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| **APER CPD Record** | version 1.0 |

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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.

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| **Date** | **Knowledge area**  (TECHNICAL, LEADERSHIP, BUSINESS, or PERSONAL) | **CPD provider name** | **Activity title/description** | **Activity type**  (see below for descriptions) | **Hours** |
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| **Date** | | **Knowledge area**  (TECHNICAL, LEADERSHIP, BUSINESS, or PERSONAL) | **CPD provider name** | **Activity title/description** | **Activity type**  (see below for descriptions) | **Hours** |
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|  | |  |  |  | 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. | | No limit\* | | |
| Type 4 | **Learning activities in the workplace** | | In-house and on-the-job learning activities that extend competence in the regulated or a related area/s of engineering | | 75 hrs | | |
| Type 5 | **Research** | | Research activities that contribute to expanding existing knowledge and skills. | | 57 hrs | | |
| Type 6 | **Service to the engineering profession** | | Leadership positions, mentoring, and volunteer professional participation activities. Must be able to demonstrate how the involvement in professional activities enhanced knowledge and support of the industry. | | 50 hrs | | |
| Type 7 | **Publishing of articles** | | In technical forums and preparation and presentation of papers for courses, conferences, seminars. | | 45 hrs per paper  75 hrs per peer-reviewed papers\*\* | | |
| Type 8 | **Informal learning activities** | | Activities that0 contribute to expanding your existing knowledge and skills. | | 18 hrs | | |
| **Activities must link to your role(s) and responsibilities** | | | | | | | |
| Total CPD requirement | Total CPD activities must equal a minimum of 150 hrs and 33 per cent (50 hrs) must be in the **TECHNICAL** knowledge area. | | | | | | |

\*But must demonstrate additional CPD activities in other categories.

\*\* Limited to 40 hours for professional engineers employed in tertiary teaching or academic research and registered as ‘practising’.

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

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| **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:** |  |