

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.

Adjudicators must provide a copy of their Record of CPD from the previous CPD year, in the approved form, between 1 April and 14 April each 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

This is an interactive PDF form that you may complete in the web browser and save before submitting to the registrar. If you are completing this form in hard copy:

- Use a BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid, cross out and initial amendments.

RETURN YOUR FULLY COMPLETED FORM AND ALL REQUIRED DOCUMENTS BY

Email: registry@qbcc.qld.gov.au

Post: GPO Box 5099, Brisbane QLD 4001

In person: QBCC Service Centres are listed on our website qbcc.qld.gov.au

NEED MORE INFORMATION?

Visit the [QBCC website](http://qbcc.qld.gov.au)

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 (5 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 Enter the date the activity was completed.	CPD CATEGORY Enter the CPD Category type. Either, Legal principles, Practice and procedure, Ethics, or Other. If you are attributing multiple categories or points to one activity, please clearly indicate how points are attributed to each category	ACTIVITY TYPE Enter the CPD Activity Type. Refer to page one for more information.	QUANTITY Enter the amount of time spent on the activity, number of words, modules, units or subscriptions	CPD POINTS EARNED Enter the number of CPD points earned. Refer to page one 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.

RECORD OF CONTINUING PROFESSIONAL DEVELOPMENT ACTIVITIES

Adjudicator name

Registration number

CPD year summary

ACTIVITY COMPLETION DATE Enter the date the activity was completed.	CPD CATEGORY Enter the CPD Category type. Either, Legal principles, Practice and procedure, Ethics, or Other. If you are attributing multiple categories or points to one activity, please clearly indicate how points are attributed to each category	ACTIVITY TYPE Enter the CPD Activity Type. Refer to page one for more information.	QUANTITY Enter the amount of time spent on the activity, number of words, modules, units or subscriptions	CPD POINTS EARNED Enter the number of CPD points earned. Refer to page one 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.