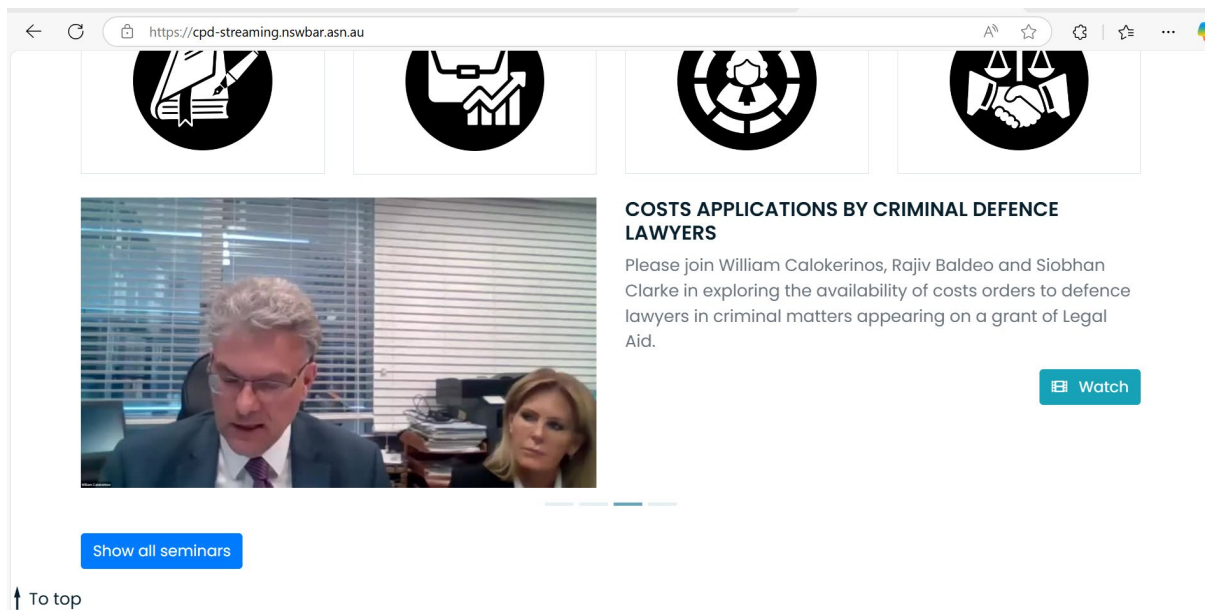


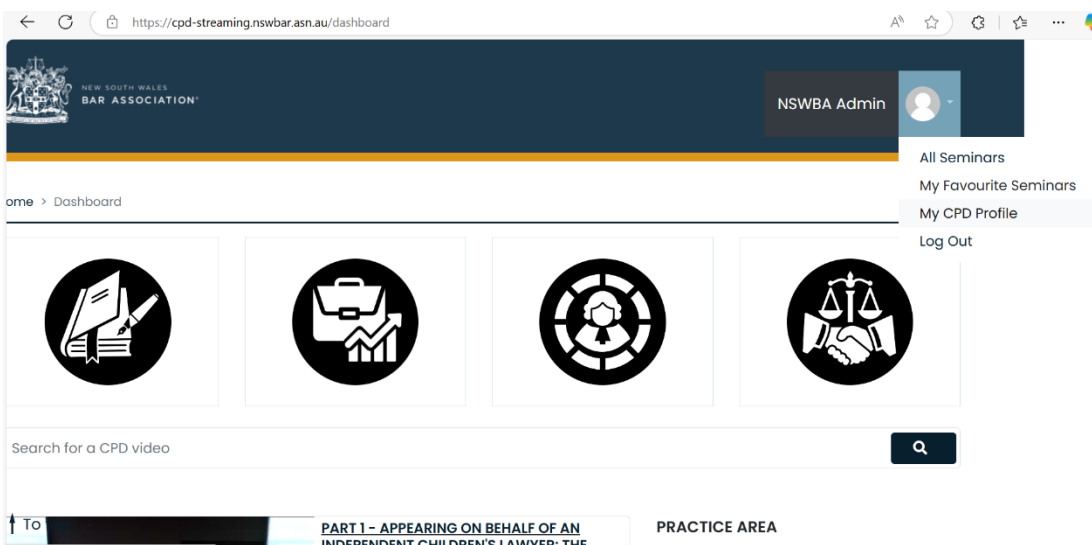
Step by Step Guide on Accessing CPD Recordings, Your CPD Profile and Logging CPD's

1. Go to the NSW Bar Website and hover your mouse over the **Bar Standards** Tab at the top of the page and a drop-down box will appear. Click on the **Professional Development** drop down or click on the following link. [Professional development | New South Wales Bar Association](#)
2. Near the bottom of this page you will see a heading titled **CPD Profile**. Under this will be a hyperlink you can click called **login to CPD seminar Streaming** Or click on the following link. [CPD - CPD Welcome](#)
3. You will be brought to a page that looks like the following:



