

# How to log your DPD units

It's quick and simple to record and update your DPD units.

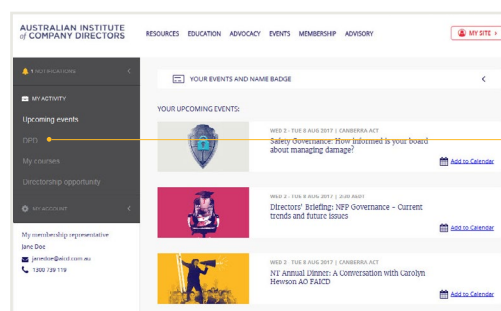
Any professional development activity you have enrolled in through us will have the DPD units automatically logged in the My Site screen 'Add and View DPD units'.

Some professional development is through third parties (e.g. professional reading or courses and briefings undertaken through alternative providers). Records of these forms of professional development and the DPD units they accrue should be maintained by you.

Any process that suits you may be used. We have included an online log for members to use.

## How to log third-party professional development

Open your My Site member page. Click on the 'DPD' link to see your current DPD status.



Click on the 'Add activity' box towards the bottom right of the 'Director Professional Development' page.



### How to log third-party professional development

Complete the fields on the 'Add DPD activity' page and fill in the required fields. When complete click the 'Save activity' box towards the bottom right of the screen.

**DPD Activity**

Add DPD activity

Date: DD/MM/YYYY

Provider: Australian Institute of Company Directors

Type: Please select

Description: [Text area]

Quadrant: Please select

DPD units: 30

Save DPD units over two periods: [Period 1: 15 units, Period 2: 15 units]

DPD Licence: [Browse]

Cancel Save activity

Cancel Save activity

Your self-logged activity will now appear on the updated 'My Director Professional Development units' page.

**My total current DPD units**

0 5 10 15 20 25 30 35 40 45 50 55 60 65 70 75 80

5 DPD UNITS

**My Director Professional Development units**

My total current DPD units: 5

My current three-year period with units by quadrant

PERIOD 1 (20 DEC 2013 - 31 DEC 2014): 5 UNITS

PERIOD 2 (01 JAN 2015 - 31 DEC 2015): 0 UNITS

PERIOD 3 (01 JAN 2016 - 31 DEC 2016): 0 UNITS

5 UNITS

0 UNITS

0 UNITS

Logged DPD activities and units

Date	Provider	Type	Description	Quadrant and units
06 Jan 2014	Australian Institute of Company Directors	LinkedIn (10)	LinkedIn discussions and posts	5 UNITS