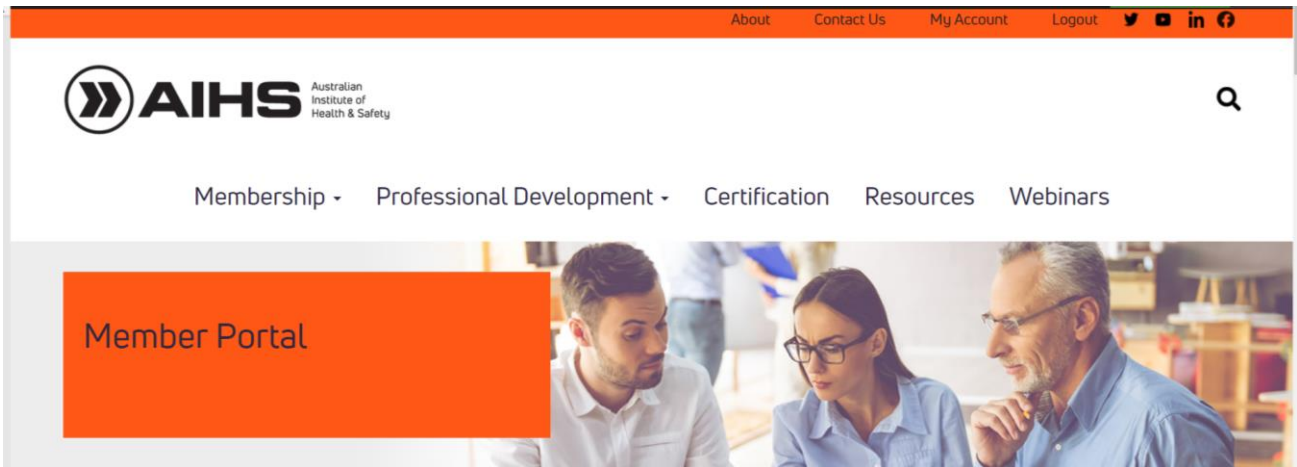




How to Add Endorsed Training into your CPD Online Platform

Login to your Member Portal at <https://www.aihs.org.au/>



Then select 'My Account' in the top navigation bar

Then select 'My CPD Dashboard' followed by 'My Activity Register'

[Home](#) / [My account](#) / kelly@aihs.org.au

View Edit My Details Sections

ADD MY MENTORING PROFILE

MY CPD DASHBOARD

E-LEARN #

Scroll to the bottom of the page for 'Add a CPD Activity'

Add a CPD Activity

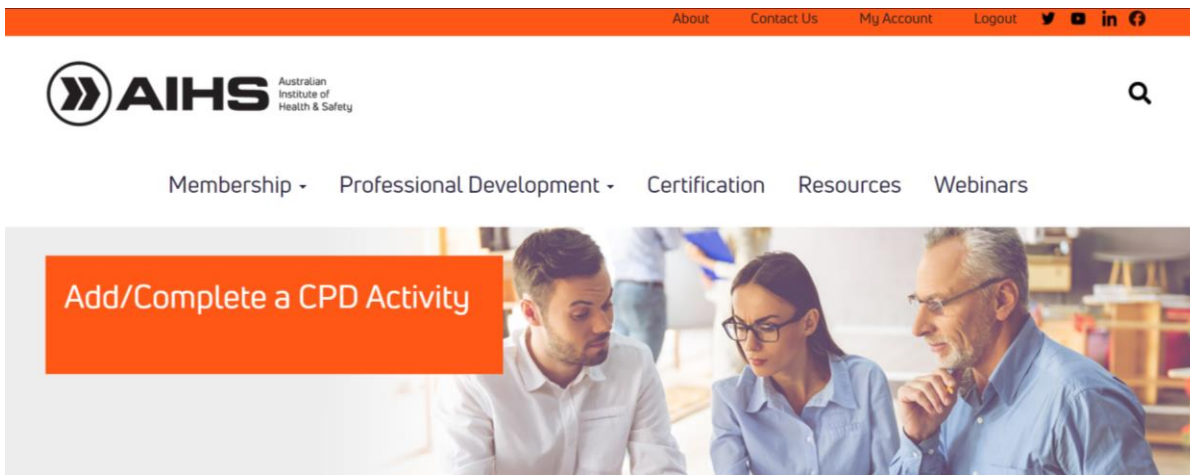
Add a CPD Activity is where you can add other activities you have completed as listed on the [Points Guide](#).

ADD A CPD ACTIVITY

There is also a hyperlink that opens the Points Guide, should you need it.



Please then follow the example below.



Please complete:

- the Activity Start Date and End Date
- Provider / Organisation
- Name of the activity / course you completed
- TICK – Individual Development (AIHS Endorsed)

Activity Start Date

18 Feb 2022

Activity End Date

Day Month Year

Provider / Organisation

Art Of Work

Activity

Enabling Leadership

Type *

These activity areas are from the Points Guide. When you select an area you will be presented with a range of activity items from the points guide.

- Individual Development (AIHS Endorsed)
- Individual Development (non-AIHS Endorsed)
- Development of the Profession
- Application of OHS Knowledge in the Workplace

In this next section scroll to the bottom to select 'Other'



Individual Development (endorsed) *

- Attend & Reflect on Conference, symposium or training course
- Attend & Reflect on 1/2 Day Training Course, Seminar, or other CPD activity including E-Learning (e.g. Ethics Training) and site visits
- Attend & Reflect on CPD based Webinar (per hour)
- University studies in WHS or closely related area, with assessments
- Develop and present a guest lecture at university or conference per hour
- Attend & Reflect on each Mentoring Session as a Mentee or as Mentor
- Submit a peer reviewed Journal Article for publication
- Prepare or Substantially Revise a BOK chapter
- Prepare & Coordinate a substantial Submission in response to Government/Regulator Consultation
- Provide Significant Input into a Government/Regulator submission
- Prepare & Publish an Article in an OHS professional/trade journal
- Self education in an OHS related field. Provide evidence of personal study and learnings. Per topic.
- Prepare & Publish a LinkedIn or other Social Media Article which covers an OHS issue in detail
- Review & Comment on OHS Journals, OHS BOK Chapters, Magazines and Articles

Once you have selected 'Other'

Please complete the following sections with:

- Provider and Course / Activity name
- Enter the number of points allocated to this endorsed activity
 - Complete INSHPO Self Assessment
 - Create & Submit an annual CPD plan at the beginning of the year.
 - Other

Individual Development (endorsed) Other *

Art of Work - Enabling Leadership

CPD points *

40

If you have chosen "Other" then please enter the points yourself.



- Write your reflection
- Attach your Evidence (Certificate of Completion)
- Submit

Reflection *

This is where you can reflect on the learnings garnered from this professional development activity. What did you learn? Was there a learning that surprised you? How will this fit into your practice?

Evidence to attach below should be your Certificate of Completion for this activity from Art Of Work

Evidence *

No file chosen

Files must be less than **2 MB**.

Allowed file types: **jpg jpeg png pdf doc docx**.

SUBMIT

Once you submit this activity, it will move to your Logbook List which is located at the top of the 'My Activity Register' page.

If you have any questions, please do not hesitate to contact AIHS Certification on 03 8336 1995 or certification@aihs.org.au