

How to log your DPD units

How to meet your DPD requirements

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

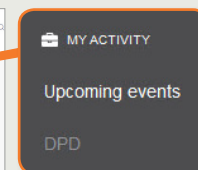
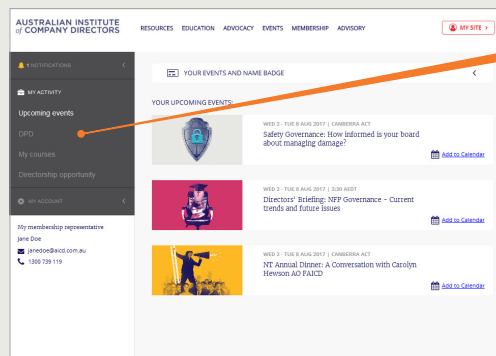
Any professional development activity you have enrolled in through us will have the DPD units automatically logged in the My Site screen 'Add and View DPD units'.

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.

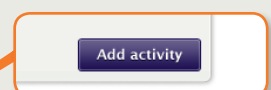
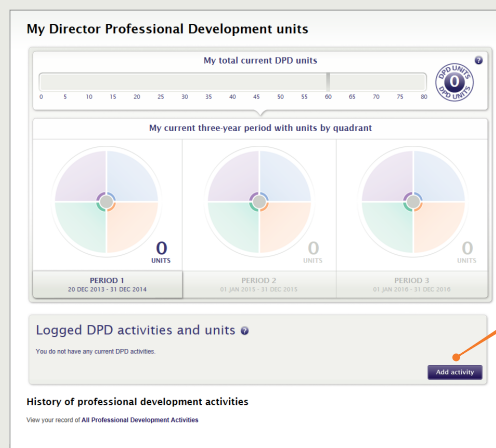
Any process that suits you may be used. We have included an online log for members to use.

How to log unmonitored and professional development from alternative providers

Open your My Site member page. Click on the '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 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.

Add DPD activity

Date DD/MM/YYYY

Provider
 Australian Institute of Company Directors
 Other

Type
Please select

Description

Quadrant
Please select

DPD units
30

DPD Activity

Add DPD activity

Date DD/MM/YYYY

Provider
 Australian Institute of Company Directors
 Other

Type
Please select

Description

Quadrant
Please select

DPD units
30

Split DPD units over two periods
 Period 1 - 15 units
 Period 2 - 15 units

DPD Evidence Browse...

Cancel **Save activity**

Disclaimer
 It is a member's responsibility to be aware of the DPD units they have entered, both through Company Directors and external providers. From January 2015, Company Directors will select, at random, a small number of members each year to undertake evidence of the time of logging. We request members to fulfill the necessary DPD requirement for each submission on Company Professional Development (CPD) System.

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



My Director Professional Development units

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 current three-year period with units by quadrant

Period	Stakeholder	Individual	Organisational	Board	Total
PERIOD 1 20 DEC 2013 - 19 DEC 2014	0	0	0	0	0
PERIOD 2 01 JAN 2015 - 31 DEC 2015	0	0	0	0	0
PERIOD 3 01 JAN 2016 - 31 DEC 2016	0	0	0	0	0

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 DPD UNITS

Add activity

Logged DPD activities and units

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06 Jan 2014	Australian Institute of Company Directors	LinkedIn (10)	LinkedIn discussions and posts	5 DPD UNITS

For more information on DPD visit [w: companydirectors.com.au/dpd](http://w:companydirectors.com.au/dpd)