

Top tips for completing your Continuing Professional Development (CPD) records for registration

- Set one CPD record for a specific time period. Having one record for each calendar year makes it easier. DO NOT set up a new record for each activity! You can put multiple activities within one record. Watch the CPD video linked [here](#) for further explanation on how to do it.
- Record activities that show you are enhancing your learning and expanding your skills in the nutrition field.

This is not meant to be a summary of your usual day-to-day duties in your role. Examples of CPD are doing some research/reading on a particular topic/condition or attending a course or webinar. Recording every interaction with clients or performing admin duties as part of your usual duties is not.

(We intend to review the Continuing Competency guidelines as they need updating, but there are some good examples of what CPD entails. See the document linked **on the website** for more information).

- Quality not quantity of recording hours is what we are looking for, so include details about the activity, especially information about the activity provider or source (e.g. course organiser, journal, networking group etc).
1,000's of hours in a single-year CPD record is totally unrealistic as it is more likely reflective of usual work duties or specific tertiary training..
- Allow plenty of time to complete the record before registration applications are due. It will take longer than you think if you haven't been recording regularly and takes time to find the detail we require (such as provider of a webinar).
- Aim to cover all the competency areas listed on Gecco across your record.
We expect there might be some competency areas you have more activities in than others depending on the nature of your work, but would be concerned if there are no, or very limited activities, in some areas. We are aware only being able to select one competency area when an activity might cover multiple competencies is a limitation and are working with Gecco on changing this. In the meantime, choose the best-fit option for the activity.
- Going forward, make a regular time (once a week/fortnight/month) to update your CPD record while it is fresh in your mind. It will enhance your reflective practice.