

# Recording your CPD

## TUTORIAL

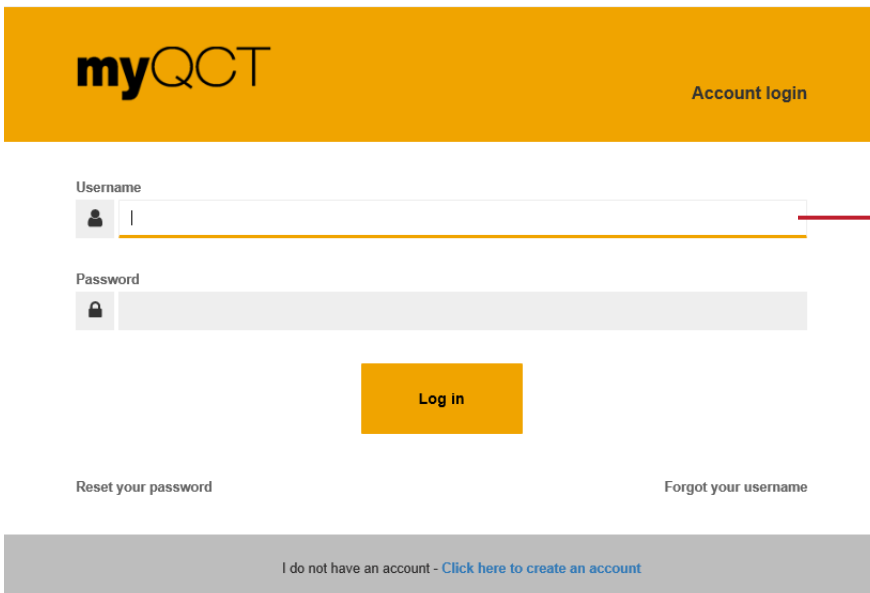
Queensland College of Teachers provides an easy and convenient online tool to record your CPD. Please follow the instructions in this tutorial to record your CPD.

### 1

#### Login to myQCT

 [my.qct.edu.au](http://my.qct.edu.au)

Visit the page mentioned above to access the **Account login** page (Figure 1). Enter your **Username** and **Password** then click **Log in**.



The screenshot shows the myQCT Account login page. At the top left is the myQCT logo, and at the top right is the text "Account login". Below the logo are two input fields: "Username" with a person icon and "Password" with a lock icon. A yellow "Log in" button is centered below the fields. At the bottom left is a link "Reset your password" and at the bottom right is a link "Forgot your username". At the very bottom is a grey bar with the text "I do not have an account - [Click here to create an account](#)".

 **NOTE**

Use your QCT registration number as your **Username**.

Figure 1 : Account login page.

## 2

## Access CPD records tool

Click on the 'hamburger/Menu' icon, then choose CPD.

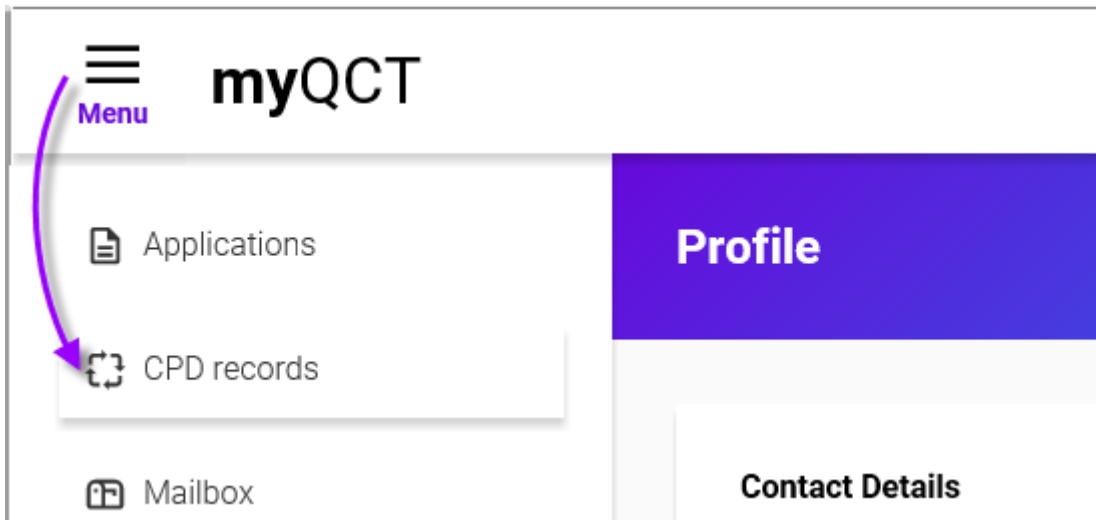


Figure 2 : myQCT menu.

