

Record of Engagement in CPD Activities

01 April 2020 to 31 March 2021



E: Compliance@liv.asn.au

PART I – PRACTITIONER DETAILS

Full Name: John le'Doe

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RECORD OF ENGAGEMENT IN CPD ACTIVITIES [A]

DATE	CPD ACTIVITY DESCRIPTION/TITLE	PROVIDER NAME [B]	CPD ACTIVITY FORMAT [C] e.g. seminar, workshop, lecture, conference, etc.	RELEVANCE OF CPD ACTIVITY TO LAWYER'S PRACTICE [D]	SUPPORTING EVIDENCE TO VERIFY CPD ACTIVITY UNDERTAKEN [E] e.g. receipts & enrolment records, attendance records, presentation notes, etc.	# UNITS [F] IN EACH COMPULSORY FIELD [G]			
						Ethics & Professional Responsibility [H]	Practice Management & Business Skills [I]	Professional Skills [J]	Substantive Law [K]
25-10-2020	Conveyancing and Conflict	LPLC	webinar	Have had clients in these situations	invoice from LPLC	1.5	0.5		
13-11-2020	Conveyancing and Caveats	LPLC	webinar	A common occurrence for our clients	Certificate of completion		0.5		1.0
10-12-2020	Maximising Microsoft 365	Info Tech Gurus	webinar	Improved skills leading to increased efficiency	Invoice, presentation notes			2.0	
11-12-2020	Conveyancing and VOI	LPLC	recording	A process that can create difficulties	Certificate of completion		1.0		0.5
15-2-2021	4 point intensive	Leo Cussen	webinar	Covers multiple essential skills/knowledge	Certificate of completion	1.0	1.0	1.0	1.0
Totals for CPD year ending 31 March 2021:						2.5	3.0	3.0	2.5

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PART I – PRACTITIONER DETAILS

Full Name: Jane de'Doe

Law Practice: Lawyers in Action

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RECORD OF ENGAGEMENT IN CPD ACTIVITIES [A]

DATE	CPD ACTIVITY DESCRIPTION/TITLE	PROVIDER NAME [B]	CPD ACTIVITY FORMAT [C] e.g. seminar, workshop, lecture, conference, etc.	RELEVANCE OF CPD ACTIVITY TO LAWYER'S PRACTICE [D]	SUPPORTING EVIDENCE TO VERIFY CPD ACTIVITY UNDERTAKEN [E] e.g. receipts & enrolment records, attendance records, presentation notes, etc.	# UNITS [F] IN EACH COMPULSORY FIELD [G]			
						Ethics & Professional Responsibility [H]	Practice Management & Business Skills [I]	Professional Skills [J]	Substantive Law [K]
25-6-2020	Wills - from drafting to cost	Leo Cussen	online conference	A common service offered by the firm	Certificate of completion		1.0	1.0	4.0
27-8-2020	Writing skills for lawyers - KISS method	Leo Cussen	recording	Every client receives multiple legal documents	invoice, presentation notes			1.0	
15-9-2020	Leaders in Practice: The Great Retention	LIV	recording	Concerns with attracting and retaining staff	invoice, confirmation email		1.0		
26-3-2021	Costs in 2021: Ethics	LIV	recording	Recently handled ethically challenging case	attendance record, receipt	1.0			
28-3-2021	Sexual harrassment in the workplace	Diversity Australia	online workshop	Every staff member must follow the law	Certificate of completion		2.0		
Totals for CPD year ending 31 March 2021:						1.0	4.0	2.0	4.0