your details as required. There is no drop down menu for either Suburb or Postcode. You will need to enter this information manually.
- On completion, don't forget to hit the **UPDATE TAB**.
- **This is a once only operational request.** Once you have updated your details, these will be saved automatically to your CPD as well as ATDP profile. The next time you access your CPD profile, the update request will **Not** be shown again. In the future, you can change your personal or address details using the Update tab on the ATDP home page.

## This is your Personal **CPD Home Page** 'CPD Home'

- This page shows your CPD details and also shows your progress in gaining 15 points for each CPD year.

Advocacy Training and Development Program



- CPD Home
- CPD Workspace
- CPD Activities
- CPD Feedback
- My ATDP Profile
- Back to ATDP Page
- Logout

CPD Home CPD Start Date : 1-Jul-2018

Your Enrolment Overview

#	Unit of competency	Start Date	Finish Date	Status
1	Compensation Advocate Level 4 - (MILADC004)			Completed
2	Compensation Advocate Level 3 - (MILADC003)			Completed
3	Compensation Advocate Level 2 - (MILADC002)			Completed

Your CPD Target (To remain current, you need to attain a minimum of 15 CPD Points)

#	CPD History	Minimum Points	Points Earned	Points Allocated	Status
1	year 1 : From 1-Jul-2018 to 30-Jun-2019	15	0	0	In-arrears
2	year 2 : From 1-Jul-2019 to 30-Jun-2020	15	0	0	In-arrears
3	year 3 : From 1-Jul-2020 to 30-Jun-2021	15	0	0	
Cycle	Year 1 to Year 3	45	0	0	

Your CPD Progress

Year 2018 - 2019 0%

### Details displayed are as follows:

- [CPD Home](#)
- [Enrolment Overview](#). Displays the Units of Competency you have completed or are enrolled for.
- [CPD Target](#). Displays your CPD points' targets for the current year and for the 3-year rolling cycle.
- [CPD Progress](#). Displays a live chart of your progress both annually and by 3-year cycle.
- [Notifications Panel](#). Displays your last login to the CPD portal, the last CPD points you earned, the date you enrolled and your current status (Current, In Arrears or Non-Compliant).
- [Points Requirement](#). Explains the points required to be maintain a status of 'Current'.
- [CPD Cycle](#). Displays your points' requirement to maintain CPD currency over a 3-year cycle.

## CPD Workspace: This is your Personal ‘CPD Workspace’ page.

This page shows the ‘CPD Library’ including which modules and activities you have done and what is available to do.

**CPD Library**

**CPD Prerequisites**

Your ATDP status indicates that you are required to complete the Update Modules listed below before you will receive CPD Points from any other activities listed in the CPD Library

The update modules you are required to complete are:

- Update Module 1 - Transition and MEC
- Update Module 2 - Community Reintegration
- Update Module 3 - Restoring Wellbeing
- Update Module 5 - Wellbeing Advocacy Overview

Please [click here](#) to know about Update Modules

**PLEASE NOTE:**

All Advocates with a requirement before...

- A Wellbeing Advocate
- A compensation Advocate
- A dual qualified Advocate

**List of available CPD Activities**

#	Program name	How Delivered	CPD Points
1	Update Module 1 - Transition and MEC	On line	5
2	Update Module 2 - Community Reintegration	On line	5
3	Update Module 3 - Restoring Wellbeing	On line	5

**NOTE 1.** During the first CPD Year, all Advocates who have achieved their competency through the RPL Pathway will need to complete some compulsory ‘Year 1 CPD Update Modules’. The program consists of:

- Module 1 - ADF Transition Process and Medical Employment Classification System
- Module 2 - Community Reintegration
- Module 3 - Restoring Wellbeing (The Veteran and Family in Crisis)

and either

- Module 4 - Rehabilitation and Compensation Overview for Wellbeing Advocates, or
- Module 5 - Wellbeing Advocacy Overview for Compensation Advocates

**NOTE 2.** If you have successfully achieved both Welfare and Compensation Level 2 competencies through RPL, there is no need to complete either of the Overview Modules (although you are most welcome to). However, you will still need to achieve 15 CPD points in the first year of CPD activities, so completion of other CPD activities may be required.

