

RECTIFICATION OF NON-COMPLIANCE CPD PLAN



1. PRACTITIONER DETAILS

Surname:	First name:
Other name:	Law Society number:
Plan for CPD Year:	Number of Units needed to comply:

DETAILS OF NON-COMPLIANCE

Please provide details as to reasons for non-compliance:

PLAN FOR RECTIFICATION OF NON-COMPLIANCE

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

2. DECLARATION

I declare that I intend to rectify the non-compliance in the manner indicated above within 90 days of the date of submitting this rectification of non-compliance CPD plan.

Signed:

Dated (DD/MM/YYYY):

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CODES* COURSES/ACTIVITIES

CS	Seminars, workshops, lectures, conferences, discussion groups, interactive multimedia or web-based programs or other educational activity (1 unit per hour)
AV	Private Study of audio/visual material (1 unit per hour to maximum of 5 units)
PU	Research, preparation or editing of publications - 1 unit for every 1000 words or more of a published article in legal or non-legal publication (maximum of 5 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 and/or to other professionals and/or to other persons including those undertaking practical or supervised legal training (1 unit per hour to maximum of 5 units)
CM	Membership and regular attendance at meetings of a committee, taskforce or practice section of a professional association, designated local authority, or Law Council of Australia (1 unit per 2 hours to maximum of 3 units)
PG	Postgraduate studies relevant to a solicitor's practice needs (1 unit per hour)

FIELD**

Practitioners must include at least one CPD unit every year in each of the following fields:

- Ethics and Professional Responsibility
- Practice Management and Business Skills
- Professional Skills
- Substantive Law