

Registering for an existing

External CPD Event

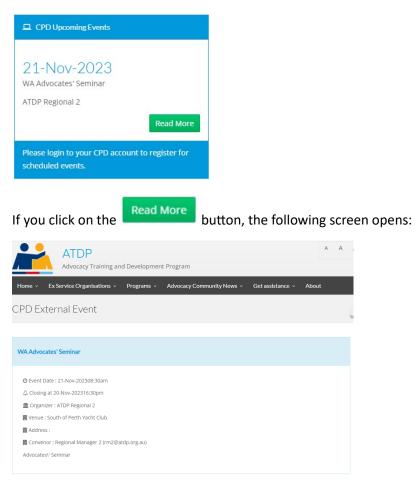
(Continuous Professional Development)

What are External CPD Events

External CPD Events are organised by an ESO, Community of Practice or Individuals to reinforce and extend an advocate's knowledge and skill sets. The events are educational in nature and relevant to Wellbeing and/or Compensation Advocacy. Attendance at these events may attract CPD Points.

How do I find an External CPD Event

The area on the Home Page where the list of CPD Upcoming Events is located on the right side midway down the page:



The screen provides you with details of the CPD Upcoming Event. This allows you to determine if you would like to attend.

How to register for the External CPD Event

The registration process records an Advocate's intent to attend the Event.

Note: CPD points are only allocated after the Event Convenor has confirmed your attendance after the event.

Step One: Log into the ATDP Portal

Refer to the Multi-Factor Authentication Guide located here:

https://web.atdp.org.au/psoMsg

Step Two: How to Access CPD Profile after Logging into the ATDP Portal

After entering the one-time PIN code and submitting, the next screen you will see is your profile:

ATDP Advocacy Training and Develop	pment Program		2 v	Velcom
Home Resources Units of Competency N	Aentorship CPD			
Your Profile				
Ceneral Information	P Units of Competency enrolme	ent overview		
	# Unit of competency	Code	Start Date	Fini
СРД				
Click on the button to	o open your CPE) Profile :		
CPD Profile				
Recent CPD Update Special Announcement – CPD UPDATE MODULES are no	w available to all Advocates			
As an ATDP accredited Advocate you now have access to t a CPD obligation because of your further learning enrolme displayed in your CPD Home page. However, they will not o	he five CPD update modules even if y ent. The CPD points you would have e	arned will be		
To access these CPD Update Modules, 1. Click on the Tab labelled Log Into CPD, 2. Click on the TAB CPD Workspace, 3. Select an Update Module to work on, 4. click on View at the end of the line.				
You must preview the Update Module first before you can You will need to get all questions correct before you can p If you need a hand, ask an Advocate who has already com the learning.	roceed to the next module.	PD Team. Enjoy		
Go TO CPD Portal				



Step Three: CPD Workspace

The following screen appears. Click on CPD Workspace :

Advocacy Training and De	velop	ment Program
		CPD Home
CPD Home CPD Workspace	#	Unit of competency Mentoring Workshop - ()
P CPD Activities	2	Wellbeing Advocate Level 1 - (NAT11019005)
Advice of Intent		
CPD Feedback		
& My CPD Points		
Back to ATDP Page		

Step Four: Access Activity

The following screen opens. Identify Item (Attendance to an ATDP approved seminar or CoP forum and click on Access Activity :

Advocacy Training and	Develop	oment Program			Welcome Mr	4
	CPE) Library				
	<i>🔳</i> 1	ist of available CPD Activities				
CPD Home CPD Workspace	#	Program name	How Delivered	CPD Points	Comments	Action
TCPD Activities	1	Update Module 1 - Transition and MEC	On line 🋜	2	Required learning	Access Module
Advice of Intent CPD Feedback	2	Update Module 2 - Community Reintegration	On line 🥱	2	Required learning	Access Module
My CPD Points	3	Update Module 3 - Restoring Wellbeing	On line 🛜	2	Required learning	Access Module
# Back to ATDP Page	4	Update Module 4 - Rehabilitation and Compensation	On line 🥱	2	Required learning	Access Module
	5	Update Module 5 - Wellbeing Advocacy Overview	On line 🛜	2	Required learning	Access Module
	6	Undertaking an on-line quiz	On line 🛜	5	Required learning	Access Quiz
	7	Attendance at an ATDP approved seminar or CoP forum	Face to Face	TBA	Registration Required, Attendance cert required	Access Activity
	8	Pre-Approved CPD Programs	Application	TBA	Completion certificate to be uploaded	Access Program

Step Five: Agree and Register

The following screen opens. There will be at least one Upcoming Events, but may show more Events.

Identify the Upcoming Event you wish to attend and click on the

button:

Agree and Register

	Activity Details
8 CPD Home	Upcoming Events
CPD Workspace	Nov Title : WA Advocates' Seminar
	2023 Organizer : ATDP Regional 2 Description : Advocatest/ Seminar
C Advice of Intent	21 Venue : South of Perth Yacht Club
CPD Feedback	Closing at 20-Nov-2023
& My CPD Points	Consent
# Back to ATDP Page	When you register for an event, your Name and Email address will be visible to the CPD External Event Coordinator. This is in case there is a change in details to the event and the coordinator needs to contact you.
	Agree and Register

Register your details as required.

Want to find more "How To" Guides?:

You can click on this link to go directly to the <u>How to Guides</u>.

You can also find them via the ATDP Website:

Step One:

Scroll to the bottom of the ATDP Home Page to the Quick Links Section:

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Quick	LINKS -	

ATDP ENDORSED CPD EVENT APPLICATION FORM	How to Guides	Manage Your ESC
	C	
his form is to be used by the event convenor to apply for ATDP recognition of a CPD event.	Look here for notes on the operations of ATDP and for 'How to' Guides	盦
Click here	Click here	Click here

Press the

button in the How To Guides section and you will be taken straight to the

page.