

IMPORTANT INFORMATION

Section 37 of the *Building Industry Fairness (Security of Payment) Regulation 2018* (the Regulation) requires this form to be used for recording CPD activities completed by a registered adjudicator in a CPD year. The Regulation requires that the adjudicator give a copy of this record to the registrar within 14 days after the CPD year ends.

Adjudicators need to accumulate 10 CPD points in a CPD year (from 1 April to 31 March) by completing CPD activities recognised by QBCC. This must include at least one point from each of the three core areas of legal principles, ethics, and practices and procedures.

You have until **14 April 2020** to provide full details of your CPD development for this CPD year.

NOTE:

Before completing the Record of CPD Activities form, it is recommended that you familiarise yourself with Division 3 of Part 5 of the Regulation and ensure that you have met your CPD requirements. Please also ensure your record accurately records your activities in accordance with the *Continuing Professional Development for Adjudicators Policy, Version 1.0, November 2019*.

Please note that the registrar may by written notice, pursuant to Section 37 of the Regulation, require you to provide further information about your CPD activities.

PRIVACY NOTICE

By submitting this form, you agree and acknowledge that the information provided by you in and with this application may be used by the Registrar and staff in the performance of their functions under the *Building Industry Fairness (Security of Payment) Act 2017* and the Regulation.

COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – any amendments should be crossed out and initialed

RETURN YOUR FULLY COMPLETED FORM AND ALL REQUIRED DOCUMENTS BY:

Email: Adjudication.Registry@qbcc.qld.gov.au
 Post: GPO Box 5099, Brisbane QLD 4001
 Fax: 07 3009 0448
 In person: QBCC Service Centres are listed on our website qbcc.qld.gov.au

NEED MORE INFORMATION?

Read the full [Continuing Professional Development for Adjudicators Policy](#).

QUESTIONS?

Contact registry@qbcc.qld.gov.au for help.

CPD ACTIVITY TYPES AND MAXIMUM POINTS ALLOWED EACH CPD YEAR

Activity type code	Activity type	CPD Points
A	Training – courses, seminars, workshops, lectures, discussion groups, multimedia or web-based programs (in person or online)	1 hour = 1 point (0.5 min. no max.)
B	Lecture delivery – preparation and delivery of lectures at seminars, conferences or courses	1 hour = 1 point (5 points max.)
C	Publication of paper – preparation and publication of paper or case update in law, academic or industry publication	1000 words = 3 points (6 points max.)
D	Modules of study – satisfactory completion of subjects or modules within relevant undergraduate or postgraduate courses or units of study from a professional body	1 module = 5 points (6 points max.)
E	Journal subscription – subscriptions to a professional journal or publication that is relevant to adjudication	1 subscription = 1 point (1 point max.)
F	CPD unit – completion of a unit of CPD with a professional association that is relevant to adjudication work	1 CPD unit = 1 point (no max.)

RECORD OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES

Adjudicator Name

Registration Number

CPD YEAR Summary

ACTIVITY COMPLETION DATE When did you complete the CPD activity	CPD CATEGORY Enter the CD Category type. Legal Principles, Practice and Procedure, Ethics or Other approved activity	ACTIVITY TYPE Enter the CPD Activity Type. Refer to the previous page for more information	QUANTITY Enter the amount of time spent on the activity, number of words, modules, units or subscriptions	CPD POINTS EARNED Refer to the previous page for more information	PROVIDER DETAILS Enter the name of the provider, publisher, journal etc.	DESCRIPTION OF ACTIVITY Provide a summary e.g. title of course, workshop or lecture, name of publication etc.