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RECORD OF MCLE/CPD ACTIVITIES FOR MCLE/CPD YEAR

1 APRIL 20___TO 31 MARCH 20__

NAME…….

Practitioners must include at least one (1) MCLE/CPD unit every year in each of the following fields:

1. Ethics and Professional Responsibility
2. Practice Management and Business skills
3. Professional Skills

DATE	DESCRIPTION/TITLE OF ACTIVITY	CODE	PROVIDER	UNITS CLAIMED	FIELD (1, 2, 3)

NB: The Legal Profession Regulation 2005 Clause 176 is still in effect. Each practitioner must complete one unit every three years addressing the following issues:

a) the principles of equal employment opportunity
b) the law relating to discrimination and harassment
c) occupational health and safety law
d) employment law
e) the management of legal practice consistent with paragraphs (a) – (d)

Units undertaken to comply with Regulation 176 may be claimed towards the mandatory fields, Ethics and Professional Responsibility or Practice Management and business skill.

CODES	COURSES/ ACTIVITIES
CS	Participation in conferences, conventions, seminars and courses of formal legal education (1 unit per hour)
DG	Participation in in-house seminars/discussion group (1 unit per hour)
O	Online seminars (1 unit per hour)
VA	Private Study of Video or audio material (1 unit per hour to maximum of 5 units)
PP	Presentation of papers at conferences, conventions, seminars or courses of formal legal education (1 unit per hour to maximum of 5 units)
PR	Preparation of written or oral material forming part of instruction within a course of continuing legal education and formal legal education (1 unit per hour to maximum of 5 units) for any one course
PU	Publications - 1 unit for every 1000 words or more of a published legal article or work (including article which the practitioner has structurally edited or refereed.) (maximum of 5 units)
CM	Reasonable attendance as a committee member of Law Society of NSW, NSW Young Lawyers, Law Council of Australia, practice section of a professional association (maximum 3 units)