



CPD AUDIT GUIDANCE FOR PRACTITIONERS



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UNDERSTANDING THE AUDIT PROCESS

OVERVIEW

Each year, the Medical Board of Australia requires CPD Australia to randomly select at least 5% of CPD Home participants to audit their compliance with CPD requirements. Being selected for audit is a routine quality assurance process and not an indication of any concern about your CPD activities. Those previously found compliant are exempt from audit for three years.

THE THREE PHASES OF AUDIT

If you have been selected for audit, you will be notified by email and must ensure all CPD activities and evidence are submitted to your CPD Australia profile by 31 January. All audit results are reported to the Medical Board of Australia by 30 June.

There are three phases of audit, as outlined in Figure 1 below.

For further details on the audit process, see our Audit Policy available [here](#).

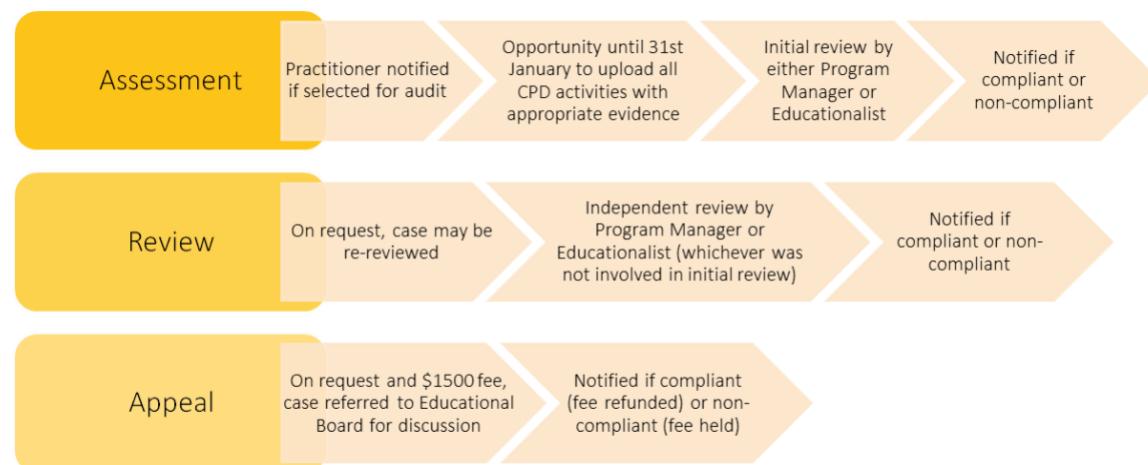
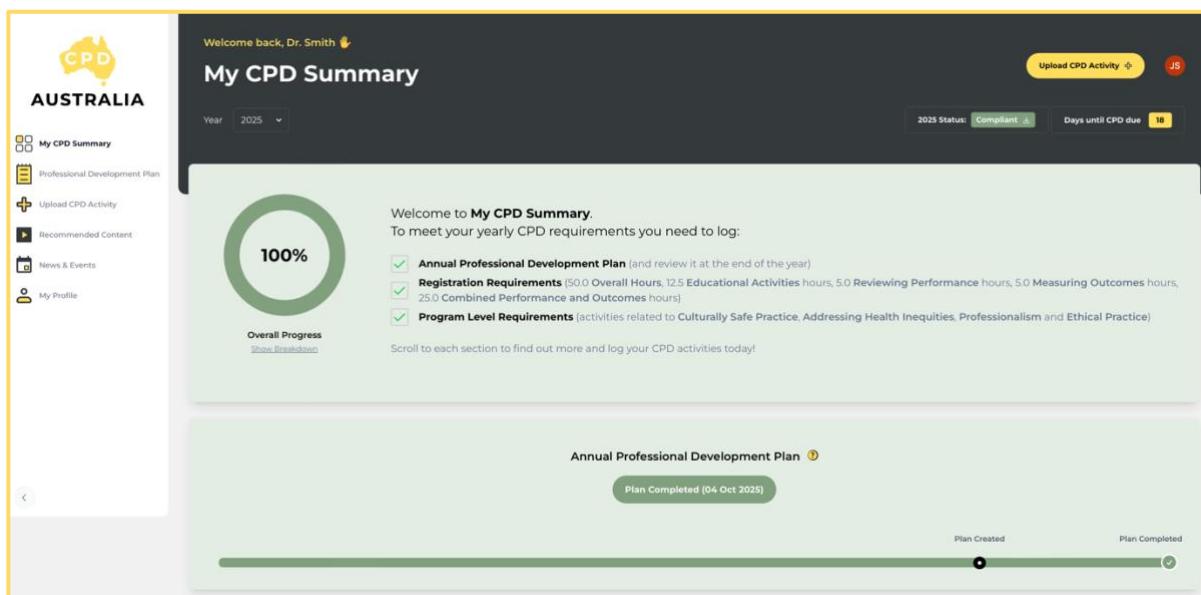


