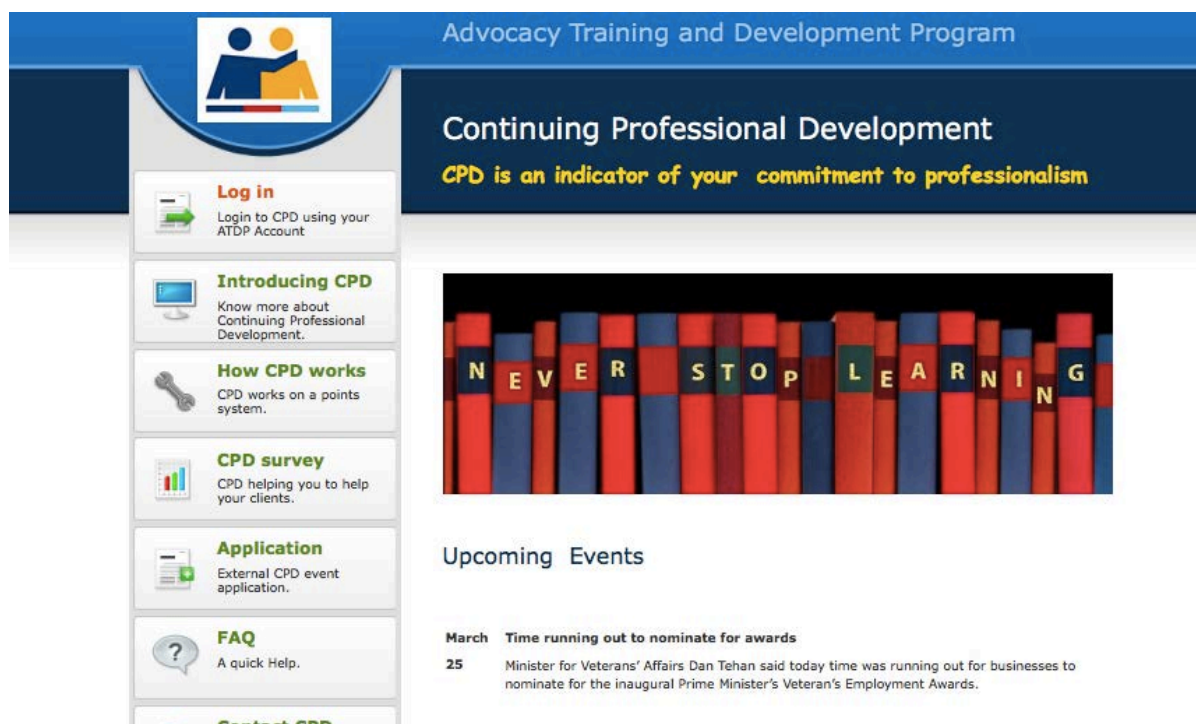


# ATDP CONTINUING PROFESSIONAL DEVELOPMENT STEP-BY-STEP GUIDE

1. There are two methods of accessing the CPD Portal.
  - a. **Via the ATDP Home Page.** Log in to the ATDP Home Page as normal, then click on the green 'Log in to your CPD home page' tab. You will be taken to the CPD Home Page. Note that the 'Welcome' button shows you are automatically logged in to the CPD Portal.



- b. **Via any Internet Browser.** Type 'atdp.org.au/cpd' into the command line of your internet browser. You will be taken to the CPD Home Page. Note that the 'Log in' button shows that you will need to log in to the CPD Portal.



