



## Bar Association of Queensland CPD Policy

1. This policy has been made pursuant to Rule 4.5 of the Administration Rules of the Bar Association of Queensland ('the rules').
2. From the commencement of the 2015/2016 CPD year there are four categories for which continuing professional development **must be undertaken**. The categories are:
  - a. Ethics and Professional Responsibility;
  - b. Practice Management and Business Skills;
  - c. Substantive Law, Practice and Procedure and Evidence; and
  - d. Barristers' Skills.
3. The process is now one of **self-accreditation**.
4. In each CPD year (1 April to 31 March), you will need to:
  - a. accrue at least **ten (10)** CPD points;
  - b. as part of the ten points to be accrued, **accrue at least one (1) CPD point in each of the four categories** identified in paragraph 2 above;
  - c. accrue these points by undertaking activities that are:
    - i. of significant intellectual or practical content and which deal primarily with matters related to the practice of law;
    - ii. conducted by persons who are qualified by practical or academic experience in the subject covered; and
    - iii. relevant to your immediate or long term needs in relation to your professional development as a barrister and practice of law; and
  - d. retain a record of the activities you have undertaken in order to comply with your obligations (your CPD Record).
5. You are required to keep a copy of your online CPD Record, and all supporting documentation to your online record must be retained **for at least three years** after the end of each CPD year.
6. A percentage of members will be audited each year. During an audit, you will need to establish that you have completed the CPD requirements by producing supporting records to demonstrate your attendance, such as records confirming your attendance, seminar materials and diary notes.
7. Failure to complete the CPD requirements may have serious consequences under the rules.

8. If you require an extension or dispensation in respect of any CPD requirement you will need to apply in writing to the Chief Executive under the rules.
9. If you are uncertain about self-assessment of an activity, or any other aspect of your CPD compliance, then, prior to undertaking the activity, you should contact the Association for advice.
10. **Readers** are still required to undertake designated compulsory readership CPD activities.
11. **Appendix 1** to this policy contains examples of CPD activities that may be undertaken to accrue CPD points, and the caps on the CPD points that may be gained in relation to these examples.
12. **Appendix 2** to this policy contains examples of activities that **do not** constitute CPD activities and for which no CPD points may be claimed.
13. **Appendix 3** to this policy is a sample of the online CPD record, in the form required under the rules.

## Appendix 1

Activities	Points and Caps
Attending a live seminar, lecture, conference or workshop	1 CPD point per hour of educational activity, excluding breaks.
Presenting a seminar, lecture, conference or workshop.	3 CPD points per hour or pro rata of presentation of an educational activity, excluding breaks.
Presenting and/or marking examinations, Bar Practice course.	3 CPD points per hour or pro rata of presentation or marking, excluding breaks.
Chairing or facilitating a seminar, lecture, conference or workshop	2 CPD points per hour or pro rata of presentation of an educational activity, excluding breaks.
Judging a moot at undergraduate level or above	2 CPD points per hour. Capped at a maximum of <u>6 CPD points per year</u>
Lecturing at undergraduate level or above	2 CPD points per hour. Capped at a maximum of <u>6 CPD points per year</u>
Publishing a legal journal article or substantial update of a text or similar legal publication	2 CPD points per publication. Capped at a maximum of <u>6 CPD points per year</u>
Masters and other relevant higher degrees.	10 CPD points per CPD year on successful completion of <u>one or more</u> activities verifiable by a University in any one CPD year.
Viewing live or recorded CPD activities, hosted by the Bar Association of Queensland website.	1 CPD point per hour of educational activity, excluding breaks. BAQ and External online viewing capped at a maximum of <u>3 CPD points per year</u> Exceptions for regional members apply.
Viewing recorded CPD activities, hosted by external providers.	1 CPD point per hour of educational activity, excluding breaks BAQ and External online viewing capped at a maximum of <u>3 CPD points per year</u>

From the commencement of the 2015/2016 CPD year there are four categories for which continuing professional development **must be undertaken**. You must accrue at least one (1) CPD point from each of the four categories listed below:

- Ethics and Professional Responsibility (E);
- Practice Management and Business Skills (P);
- Substantive Law, Practice and Procedure and Evidence (S); and
- Barristers' Skills (B).

As per Rule 4.16 of the *Administration Rules*, you are required to submit your completed CPD Record – Schedule 5 by the **14 April** of each year.

## Appendix 2

### Types of activities that will not entitle you to accrue points

#### Personal Development

- Personal stress management
- Personal presentation skills
- Listening to radio programmes
- Life coaching skills
- Career development courses
- Leadership/general management skills Other

#### Pro-bono work

- Acting as a Pupil Mentor
- Marking work for University courses
- Sitting on a Tribunal
- Annual General Meetings
- Careers Talks
- Attendance at a launch for any form of legal materials
- After-dinner speeches, book tours, receptions and court visits







# CPD RECORD - SCHEDULE 5 DECLARATION

I certify that, pursuant to the Administration Rules:

- a. I have accrued no fewer than 10 CPD points for the CPD year referred to above and that the details set out above are accurate;
- b. I have accrued at least 1 CPD point in each of the following mandatory categories:
  - i. Ethics and Professional Responsibility category (E);
  - ii. Practice Management and Business Skills category (P);
  - iii. Substantive Law, Practice and Procedure, and Evidence category (S); and
  - iv. Barristers’ Skills category (B).
- c. The CPD activities were:
  - i. of significant intellectual or practical content that deal primarily with matters related to the practice of law;
  - ii. conducted by persons who are qualified by practical or academic experience in the subject covered;
  - iii. relevant to my immediate or long term needs in relation to my professional development as a barrister and practice of law;
  - iv. not accrued in respect of any other CPD year.

Alternatively, I certify that, pursuant to the Administration Rules:

- d. Either rule 4.8 pro rata calculation or rules 4.18 – 4.12 exemption or extension apply to me;
- e. I have accrued no fewer that the number of CPD points for the CPD year referred to above that I am required to complete by the date I am required to complete them, and that the details set our above are accurate; and
- f. The CPD activities were:
  - i. of significant intellectual or practical content that deal primarily with matters related to the practice of law;
  - ii. conducted by persons who are qualified by practical or academic experience in the subject covered;
  - iii. relevant to my immediate or long term needs in relation to my professional development as a barrister and practice of law;
  - iv. not accrued in respect of any other CPD year.

Certified by:

:Signature

Date:

:Name