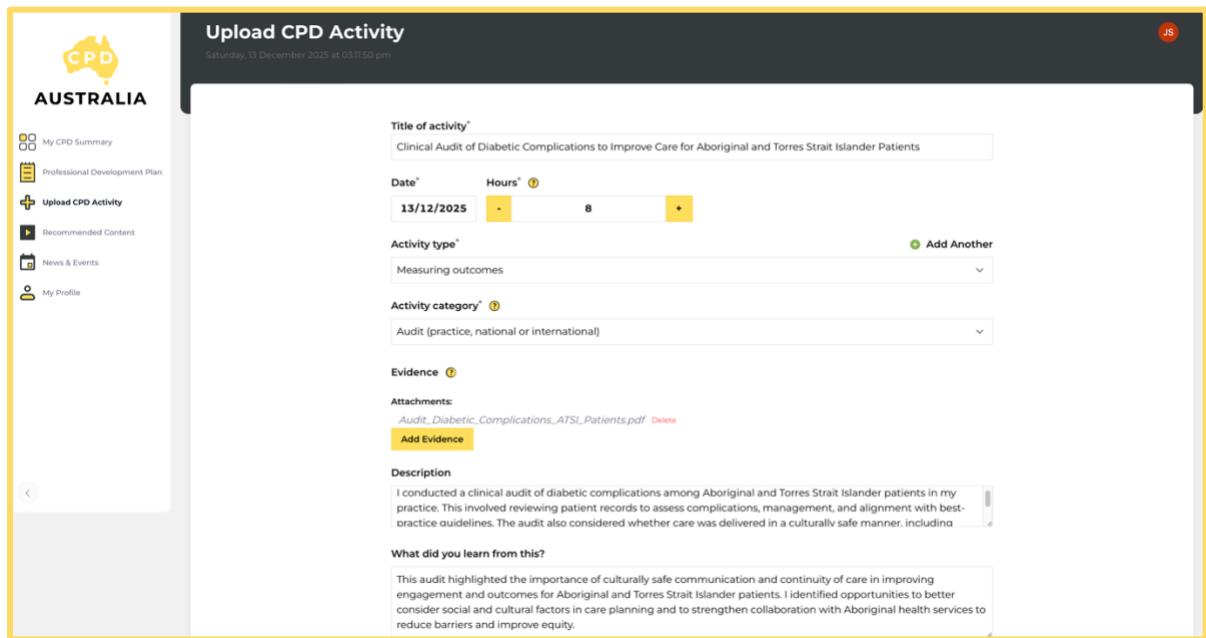
Figure 1: Three phases of the CPD Australia audit process.