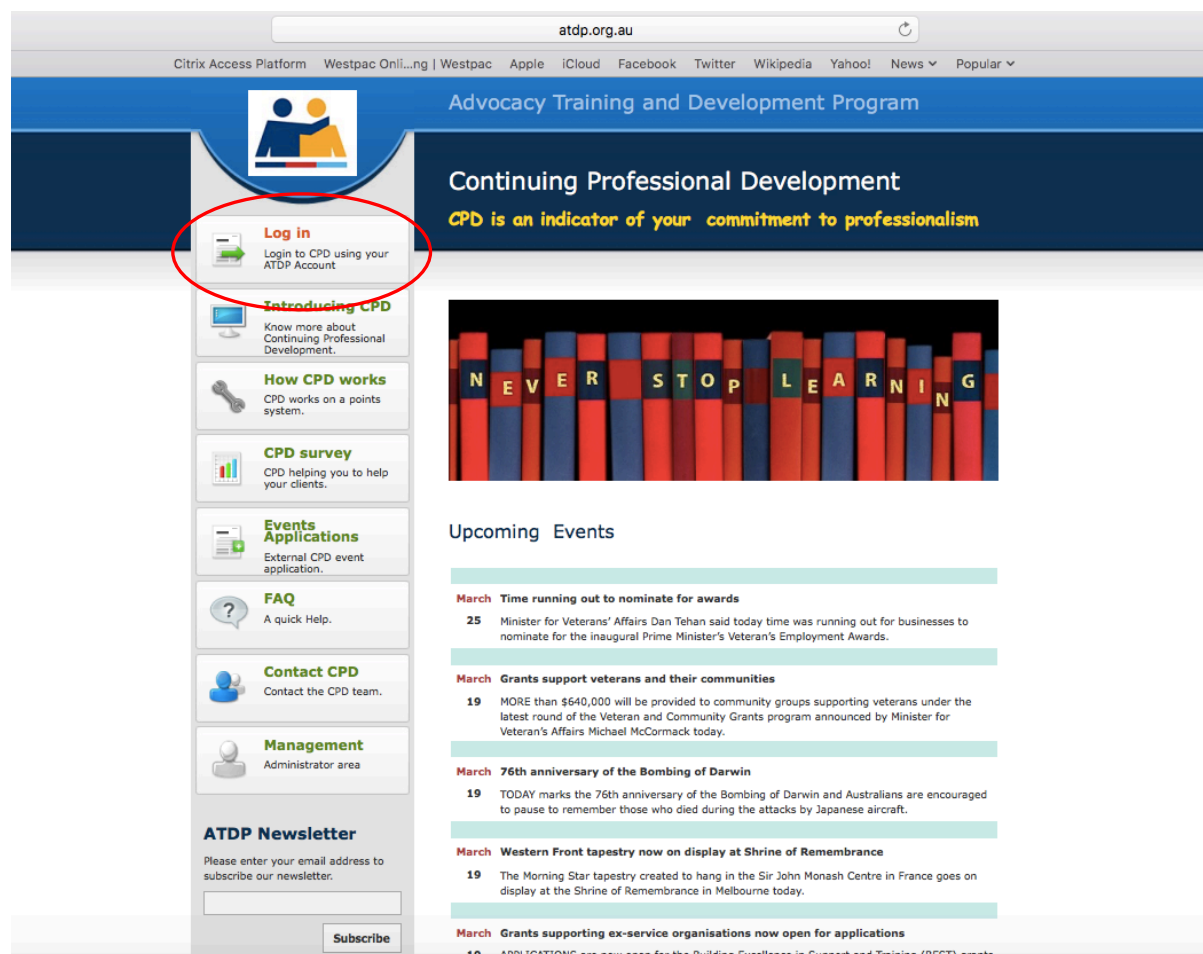
## First Time Users

2. It is recommended that you save the page to your Bookmarks or Favourites for easier access in future.
3. Click on the '**Introducing CPD**' tab on the left-hand side of the screen and read the information. When finished, use your browser's 'Back' button to return to the CPD Home Page.
4. Click on the '**How CPD Works**' tab on the left-hand side of the screen and read the information. When finished, use your browser's 'Back' button to return to the CPD Home Page.
5. Click on the '**FAQ**' tab on the left-hand side of the screen and read the questions and answers. When finished, use your browser's 'Back' button to return to the CPD Home Page.

## Log in to Your Personal CPD Home Page

**Note:** If you are already logged in, skip this step and proceed to paragraph 8.

6. Click on the '**Log in**' tab on the left-hand side of the screen.



7. The Log in page will open. **Enter your ATDP User Name and Password (the same one you use for the ATDP website).** If desired, select the 'Remember me' box (only select this option if you are the sole user of the computer or device). Click on the purple 'LOGIN' button.

### **Please note:**

On logging into your CPD home page, a dialogue box will be displayed requesting you to **update your personal details.**

Click on the **link** and update your details as required. There is no drop down menu for either Suburb or Postcode. You will need to enter this information manually.

On completion, don't forget to hit the **UPDATE TAB.**

This is a **once only** operational request. Once you have updated your details, these will be saved automatically to your CPD as well as ATDP profile. The next time you access your CPD profile, the update request will **Not** be shown again.

