
CPD Accreditor Checklist – Seminars / Presentations

This checklist should also be applied to conferences/conventions with seminar/presentation modules.

Step 1. Collect the following materials for activity being accredited:

- ☐ Seminar / presentation learning objectives covering what attendees will learn.
- ☐ A structured outline, agenda or timetable of the seminar presentation. This should contain the program title and duration of each session to be delivered.
- ☐ Presentation material including (where applicable) session run sheet / talking points.
- ☐ Speaker bios which outline the facilitator's qualifications and experience in financial services or related industry.
- ☐ A copy of the seminar/presentation evaluation (if applicable).

Step 2. Using the materials collected ascertain whether the activity meets qualifying CPD:

- ☐ the activity content aligns to one or more of the Legislated CPD areas;
- ☐ the activity has sufficient intellectual and practical content;
- ☐ the activity primarily deals with matters related to the provision of financial advice (product, services, and or businesses);
- ☐ the activity is led or conducted by subject matter experts who have appropriate expertise, academic qualifications and or practical experience;
- ☐ the activity has clearly identified learning outcomes / objectives which are designed to enhance relevant providers knowledge and skills in areas relevant to the provision of financial advice (product or services)

Accreditor Comments (include justification for qualifying CPD):

CPD Accreditor Checklist – Workshops

This checklist should also be applied to conferences/conventions with workshop modules.

Step 1. Collect the following materials for all workshops being accredited:

- ☐ Workshop learning objectives covering what attendees will learn.
- ☐ A structured outline, agenda or timetable of the program. This should contain the program title and duration of each session to be delivered.
- ☐ A copy of the leader's guide or course notes.
- ☐ A copy of the participant materials. (including examples of case studies and scenarios used or referred to during the program)
- ☐ Copies of formal assessments (if applicable).
- ☐ Speaker bios which outline the facilitator and/or course developers qualifications and experience in Financial Services or related industry.
- ☐ A copy of the course evaluation (if applicable).

Step 2. Using the materials collected ascertain whether the workshop meets qualifying CPD:

- ☐ the activity content aligns to one or more of the Legislated CPD areas;
- ☐ the activity has sufficient intellectual and practical content;
- ☐ the activity primarily deals with matters related to the provision of financial advice (product, services, and or businesses);
- ☐ the activity is led or conducted by subject matter experts who have appropriate expertise, academic qualifications and or practical experience;
- ☐ the activity has clearly identified learning outcomes / objectives which are designed to enhance relevant providers knowledge and skills in areas relevant to the provision of financial advice (product or services)

Accreditor Comments (include justification for qualifying CPD):

CPD Accreditor Checklist – Online CPD

This checklist should be applied to online courses where content is delivered through interactive lessons.

Step 1. Collect the following materials for activity being accredited:

- ☐ Learning objectives for the online course covering what attendees will learn
- ☐ A structured outline of the program. This should contain the program title and duration of each session to be delivered.
- ☐ Transcripts of videos and course material.
- ☐ Assessments to be completed by participants
- ☐ Any course handouts or materials provided to participants
- ☐ A copy of the course evaluation (if applicable).
- ☐ An outline of the course designer's qualifications and experience in Financial Services or related industry.

Step 2. Using the materials collected ascertain whether the activity meets qualifying CPD:

- ☐ the activity content aligns to one or more of the Legislated CPD areas;
- ☐ the activity has sufficient intellectual and practical content;
- ☐ the activity primarily deals with matters related to the provision of financial advice (product, services, and or businesses);
- ☐ the activity is led or conducted by subject matter experts who have appropriate expertise, academic qualifications and or practical experience;
- ☐ the activity has clearly identified learning outcomes / objectives which are designed to enhance relevant providers knowledge and skills in areas relevant to the provision of financial advice (product or services)

Accreditor Comments (include justification for qualifying CPD):

CPD Accreditor Checklist – Instructional Design and Delivery Checklist

This checklist can be applied to all learning activities.

Step 1. Collect the following materials for activity being accredited:

- ☐ Learning objectives for the instructional design course covering what attendees will learn
- ☐ A structured outline of the program. This should contain the program title and duration of each session to be delivered
- ☐ Transcripts of videos and course material.
- ☐ Assessments to be completed by participants
- ☐ Any course handouts or materials provided to participants
- ☐ A copy of the course evaluation (if applicable).
- ☐ An outline of the course designer's qualifications and experience in Financial Services or related industry.

Step 2. Using the materials collected ascertain whether the activity meets qualifying CPD:

- ☐ the activity content aligns to one or more of the Legislated CPD areas;
- ☐ the activity has sufficient intellectual and practical content;
- ☐ the activity primarily deals with matters related to the provision of financial advice (product, services, and or businesses);
- ☐ the activity is led or conducted by subject matter experts who have appropriate expertise, academic qualifications and or practical experience;
- ☐ the activity has clearly identified learning outcomes / objectives which are designed to enhance relevant providers knowledge and skills in areas relevant to the provision of financial advice (product or services)

Accreditor Comments (include justification for qualifying CPD):

Summary Information

Accreditation number: _____

Activity / session name: _____

CPD total hours allocated: _____

Skill / Knowledge covered: _____

Accreditor's name: _____

Accreditation date: _____

Legislated CPD Areas and Hours:

<input type="checkbox"/> Technical competence	<input type="checkbox"/> Professionalism and ethics
<input type="checkbox"/> Client care and practice	<input type="checkbox"/> General
<input type="checkbox"/> Regulatory compliance and consumer protection	<input type="checkbox"/> Tax (financial) advice

Knowledge Areas* and Hours:

<input type="checkbox"/> Aged Care	<input type="checkbox"/> Life Insurance
<input type="checkbox"/> Credit and Retail Lending	<input type="checkbox"/> Managed Investments
<input type="checkbox"/> Deposit Products	<input type="checkbox"/> Margin Lending
<input type="checkbox"/> Derivatives	<input type="checkbox"/> Practice Management
<input type="checkbox"/> Ethics	<input type="checkbox"/> Responsible Manager
<input type="checkbox"/> Estate Planning	<input type="checkbox"/> Securities
<input type="checkbox"/> Financial Planning	<input type="checkbox"/> Skill Requirements
<input type="checkbox"/> Fixed Interest	<input type="checkbox"/> SMSF
<input type="checkbox"/> Foreign Exchange	<input type="checkbox"/> Social Security
<input type="checkbox"/> Generic Knowledge	<input type="checkbox"/> Superannuation
<input type="checkbox"/> General Insurance	<input type="checkbox"/> Taxation

*Previously was known as ASIC Knowledge Requirements