## 3

## Years view

Click **Edit** in the year to record your days of teaching, view and add your CPD records for that year.

CPD activity						Download
Teachers with full registration must complete at least 20 hours of CPD for any calendar year in which they teach 20 days (100 hours) or more. There is no CPD requirement for any year in which they teach fewer than 20 days (100 hours).						
Year	CPD records	CPD hours	Standards covered	Teaching days	Action	
2019	5	8h	3 4 5 6 7	<a href="#">not set</a>	<a href="#">Edit</a>	
2018	0	0h		<a href="#">not set</a>	<a href="#">Edit</a>	
2017	0	0h		<a href="#">not set</a>	<a href="#">Edit</a>	
2016	9	18h	3 4 5 6 7	<a href="#">not set</a>	<a href="#">Edit</a>	
2015	8	19h 30m	1 2 3 4 5 6 7	<a href="#">not set</a>	<a href="#">Edit</a>	
2014	11	29h	1 2 3 4 5 6 7	<a href="#">not set</a>	<a href="#">Edit</a>	
2013	14	35h 15m	1 2 3 4 6 7	<a href="#">not set</a>	<a href="#">Edit</a>	
2012	16	23h 15m	2 3 7 8 9 10	<a href="#">not set</a>	<a href="#">Edit</a>	

Figure 3 : CPD years.

## 4

## Complete details of CPD activity

Add or Edit a CPD Activity by clicking the Add CPD record button.



Figure 4 : Add or Edit a CPD Activity.

The 'Add CPD activity' form includes the following sections:

- Area\***: A dropdown menu with '-- Select --'.
- Date\***: A date input field with a calendar icon.
- Topics\***: A list of checkboxes for various topics, including Assessment, Behaviour management, Curriculum and/or content knowledge, Employer policies and/or procedures, Further/tertiary study unit, ICT, Inclusion / diversity, Industry currency, Leadership development / training, Literacy, Mentor / support training, Numeracy, Professional standards, Registration requirements, Students with disability, Student development and care, Teaching & learning strategies, Using data, and Other.
- Activity type\***: A dropdown menu with '-- Select --'.
- Provider type\***: A dropdown menu with '-- Select --'.
- Verified evidence held\***: A dropdown menu with '-- Select --'.
- Hours of CPD activity**: Two dropdown menus for 'hours' and 'minutes', both with '-- Select --'.
- Professional standards**: A section titled 'Please select the standards appropriate for this activity.' containing three sub-sections:
  - Professional Knowledge**:
    - 1. Know students and how they learn
    - 2. Know the content and how to teach it
  - Professional Practice**:
    - 3. Plan for and implement effective teaching and learning
    - 4. Create and maintain supportive and safe learning environments
    - 5. Assess, provide feedback and report on student learning
  - Professional Engagement**:
    - 6. Engage in professional learning
    - 7. Engage professionally with colleagues, parents/carers and the community
- Reflection**: A large text input area.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom.

Figure 5 : Add Activity and select the Professional Standards.

- ➊ Enter details for the **Area**, **Date**, **Topic(s)**, **Activity type**, **Provider type** and **Verified evidence held** fields from drop-down menus (Note: If required, select Other in the drop-down menu to enter your own description).
- ➋ Select the **Hours** and **Mins** from drop-down menu (Note: Meal or refreshment breaks are not CPD).
- ➌ Identify the **Standards covered** by the CPD activity - An activity can cover more than one standard. More information about each domain can be accessed by clicking on the hyper-link.
- ➍ Tick as many check-boxes as are applicable. The selected Standards will be listed in your form.
- ➎ Enter your **reflection notes**.
- ➏ Please ensure you click **Save** before you close the entry.

## 5

## Update teaching days

Click on the **Edit** button next to Teaching days.

← Back   + Add CPD record

CPD activity for 2019 Download ▾

CPD records 0   CPD hours 0h   Teaching days (not set)

Enter your teaching days. Full time and Not teaching are yes/no selections.  
Part time also needs a value from 1 to 199 days.  
Please ensure you click **Save** before you close your entry.

Teaching days for 2019

**?** **Full time**  
You taught 200 days or more in 2019  No

**?** **Part time**  
 Days  No  
You taught 1 to 199 in 2019

**?** **Not teaching**  
You did not teach in 2019  No

Figure 6 : Teaching days form.