**If at any time in the future, you change your personal or address details, you can update these by accessing the relevant tab on the ATDP home page.**

## 8. Your individual CPD details will be displayed.

The screenshot shows the 'CPD Home' dashboard for the 'Advocacy Training and Development Program'. The user is identified as 'Mr Babu Blesien'. The dashboard is divided into several sections:

- 1. CPD Menu:** A vertical sidebar on the left containing links for 'CPD Home', 'CPD Library', 'CPD Activities', 'Applications', 'CPD Feedback', 'My ATDP Profile', and 'Logout'.
- 2. Your Enrolment Overview:** A table showing completed units of competency.
 

#	Unit of competency	Start Date	Finish Date	Status
1	Compensation Advocate Level 2	22-Feb-2017	27-Jul-2017	Completed
2	Wellbeing Advocate Level 2	22-Feb-2017	27-Jul-2017	Completed
- 3. Notifications Panel:** A panel on the right showing 'Your Last login' (Jun 26, 2018, 3:14 pm B), 'Users Online' (1), and 'CPD Status' (CURRENT).
- 4. Your CPD Target:** A table showing CPD history and targets.
 

#	CPD History	Minimum Points	Points Earned	Status
1	year 1: From 1-Jul-2017 to 30-Jun-2018	15	31	CURRENT
2	year 2: From 1-Jul-2018 to 30-Jun-2019	15	0	IN ARREARS
3	year 3: From 1-Jul-2019 to 30-Jun-2020	15	0	IN ARREARS
Cycle Year 1 to Year 3		45	31	
- 5. Points Requirement:** A section explaining the requirements to be compliant, including a 45-point 3-year cycle and 15 points per year.
- 6. Your CPD Progress:** A horizontal bar chart showing progress for 'Year 2017 - 2018' (100% Complete), 'Year 2018 - 2019' (0%), 'Year 2019 - 2020' (0%), and 'Last 3 Years Cycle' (69% Complete).
- 7. CPD Cycle:** A section detailing quarterly requirements: 15 points for attainment 1 (Jul-Sep), 10 points for attainment 2 (Oct-Dec), 10 points for attainment 3 (Jan-Mar), and 5 points for attainment 4 (Apr-Jun).

## 9. Details displayed are as follows:

1. *CPD Menu.*
2. *Your Enrolment Overview.* Displays the Units of Competency you have completed or are enrolled for.
3. *Your CPD Target.* Displays your CPD points targets for the current year and for the 3-year rolling cycle.
4. *Your CPD Progress.* Displays a live chart of your progress both annually and by 3-year cycle.
5. *Notifications Panel.* Displays your last login to the CPD portal, the last CPD points you earned, the date you enrolled and your current status (Current, In Arrears or Not Current).
6. *Points Requirement.* Explains the points required to be maintain a status of 'Current'.
7. *CPD Cycle.* Displays your points requirement to maintain CPD currency over a 3-year cycle.

10. Click on the 'CPD Library' tab on the left of the screen. The available CPD Activities are displayed, along with the points allocated for successful completion of each.

The screenshot shows the 'CPD Library' page. On the left is a navigation menu with options: CPD Home, CPD Library (selected), CPD Activities, Applications, CPD Feedback, My ATDP Profile, and Logout. The main content area has a header 'CPD Library' and a red box titled 'CPD Prerequisites' containing text about mandatory update modules. Below this is a table titled 'List of available CPD Activities'.

#	Program name	How Delivered	CPD Points	Comments	Action
1	Update Module 1 - Transition and MEC	On line	5	Required learning	View Details
2	Update Module 2 - Restoring Wellbeing	On line	5	Required learning	View Details
3	Update Module 3 - Community Reintegration	On line	5	Required learning	View Details
4	Update Module 4 - Rehabilitation and Compensation	On line	5	Required learning	View Details
5	Update Module 5 - Wellbeing Advocacy Overview	On line	5	Required learning	View Details
6	Undertaking an on-line quiz	On line	5	Required learning	Disabled
7	Undertaking an on-line case study	On line	5	Required learning	Disabled
8	Attendance at a 'specialist' ATDP course	By attendance	TBA	Attendance cert required	Disabled
9	Attendance at an ATDP approved seminar or CoP forum	Face to Face	TBA	Registration Required, Attendance cert required	Disabled
10	Attendance at a CoP forum	By attendance	TBA	Attendance cert required	Disabled
11	Attendance at an ATDP webinar	By attendance	TBA	Attendance cert required	Disabled
12	Accessing an on-line video tutorial	By attendance	TBA	Attendance cert required	Disabled
13	Publication of professional paper (Military Compensation / Wellbeing)	Submission of essay	TBA	Submission of essay	Disabled
14	Veteran Legislative Updates	Access on-line	TBA	Content not yet uploaded	View Details
15	Veteran Denatmination Updates	Access on-line	TBA	Content not yet uploaded	Disabled
16	Formal assessment	TBA	TBA	TBA	Disabled
17	Accessing an on-line PowerPoint tutorial	TBA	TBA	TBA	Disabled
18	Share CPD resources	TBA	TBA	TBA	View Details
19	Repeating on-line component of training at current level	TBA	TBA	TBA	Disabled
20	Accessing ATDP's on-line chat-room.	TBA	TBA	TBA	Disabled
21	Case Law Updates	TBA	TBA	TBA	Disabled