WHAT YOU NEED TO DO



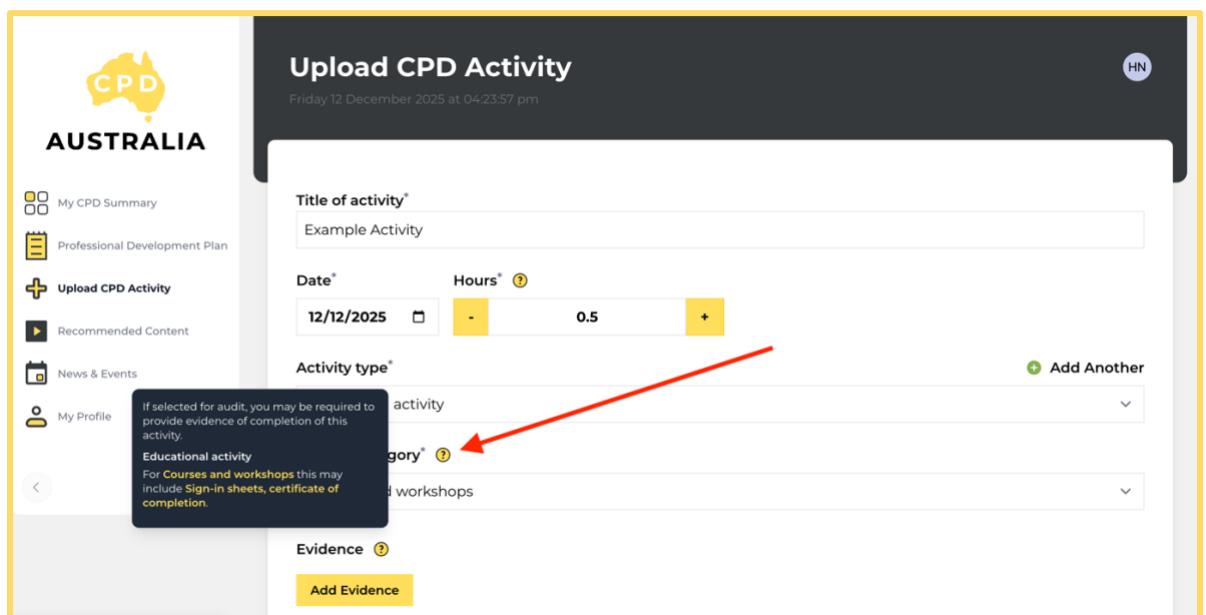
To be successful in the audit, you must complete the following steps **by 31 January**:

1. **Log in to your CPD Australia [My CPD Summary](#) page.**
2. **Navigate to the 2025 CPD Year and review your overall progress.**
At the top of the page, ensure the toggle is set to **2025**. You will then see a summary of your progress towards meeting all CPD requirements for the year.
3. **If your progress is not at 100%, you can continue uploading retrospective activities.**
You may only upload any activities completed between **1 January and 31 December 2025** (i.e., you cannot upload activities completed during 2026).
4. **Scroll down to the section titled 'My Uploads' and press the edit icon to review each activity carefully:**
 - a. Confirm the date and hours are accurate.
 - b. Ensure the activity has a clear title, description, and learning outcomes ("What did you learn?").
 - c. Check that the activity type/category is correct (refer to the [Program Requirements Policy](#) for guidance).
 - d. Attach evidence for all activities. If you don't have evidence that you can attach, please refer to the **Evidence** section below for more details.
 - e. If you have made the optional selection that an activity relates to a **program-level requirement** (*culturally safe practice, addressing health inequities, ethical practice, professionalism*), include a clear explanation in the "What did you learn?" box to show how the activity relates to these requirements.
 - f. If you are a specialist/fellow, consider whether the activity meets a **specialist high-level requirement** (optional). If it does, ensure your description clearly demonstrates how the activity meets the criteria for that specialist high level requirement if it is not obvious.
 - g. **Finally, ensure you press *Save/Submit* for all edited activities** at the bottom of the Edit CPD Activity page.