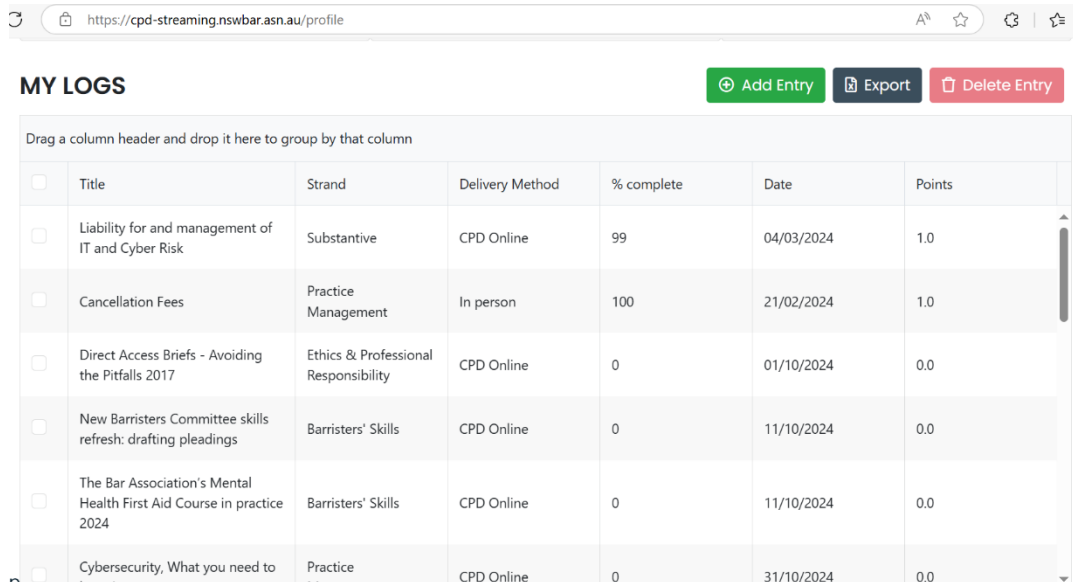
Please click on the tab at the bottom **show all seminars**. You will then be redirected to sign in with your bar association details.

4. Once logged in you will be brought to the below page which enables you to search and watch all CPD recordings provided.



You will see your name and an icon in the top right of the page. If you hover your mouse over the icon, a drop-down box will appear as shown in the above picture. Please click on **My CPD profile** to view all your CPD's attended that are currently logged.

5. 'My CPD profile' page will have a table titled **MY LOGS**. Here you can **add, export and delete** entries.



Drag a column header and drop it here to group by that column

<input type="checkbox"/>	Title	Strand	Delivery Method	% complete	Date	Points
<input type="checkbox"/>	Liability for and management of IT and Cyber Risk	Substantive	CPD Online	99	04/03/2024	1.0
<input type="checkbox"/>	Cancellation Fees	Practice Management	In person	100	21/02/2024	1.0
<input type="checkbox"/>	Direct Access Briefs - Avoiding the Pitfalls 2017	Ethics & Professional Responsibility	CPD Online	0	01/10/2024	0.0
<input type="checkbox"/>	New Barristers Committee skills refresh: drafting pleadings	Barristers' Skills	CPD Online	0	11/10/2024	0.0
<input type="checkbox"/>	The Bar Association's Mental Health First Aid Course in practice 2024	Barristers' Skills	CPD Online	0	11/10/2024	0.0
<input type="checkbox"/>	Cybersecurity, What you need to	Practice	CPD Online	0	31/10/2024	0.0

Please note:

- Your logs in the above table will automatically populate into the renewal's platform when on the renewals platform and you select **fetch from CPD profile**. You will not be required to provide anything further by email unless we directly request this. Please ensure 10 points, with one point at least within each of the four strands is showing in the above table in this CPD year, before completing your renewal application.
- If a log has appeared incorrectly or an error was made. For example, the % complete may be showing incorrectly or the strand used is not the most appropriate for you. You will need to **delete the incorrect log and add the entry again** with the correct information.
- The **% complete** works in increments. To achieve 100% complete for the CPD's watched via our website, you must watch the video in full from start to finish in one session.
- Previous years CPD's logged will also be shown on your table. Please ensure you do not include these towards your 10 points for the current CPD year.

