|  |  |
| --- | --- |
| **APER CPD Record** | version 1.1 |

A red circle with white text

Description automatically generated with low confidenceSummary of activities claimed as continuing professional development

Use the table below to record your CPD hours. If you have recorded your CPD using your online CPD Diary,  
please download your diary records and submit them as a separate document. You may be requested to  
provide further information supporting your CPD claims at the time of your assessment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Knowledge area**  (TECHNICAL, LEADERSHIP, BUSINESS, or PERSONAL) | **CPD provider name** | **Activity title/description** | **Activity type**  (see below for descriptions) | **Hours** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Knowledge area**  (TECHNICAL, LEADERSHIP, BUSINESS, or PERSONAL) | **CPD provider name** | **Activity title/description** | **Activity type**  (see below for descriptions) | **Hours** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Total of all types:  (150 hours required) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Activity** | **Description** | **Maximum allowable hours in a 3-year period** |
| Type 1 | **Formal post-graduate education** | At a higher learning institution. | No limit |
| Type 2 | **Professional development education** | Formal training programs supplied by RTOs and education providers; includes courses such as AIRAH’s Professional Diploma of Building Services. | No limit |
| Type 3 | **Conferences and technical meetings** | Attendance or participation at conferences and technical meetings. | 60 hrs |
| Type 4 | **Leadership positions** | With AIRAH or allied organisation Committees, Boards, and Technical Groups. | 150 hrs |
| Type 5 | **Speaking (presentations)** | Technical presentations at conferences and events. | 75 hrs |
| Type 6 | **Writing (published works)** | Technical contributions published by AIRAH or allied organisations. | 150 hrs |
| Type 7 | **Informal learning activities** | Activities that0 contribute to expanding your existing knowledge and skills. | 90 hrs |
| **Activities must link to your role(s) and responsibilities** | | | |
| Total CPD requirement | Total CPD activities must equal a minimum of 150 hrs and 75 per cent (112.5 hrs) must be in the **TECHNICAL** knowledge area. | | |

For more information on activities and their descriptions, please visit [airah.org.au/CPD](http://www.airah.org.au/CPD)

|  |  |
| --- | --- |
| **Knowledge areas** | **Description** |
| TECHNICAL | HVAC&R building services industry technical knowledge. |
| LEADERSHIP | Strategic development, managing people, change management, ethical standards, and other leadership-related development programs. |
| BUSINESS | Project management, business development, finance/business planning, OH&S, and other business-related development programs. |
| PERSONAL | Teamwork, relationships and interpersonal skills, and other personal development programs. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  | **Date:** |  |