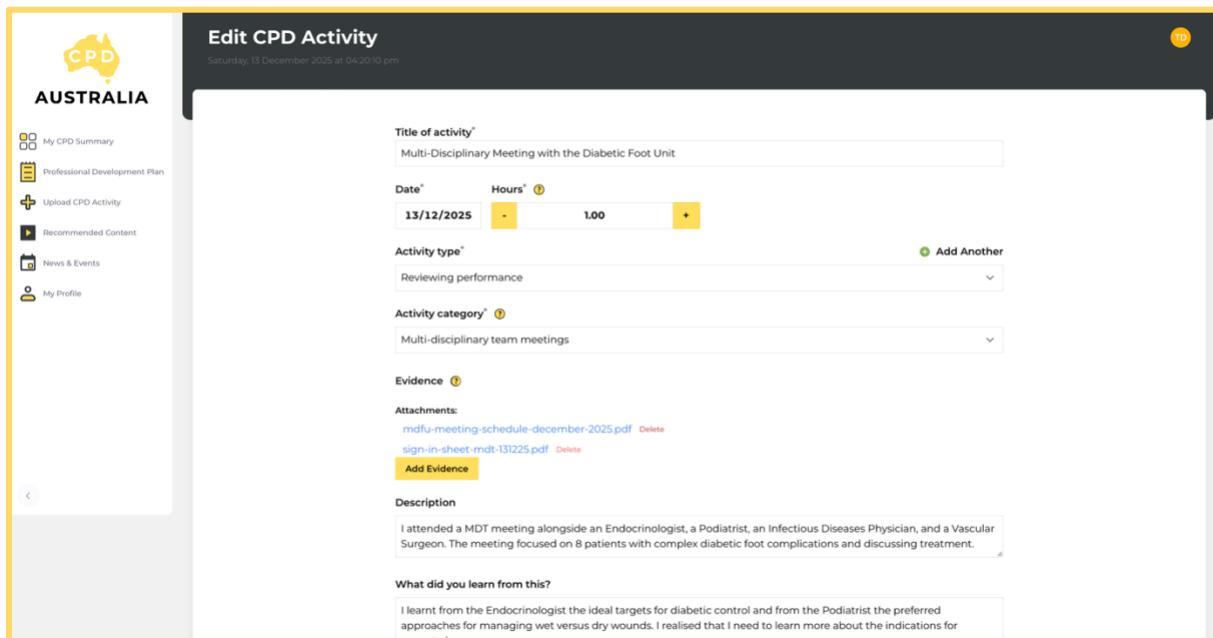
This example illustrates an example CPD activity with accurate categorisation, a detailed description and learning outcomes. It was marked as relating to a Program Level Requirement and clearly explains the link between the activity and the Program Level Requirement (Culturally Safe Practice)

EVIDENCE



Every CPD activity you log should include supporting evidence to confirm that you completed the activity and learnt from it.

The type of evidence will depend on the activity and may include certificates, summaries, emails of attendance, confirmation letters, or de-identified reports. Examples for different Activity Categories are provided in the Upload CPD Activity form, and additional suggestions can be found by hovering over the ‘Evidence’ tooltip. The format of the evidence is flexible; use your reasonable judgment to provide documentation that demonstrates the activity was genuine and that you actively participated.



The screenshot shows the 'Edit CPD Activity' page. The left sidebar has a yellow header 'CPD AUSTRALIA' with a logo, and a list of navigation items: 'My CPD Summary', 'Professional Development Plan', 'Upload CPD Activity' (which is highlighted in yellow), 'Recommended Content', 'News & Events', and 'My Profile'. The main content area has a dark header 'Edit CPD Activity' with the date 'Saturday, 13 December 2025 at 04:30 pm'. The form fields are as follows:

- Title of activity***: Multi-Disciplinary Meeting with the Diabetic Foot Unit
- Date***: 13/12/2025
- Hours***: 1.00
- Activity type***: Reviewing performance
- Activity category***: Multi-disciplinary team meetings
- Evidence**: A section with a 'Add Evidence' button and two attachments: 'mdfu-meeting-schedule-december-2025.pdf' and 'sign-in-sheet-mdt-131225.pdf'.
- Description**: A text box containing: 'I attended a MDT meeting alongside an Endocrinologist, a Podiatrist, an Infectious Diseases Physician, and a Vascular Surgeon. The meeting focused on 8 patients with complex diabetic foot complications and discussing treatment.'
- What did you learn from this?**: A text box containing: 'I learnt from the Endocrinologist the ideal targets for diabetic control and from the Podiatrist the preferred approaches for managing wet versus dry wounds. I realised that I need to learn more about the indications for'.

