

# Continuing Professional Development Cumulative CPD Policies

The following provides an overview of the policies developed by the CPD Committee since 2005 to clarify aspects of the *Queensland Law Society Administration Rule 2005* (Part 6) and the CPD program.

## 1. Policy CPD 01/05 – Additional clause to Administration Rule to be added

**Effective 11 April 2005**

The CPD Committee approved the following addition to the *Queensland Law Society Administration Rule 2005* –

- (c) 'a course whose content is, in the opinion of the CPD Committee, not of a direct legal nature, for which the CPD Committee may determine the number of CPD points applicable to that course'.

*To illustrate, the following types of courses are not considered to be of a 'direct' legal nature: Speed reading, public speaking.*

## 2. Policy CPD 02/05 – Amended commencement date for CPD 2005/06 year

**Effective 11 April 2005**

The CPD Committee approved a change to the commencement date for obtaining CPD points for the 2005/2006 CPD scheme year to 1 January 2005.

## 3. CPD 03/05 – CPD point allocation

**Effective 11 April 2005**

The CPD Committee approved that practitioners may claim half a point for 30 minute programs as part of the annual minimum requirement.

*To illustrate, if a practitioner attends a relevant seminar of one and a half hours duration, he/she would be eligible to claim one and a half CPD points.*

## 4. CPD 04/05 – Change of date for the CPD scheme year

**Effective 19 May 2005**

The CPD Committee approved a change to the CPD scheme year date in order to ensure consistency with the Victorian and New South Wales CPD schemes. The CPD scheme year to run from 1 April to 31 March.

## 5. CPD 05/05 – Specialist Accreditation program CPD points

**Effective 19 May 2005**

The Committee accepted the recommendation by the Specialist Accreditation Board that completion of all pieces of assessment in any Queensland Specialist Accreditation program would gain candidates ten CPD points, regardless of whether an overall grade of 'pass' or 'fail' was received by the candidate.

## 6. CPD 07/05 – Specialist Accreditation pro rata requirement

**Effective 19 October 2005**

The Committee approved a recommendation for a pro rata CPD requirement for Accredited Specialists for the first scheme year of the CPD scheme as follows:

- eight CPD points in relevant areas of speciality
- four CPD points in general areas (to include the core units of Ethics, Risk Management and Trust Accounts once every three years).

## 7. CPD 08/05 – CPD Audit 2006

**Effective 19 October 2005**

The Committee resolved to conduct a CPD audit of a minimum of 20% of Queensland practitioners during 2006.

## 8. CPD 09/05 – Time periods for CPD activities and resources

**Effective 8 December 2005**

- (a) The Committee approved that practitioners attending educational events during the period from January to March of each CPD year will be able to utilise the CPD points gained from attending these events toward the current scheme year, or the following CPD scheme year.

- (b) The Committee approved that practitioners purchasing event resources such as DVDs or web streaming during the period from January to March of each CPD year will be able to utilise the CPD points gained from viewing these events toward the current scheme year, or the following CPD scheme year.
- (c) The Committee resolved that eligibility for CPD points related **directly to date of the event/date of filming of the event** rather than date of receipt of purchase.
- (d) The Committee resolved that CPD points from any one CPD event or activity cannot be 'divided' between scheme years.

To illustrate:

- (a) *Practitioner Smith attends a two hour CPD event on 31 January 2006. Practitioner Smith has already accrued the full CPD requirement for the 2005/2006 scheme year (ending 31 March 2005). The practitioner can elect to nominate this seminar and its accompanying two CPD points to the 2006/2007 CPD scheme year.*
- (b) *Practitioner Black purchases the DVD filmed at the same event on 31 January 2006. Practitioner Black has already accrued the full CPD requirement for the 2005/2006 scheme year (ending 31 March 2005). Practitioner Black can elect to nominate the two CPD points gained from viewing this seminar on DVD to the 2006/07 CPD scheme year.*
- (c) *Practitioner Jones orders a DVD resource from an event that occurred on 15 December 2005. Practitioner Jones receives the resource on 6 January 2006. The resource can only be claimed as CPD points for the CPD year ending 31 March 2006, ie It cannot be carried over to the CPD scheme year ending 31 March 2007 as the event occurred in December 2005.*
- (d) *Practitioner Brown attends a five hour CPD accredited event on 17 March 2006. Practitioner Brown has seven CPD points already accrued. Practitioner Brown therefore has 12 CPD points accrued for the period ending 31 March 2006.*

*Practitioner Brown has satisfied the CPD point requirement for the 2005/2006 scheme year but cannot carry the additional two points gained on 17 March 2006 into the 2006/2007 scheme year, ie points from a single event cannot be divided between scheme years.*

#### 9. CPD 11/06 – Amendment to Administration Rule

The Executive Committee of the QLS Council resolved to approve the recommendation of an amendment to the set criteria of the Trust Account component of the compulsory unit guidelines. The section headed 'Essential Qualities of Instructor' will now read 'requires the instructor in this subject to be a highly experience practitioner or recognised trust account auditor'.