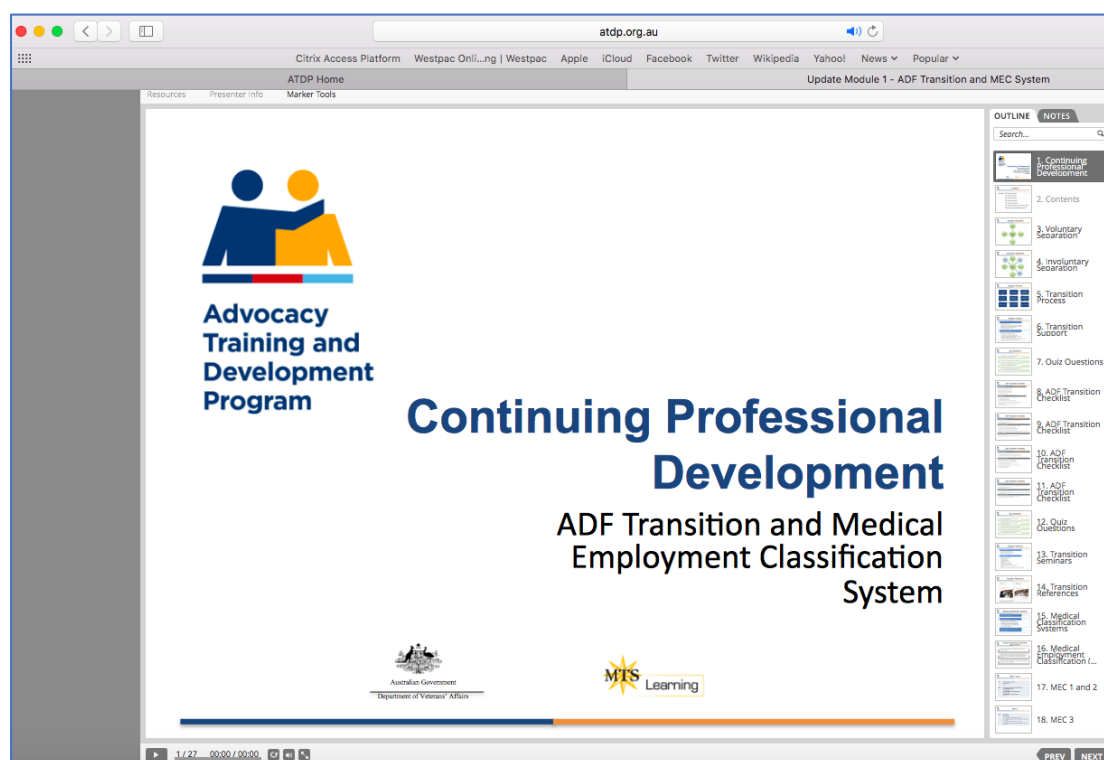
**NOTE 3.** Most of the CPD Activities in the Library are not available (greyed out) until you have completed the required Update Modules. Once these have been completed, the other Activities will become available.

## Completing CPD Update Modules

Click on one of the CPD Update Modules in the CPD Library. A PowerPoint presentation will open. Ensure that your computer or device has sound enabled and the volume adjusted, as most of the Update Modules have a narration with each slide. Click the '**Next**' and '**Prev**' buttons to move forward and backward through the presentation. If the narration does not commence automatically, click on the '**Next**' and then the '**Prev**' buttons.

At several points in each Module, you will be asked a number of revision questions. It is recommended that you answer these questions, then review your answers by going back over the preceding slides.

Click on the '**CPD Library**' tab on the left of the screen. The available CPD Activities are displayed, along with the points allocated for successful completion of each.



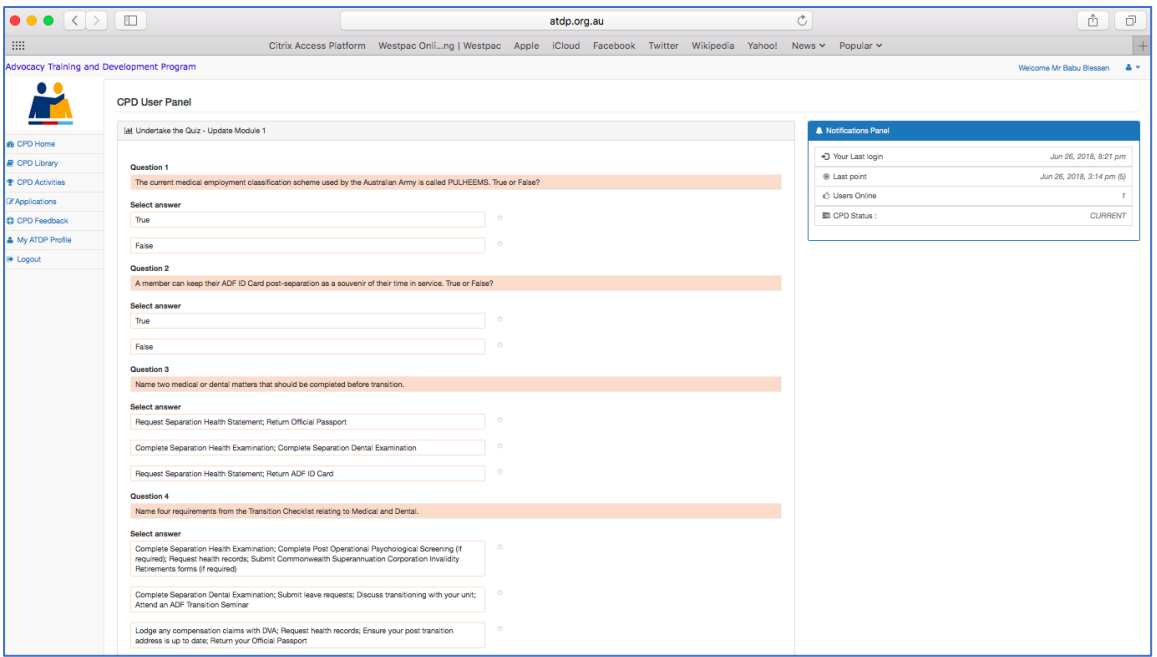
When you have completed the entire CPD Update Module, return to the CPD Library and open the Online Quiz for the Module (the questions are the same as the revision questions asked during the presentation).