This example demonstrates attending a multi-disciplinary meeting. Supporting evidence was attached including a meeting schedule and a sign-in sheet.

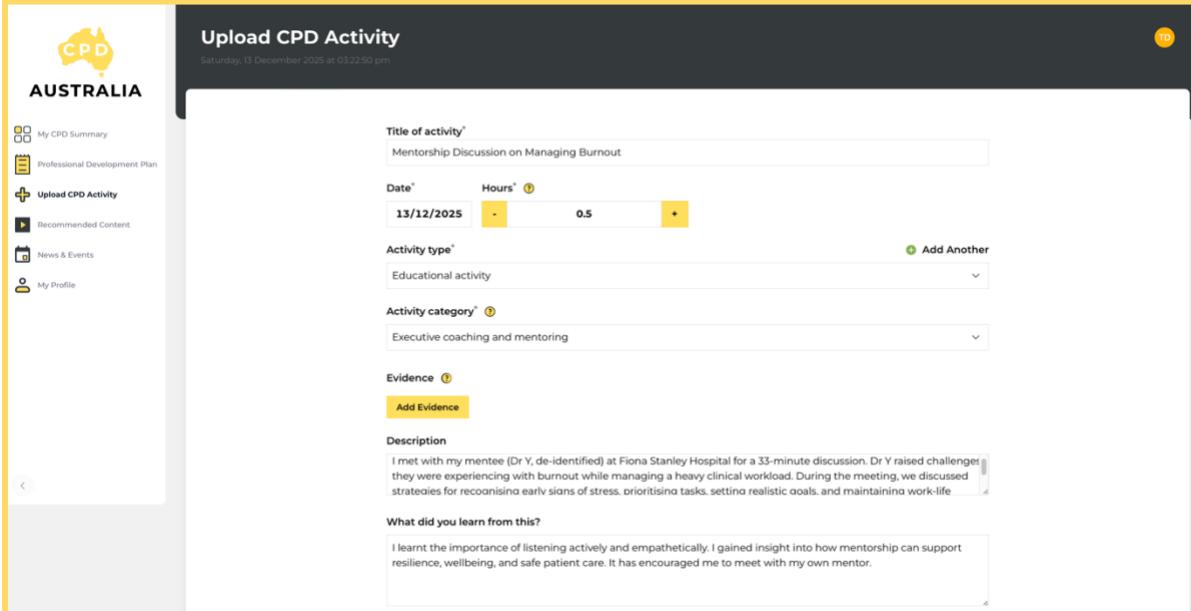
WHAT IF I DON'T HAVE EVIDENCE

CPD Australia recognises that not all CPD activities generate formal certificates or documentation. This may include informal learning conversations with colleagues, bedside teaching moments, or spontaneous case discussions. In these cases, we apply the principle of ‘Best Attempt at Evidence’.

Where possible, we always encourage documenting your activity – even if it isn’t a standard evidence type. Emails, Teams invites, study notes, or any written summary can help demonstrate that the activity occurred.

If no documentation is available, provide a clear, detailed description of the activity, including: when it occurred, who was involved, what was discussed, and what you learned – specifically how it will impact your practice. For example, if you had a valuable corridor consultation on a complex case, note the date, the colleague’s role/expertise, the clinical scenario (de-identified), and the key learning outcomes gained.

Audit assessors will apply reasonable judgment to confirm that your activity genuinely contributed to your professional development. The key is to be specific and reflective. Focus on the learning that occurred and its relevance to your practice.



Upload CPD Activity

Saturday, 13 December 2025 at 03:22:50 pm

Title of activity*
Mentorship Discussion on Managing Burnout

Date* 13/12/2025 **Hours*** 0.5

Activity type* Educational activity

Activity category* Executive coaching and mentoring

Evidence [Add Evidence](#)

Description
I met with my mentee (Dr Y, de-identified) at Fiona Stanley Hospital for a 33-minute discussion. Dr Y raised challenges they were experiencing with burnout while managing a heavy clinical workload. During the meeting, we discussed strategies for recognising early signs of stress, prioritising tasks, setting realistic goals, and maintaining work-life.