#### 10. CPD 12/06 – Amendment to Administration Rule

The CPD Committee resolved to approve an application for delegates of the QLS Practice Management Course to claim compulsory Trust and Ethics CPD points for completion of the respective PMC modules.

#### 11. CPD 13/07 – CPD Point Allocation for Beginner Language Courses

**Effective 15 February 2007**

The CPD Committee resolved to approve an application for CPD point allocation to a beginners language course. Practitioners can claim one CPD point for a beginner language course.

#### 12. CPD 14/07 – CPD Core Unit Point Allocation for Practice Management Course

**Effective 7 July 2007**

The CPD Committee resolved to approve the Practice Management Course for all three core units, including, Ethics, Risk Management and Trust Accounts. This is effective for courses completed after 7 July 2007.

#### 13. CPD 15/07 – CPD Point Allocation for Postgraduate Masters Subjects

**Effective 08 May 2007**

The Committee resolved to approve five CPD points per subject for post graduate non-law subjects if related to the practitioners industry. For example, if a practitioner is working in taxation law and undertakes subjects for a masters in taxation, the practitioner may claim up to five CPD units per subject.

#### 14. CPD 16/07 – CPD point allocation for commercial activities

**Effective 08 May 2007**

The Committee resolved to deny any CPD point allocation for activities of a commercial nature. CPD activities are to be above and beyond the daily work requirements of practitioners. Commercial activities cannot be allocated a CPD point value.

15. CPD 18/08 – CPD Point Allocation for Legal Support Staff Courses

**Effective 1 January 2008**

The CPD Committee resolved that as on 1 January 2008, practitioners will no longer be able to claim points for seminars attended by their legal support staff.

16. CPD19/08 – CPD Point Allocation for Practice Management Course

**Effective 29 February 2008**

The CPD Committee approved the core unit allocation for ethics, risk management and trust accounts for all practitioners that have successfully completed the practice management course since the CPD Scheme was introduced in 2005.

17. CPD 20/08 – CPD Scheme Changes

**Effective 1 April 2008**

The CPD Scheme underwent changes effective from 1 April 2008. Changes to the CPD scheme include:

- The removal of 'reading' as an approved CPD activity.
- The removal of the quality assurance process of all seminars and conferences. Practitioners now are to self assess their CPD point activities.
- The removal of the prescriptive core topics Ethics, Risk Management and Trust Accounts to the less prescriptive areas of Practical Legal Ethics, Professional Skills, Practice Management and Business Skills.

18. CPD 21/08 – CPD Point Allocation for Practitioners on a Volunteer Practising Certificate

**Effective 21 May 2008**

The Committee resolved to reduce the annual CPD requirements for practitioners working solely on a Volunteer Practising Certificate to five CPD units inclusive of the three core areas.

19. CPD 22/08 – CPD Point Allocation for a Masters in Law

**Effective 21 May 2008**

The Committee resolved to allocate five CPD units annually to practitioners completing a PhD in law.

20. CPD 23/08 – CPD Point Allocation for the QLS online conveyancing course

**Effective 4 December 2008**

The Committee resolved to allocate one CPD point in the core area of Practice Management and Business Skills for completion of the online activity; Conveyancing Protocol, Residential Conveyancing, Acting for the Buyer and Acting for the Seller.

21. CPD 23/08 – CPD Point Allocation for completion of surveys on Legal Services Commission Website

**Effective 11 September 2008**

The Committee resolved to allocate one CPD unit annually for practitioners to complete surveys located on the Legal Services Commission website.

22. CPD 24/09 – CPD Point Allocation for Specialist Accreditation Program

**Effective 10 March 2009**

The CPD Committee resolved to allow practitioners to claim 1 CPD point in each of the core areas: Practical Legal Ethics and Professional Skills for completion of a Specialist Accreditation Program.

23. CPD 25/09 CPD 2009 Audit

**Effective 10 March 2009**

The Committee resolved to decrease the numbers of practitioners to be selected for audit from 20% to 5% of the Queensland profession.

24. CPD 26/09

**Effective 30 July 2009**

The Committee resolved to allow 1pt per hour for completion of audio and video activities. The Committee further resolved that completion of these activities would attract a maximum of 5 CPD points per year for these type of activities.