

How to log your DPD units

How to meet your DPD requirements

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

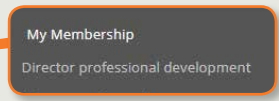
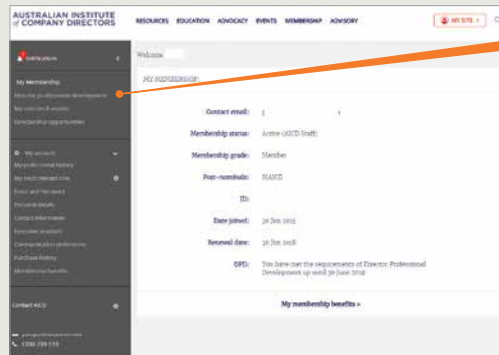
Any professional development activity you have enrolled in through us will have the DPD units automatically logged in the My Site screen 'Add and View DPD units'.

Some professional development is unmonitored (eg. professional reading) or unverifiable by us (e.g. 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.

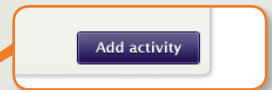
Any process that suits you may be used. We have included an online log for members to use.

How to log unmonitored and professional development from alternative providers

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



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

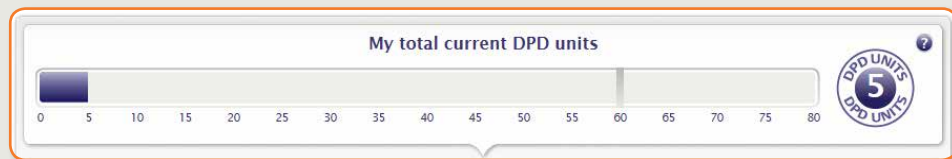


How to log unmonitored and professional development from alternative providers (continued)

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.

The screenshot shows the 'Add DPD activity' form. Callouts highlight the following fields: Date (DD/MM/YYYY), Provider (radio buttons for 'Australian Institute of Company Directors' and 'Other'), Type (dropdown menu), Description (text area), Quadrant (dropdown menu), and DPD units (spinners). A callout also points to the 'Save activity' button at the bottom right of the form.

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



The dashboard shows 'My Director Professional Development units'. It includes a progress bar for the total units (5), a section for 'My current three-year period with units by quadrant' with three charts, and a table of 'Logged DPD activities and units'. A callout points to the '5 UNITS' badge, and another callout points to the table.

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

For more information on DPD visit w: companydirectors.com.au/dpd