What did you learn from this?
I learnt the importance of listening actively and empathetically. I gained insight into how mentorship can support resilience, wellbeing, and safe patient care. It has encouraged me to meet with my own mentor.

This example illustrates an activity without a formal piece of evidence to attach. The important point is that the details provided clearly show to the assessor that the activity took place and that genuine learning was achieved.

COMMON AUDIT ISSUES AND HOW TO ADDRESS THEM

Missing or Insufficient Supporting Evidence

Every activity requires evidence; however, this doesn't need to be a certificate or sign-in sheet, for example. When in doubt, ensure you give your best attempt at evidence by entering detailed description and learning outcomes.

Incorrect Category Classification

Activities must be logged under the correct activity type (*Educational Activities, Reviewing Performance, Measuring Outcomes*). Ensure you select the most appropriate activity type from the dropdown menu when uploading or editing an activity. For more detail on classification, refer to the [Program Requirements Policy](#).

Misclassification of hours

If an activity has a fixed total duration, the hours must be recorded exactly as allocated by the provider of that CPD activity. You cannot reassign or duplicate those hours across categories. For example, if a MedCast online module has a total duration of three hours and has been approved for 0.5 hours under Reviewing Performance and 2.5 hours under Educational Activities, those hours must be split and recorded accordingly. You cannot claim the full three hours in both categories.

Activities Not Relevant to Your Practice

All CPD activities must align with your specialty or scope of practice. When in doubt, include a brief explanation in the activity description outlining how the activity relates to your clinical role or responsibilities.

Missing Program-Level Requirement Activities

To meet the section requirements for 'Program Level Requirements' you must upload at least a 0.5hr activity relating to each of the domains (*Cultural safety, Addressing health inequities, Professionalism, and Ethical practice*).

If you have an activity already uploaded that is related to a 'Program Level Requirement' you can locate it in My Uploads (instructions in 'What You Need to Do' section above). To edit this activity, press the 'edit activity' button on the right side of the table, scroll down and select the 'Program Level Requirement' it relates to. Remember to click 'Save Activity'.

Please note, not all activities need to be related to a 'Program Level Requirement'. If you select an activity as meeting a program-level requirement, you must ensure that your description and learning outcomes clearly explain the link so that our assessors can make an appropriate judgement.

Activities Logged from the Wrong CPD Year

Only activities completed between 1 January and 31 December 2025 can count toward your 2025 requirements. While there is a grace period to upload activities completed last year, you cannot complete new activities from outside the CPD year and count them toward 2025.

FAQ AND TROUBLESHOOTING

Evidence won't upload?

If your evidence won't upload, try the following troubleshooting steps:

1. When uploading or editing an activity, click 'Add Evidence' and select 'File' as the Evidence Type.
2. Choose your file and wait up to 30 seconds for it to process.
3. The filename should appear in grey italics if uploaded correctly.
4. If the filename does not appear, check the file size. We recommend files be under 5MB.
5. Once the file is uploaded, click Submit CPD Activity at the bottom of the page.

Annual Professional Development Plan (APDP) isn't completed?

To review or complete your APDP:

1. Locate your APDP in the navigation bar on the left.
2. Enter all required details in the fields provided and click Save/Submit.
3. Once finalised, click Complete. It is not mandatory to upload evidence for an APDP. If you have prematurely marked your APDP as complete and need to re-edit it, please email support@cpdaustralia.org, and we can reopen it for you.

What happens after the audit?

The CPD Australia audit process is designed to determine if you are compliant with your CPD requirements. We are here to support you as your CPD Home, and we will advise if there are any issues throughout the audit process. Once the audit is complete, we report this information to AHPRA. We do not impose any penalties directly. In the event of non-compliance, AHPRA will determine any required actions on a case-by-case basis and contact you directly.

SUPPORT AND CONTACT INFORMATION

CPD Australia is committed to supporting practitioners throughout the audit process. If you require assistance, please contact us using the following details:

Support: support@cpdaustralia.org

General Enquiries: hello@cpdaustralia.org