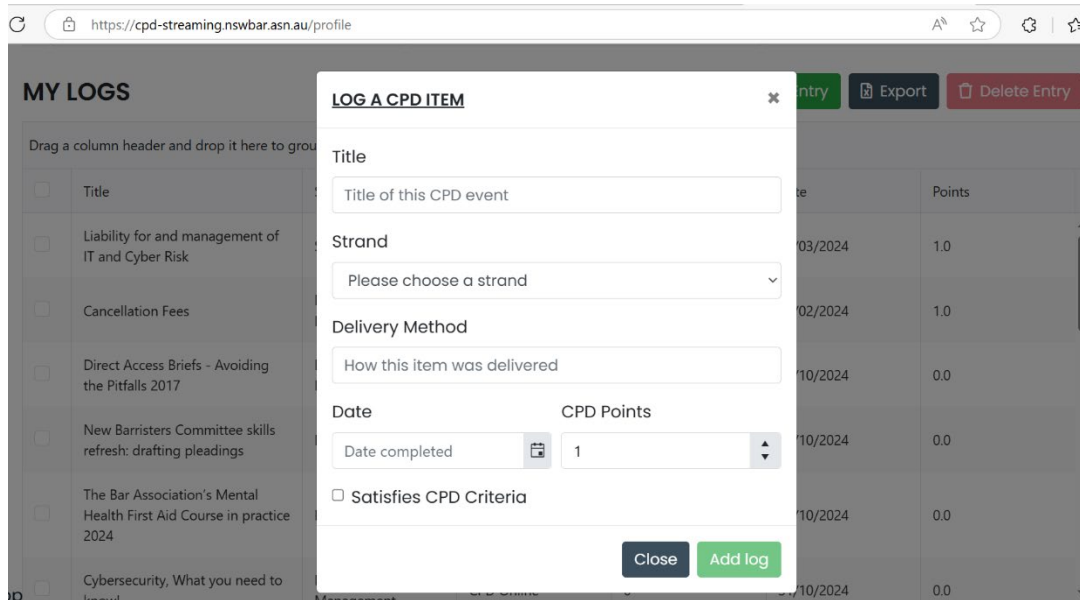
6. ADD ENTRY

When you click on Add Entry, a box will open as shown in the image below. Please complete all the sections and ensure you tick the small box next to **Satisfies CPD Criteria**, then click on **Add log**.

Please note:

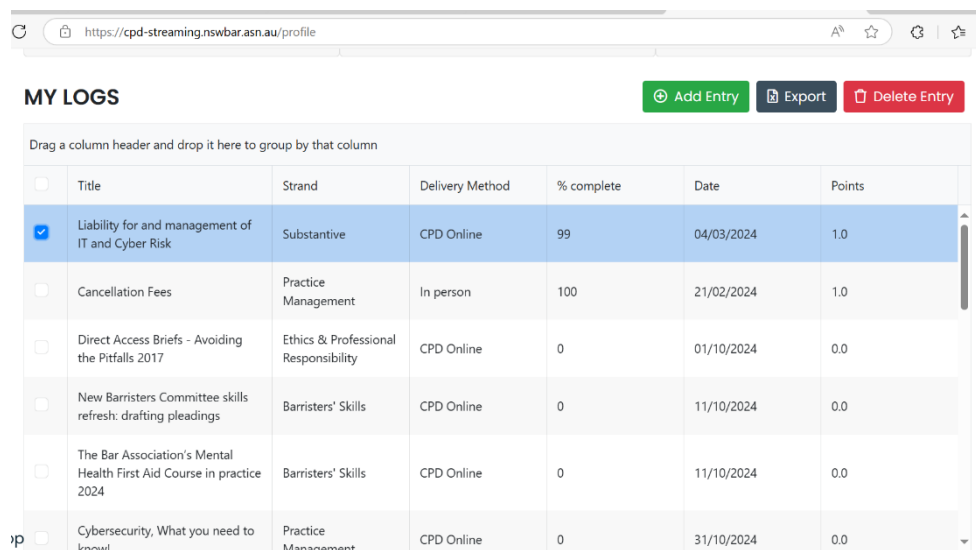
- CPD's have the possibility of satisfying multiple strands. Please select the most relevant of your choice.
- For the **Delivery Method**, please advise if this was in person or online.

- Preparation time can be claimed for CPD points and there is no maximum amount, although all 10 points cannot be claimed from the one stream.
- One full day conference attended, can be claimed for a maximum of six points.
- For 1 hour, 1 CPD point can be claimed. Half points cannot be calculated when logging, so please round these up. This is also the same for preparation time being claimed.
- Only CPD recordings watched via our website will be automatically added to your log.



7. DELETE ENTRY:

If you wish to delete an entry in your log, please select which one by clicking on the small box on left of the log. This will then highlight the entry in blue with a tick. Please see below. You can also select multiple logs at a time.



Once you have selected the log to delete, click on the red tab **delete entry**. A pop-up box will appear requesting for you to confirm that you would like to continue with deleting.

8. EXPORT: If you wish to download your log to an excel spreadsheet, please click on **Export**.