

FOR LAWYERS WHO CAN'T BE THERE AT 6PM

How to fit CPD in

Clear your 10 units across the year, without an evening session.

The CPD year runs 1 April to 31 March. Ten units, four mandatory fields, no carry-over. Work this list once at the top of the year and you won't be scrambling for after-hours sessions in March.

- If relevant, apply for a parental leave reduction or exemption.**
Law Society of NSW, VLSB+C and QLS will all consider one. Free, quick, lodged directly with the regulator. You don't need your firm's permission.
- Map your CPD year on one page.**
Block 6 of 10 points by 30 September, because anything booked before Christmas is easier to attend than anything you scramble for after.
- Book a full-day daytime intensive in August.**
A single intensive can clear 6 or 7 points and count across multiple mandatory fields, which beats six 90-minute evening commitments scattered across the year.
- Subscribe to one on-demand CPD library.**
College of Law, LegalWise or Lexology. Watch in your time, claim the points, log them as you go.
- Default-decline evening firm CPD.**
Attend by exception rather than by default, and replace each session with a daytime equivalent on the same topic.
- Lock in one lunch-and-learn webinar a month.**
12-1pm webinars count the same as a 6pm session, and they should be diarised across the whole CPD year now, not booked the week of.
- Keep a running log (page 2 of this doc).**
Build the record as you go rather than at audit time, because it's the document you'll submit if your firm queries your hours or your regulator pulls a random audit.
- Audit your hours in early March, not late March.**
Two weeks of buffer leaves you with daytime options that two days won't.

CPD tracker

10 units across the CPD year, with at least 1 unit in each mandatory field.

CPD year

Solicitor

Ethics & Professional Responsibility

min. 1 unit

Date	Activity & provider	Format	Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subtotal

Practice Management & Business Skills

min. 1 unit

Date	Activity & provider	Format	Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subtotal

Professional Skills

min. 1 unit

Date	Activity & provider	Format	Units
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Subtotal

Substantive Law

min. 1 unit

Date	Activity & provider	Format	Units
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Subtotal

Total units

Target: 10 units across the year, at least 1 unit in each of the 4 mandatory fields.