**NOTE 1.** During the first CPD Year, all Advocates who have achieved their competency through the RPL Pathway will need to complete some compulsory 'Year 1 CPD Update Modules'. The program consists of:

- Module 1 - ADF Transition Process and Medical Employment Classification System
- Module 2 - Community Reintegration
- Module 3 - Restoring Wellbeing (The Veteran and Family in Crisis)

and either

- Module 4 - Rehabilitation and Compensation Overview for Wellbeing Advocates, or
- Module 5 - Wellbeing Advocacy Overview for Compensation Advocates

**NOTE 2.** If you have successfully achieved both Welfare and Compensation Level 2 competencies through RPL, there is no need to complete either of the Overview Modules (although you are most welcome to). However, you will still need to achieve 15 CPD points in the first year of CPD activities, so completion of other CPD activities may be required.

**NOTE 3.** Most of the CPD Activities in the Library are not available (greyed out) until you have completed the required Update Modules. Once these have been completed, the other Activities will become available.

## Completing CPD Update Modules

11. Click on one of the CPD Update Modules in the CPD Library. A PowerPoint presentation will open. Ensure that your computer or device has sound enabled and the volume adjusted, as all of the Update Modules have a narration with each slide. Click the 'Next' and 'Prev' buttons to move forward and backward through the presentation. If the narration does not commence automatically, click on the 'Next' and then the 'Prev' buttons.

12. At several points in each Module, you will be asked a number of revision questions. It is recommended that you answer these questions, then review your answers by going back over the preceding slides.

The screenshot shows a presentation slide from the ATDP Home platform. The slide features the ATDP logo (two stylized figures, one blue and one orange) and the text 'Advocacy Training and Development Program'. The main title is 'Continuing Professional Development' in large blue letters, followed by 'ADF Transition and Medical Employment Classification System' in black. Logos for the Australian Government Department of Veterans' Affairs and MTS Learning are visible at the bottom. A right-hand sidebar contains an 'OUTLINE' section with a search bar and a list of 18 topics, including 'Continuing Professional Development', 'Contents', 'Voluntary Separation', 'Involuntary Separation', 'Transition Process', 'Transition Support', 'Quiz Questions', 'ADF Transition Checklist', 'Transition Seminars', 'Transition References', 'Medical Classification Systems', and 'Medical Employment Classification System'. The presentation is titled 'Update Module 1 - ADF Transition and MEC System'.

13. When you have completed the entire CPD Update Module, return to the CPD Library and open the Online Quiz for the Module (the questions are the same as the revision questions asked during the presentation). The quiz for some Modules have 15 questions, worth 1/3 of a point each, while some have 10 questions, worth 1/2 point each. You will need to achieve 100% for the quiz to earn 5 CPD points. You may attempt the quiz more than once

The screenshot displays the 'CPD User Panel' interface. The main content area is titled 'Undertake the Quiz - Update Module 1' and contains four questions. Each question has a 'Select answer' section with radio buttons for 'True' and 'False', or a text input field for a specific answer. A 'Notifications Panel' is visible on the right side, showing a list of notifications: 'Your Last login' (Jun 26, 2018, 8:21 pm), 'Last point' (Jun 26, 2018, 3:14 pm (6)), 'Users Online' (1), and 'CPD Status - CURRENT'. A left-hand sidebar contains navigation links: 'CPD Home', 'CPD Library', 'CPD Activities', 'Applications', 'CPD Feedback', 'My ATDP Profile', and 'Logout'. The top navigation bar includes 'Citrix Access Platform', 'Westpac Onli...ng | Westpac', 'Apple', 'iCloud', 'Facebook', 'Twitter', 'Wikipedia', 'Yahoo!', 'News', and 'Popular'.

14. When you have completed the Quiz, your CPD points will automatically be allocated to your CPD profile.