The quiz for some Modules have 15 questions, worth 1/3 of a point each, while some have 10 questions, worth 1/2 point each.

You will need to achieve 100% for the quiz to earn 5 CPD points. You may attempt the quiz more than once.

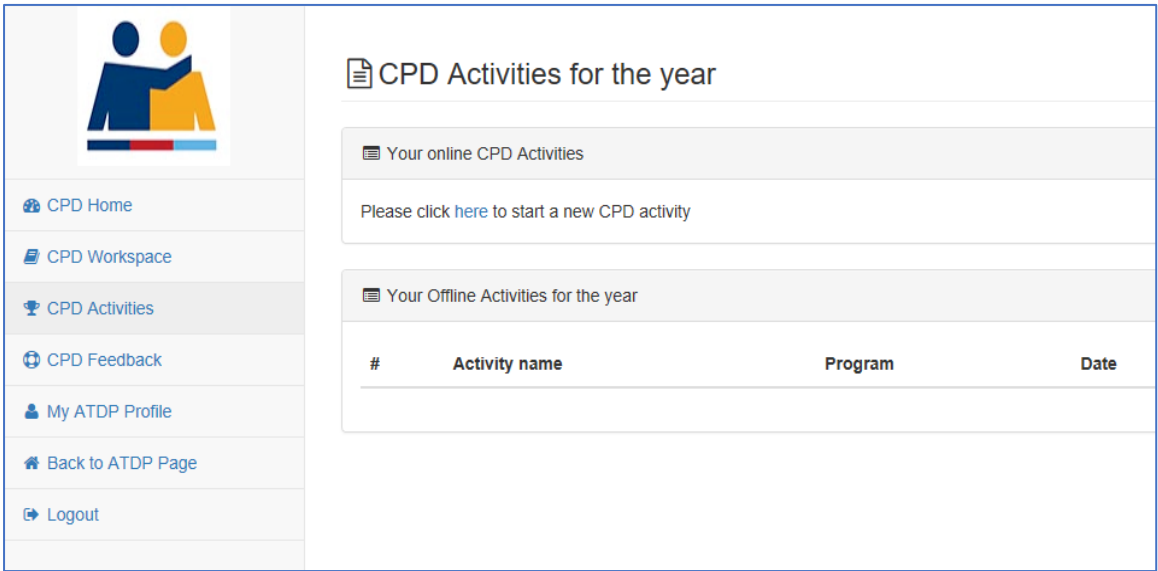
# Quiz

When you have completed the Quiz, your CPD points will automatically be allocated to your CPD profile.




## This is your personal ‘Activities’ page.

It shows the details of the activities you are doing for the year.



## CPD Feedback page

Once you have completed a CPD activity we would like you to complete a short survey about that activity for quality assurance purposes, so we can improve the module/activity if required.



- CPD Home
- CPD Workspace
- CPD Activities
- CPD Feedback**
- My ATDP Profile
- Back to ATDP Page
- Logout

### CPD Feedback

Thank you for taking part in ATDP's continuing professional development program (CPD).

As part of ATDP's quality assurance program, we need to find out how the CPD program meets your needs as an advocate so we can continue to provide high quality services to former and serving ADF members and their dependants.

→ What is your advocacy discipline? (tick both if you are dual qualified)

☐ Compensation

☐ Wellbeing

→ (If Wellbeing), at which ATDP Wellbeing level are you qualified?

☐ level 1

☐ level 2


☐ level 3

→ (If Compensation), at which ATDP Compensation level are you qualified?

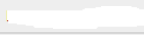
☐ level 1

## My ATDP Profile

You can update your personal details on this page.



- CPD Home
- CPD Workspace
- CPD Activities
- CPD Feedback
- My ATDP Profile**
- Back to ATDP Page
- Logout



Edit Details

**ATDP Joined**

**Preferred Name**

**Date of Birth**

**Email:**

**Phone:**

**Mobile:**

**Address:**

**Postal Address:**


**USI:**

**USI Status:**

**Status:** Active

Unit of competency

#### ESO Details

 RSL


ESO Code 11330880

Address

Phone

Email


#### Programs

 Program 1 Attended

Name

City Sydney

Start Date

 Program 2 Attended