

RECORD OF CPD ACTIVITIES



THE LAW SOCIETY
OF NEW SOUTH WALES

Please retain this for your records.

Record of CPD activities for the CPD year from 1 April to 31 March

1. PRACTITIONER DETAILS

Surname:	First name:
Other names:	Law Society number:

DATE	DESCRIPTION/TITLE OF ACTIVITY	CODE*	PROVIDER	UNITS CLAIMED	FIELD**

2. CARRYOVER FROM PREVIOUS CPD YEAR

DATE	DESCRIPTION/TITLE OF ACTIVITY	CODE*	PROVIDER	UNITS CLAIMED	FIELD**

CODES* COURSES/ACTIVITIES

CS	Seminar, workshop, lecture, conference (1 unit per hour)
DG	In-house seminars/discussion group (1 unit per hour)
O	Multimedia or web-based program (1 unit per hour)
VA	Private study of audio/visual material (1 unit per hour to maximum of 5 CPD units)
PP	Preparation and/or presentation of written or oral material to be used in a CPD activity or in other forms of education provided to solicitors (1 unit per hour to maximum of 5 CPD units)
PU	Publications – research, preparation or editing of an article published or published Law Reports (1 unit for every 1000 words of the article and a maximum of 5 CPD units)
PG	Postgraduate studies relevant to a solicitor's practice needs (1 unit per hour)
CM	Reasonable attendance as a committee member of professional association, designated local authority or the Law Council of Australia or of other committees (1 unit per 2 hours and a maximum of 3 CPD units)

FIELD**

Practitioners must complete 10 CPD units every CPD year including at least one unit every year in each of the following fields:

1. Ethics and Professional Responsibility
2. Practice Management and Business Skills
3. Professional Skills
4. Substantive Law