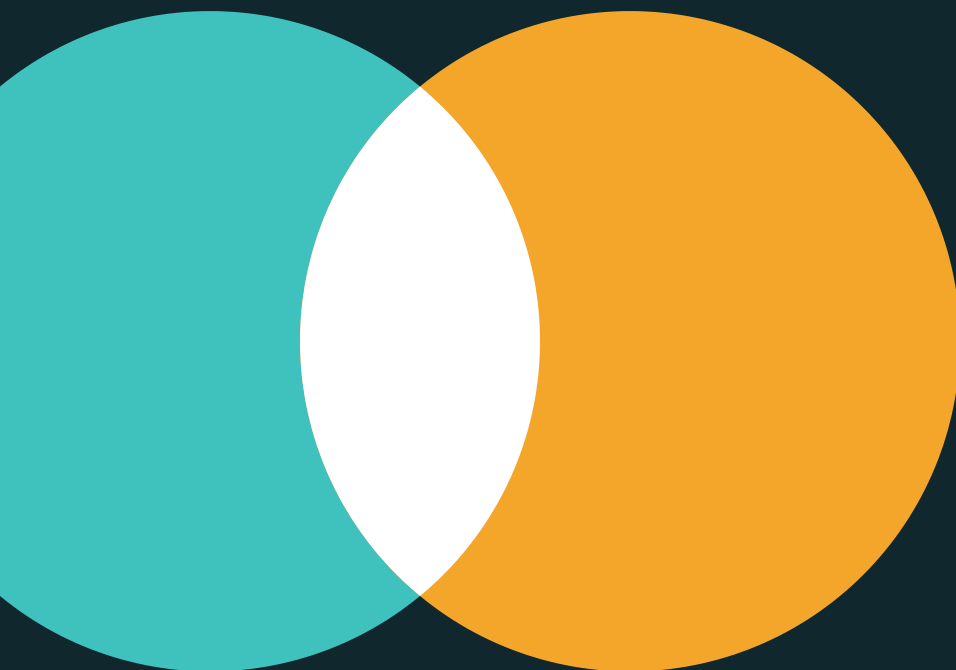


CPD Council



STANDARD, VERSION 1.0

Eight plain rules for CPD you can check.

For providers of continuing professional
development and professional development in
Australia and New Zealand.

ABOUT THIS DOCUMENT

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CPD Council is not a government regulator. Verification against this Standard confirms how CPD was made. It does not replace any approval a regulator requires, and it does not decide what a regulator accepts.

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Someone else checked it.



Most professionals in Australia and New Zealand must complete CPD. Very few can tell, before they pay, whether a course was checked by anyone other than the person selling it.

This Standard asks for one thing above all: that a second qualified person reads every activity before it is published, and that the provider can show it. The other seven standards make that check meaningful, from honest hours to a certificate anyone can look up.

Each standard has three parts

The rule

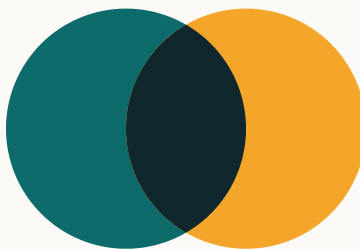
One sentence a learner can understand and a provider can prove.

What it means

Two or three points that remove the room for interpretation.

Evidence examined

What the provider supplies, and what the reviewer opens and checks.



Left: what the author supplies. Right: what the reviewer checks.
The overlap is what earns the mark.

01



Say who it is for and what it teaches.

Each activity names its audience and lists what a learner will know or be able to do afterwards.

- Outcomes are written before the content, not after.
- Outcomes use plain verbs: explain, apply, identify, decide.

PROVIDER SUPPLIES

Activity pages for the sampled activities.

REVIEWER CHECKS

Outcomes against the content and the end-of-activity questions.

02



State honest CPD time.

Each activity shows its CPD hours or points, based on how long it takes a typical learner to complete.

- Time includes reading, watching and the understanding check.
- If a regulator sets its own point rules, the provider says how the hours convert.

PROVIDER SUPPLIES

The timing method, in writing.

REVIEWER CHECKS

Sampled hours against word counts, video length and question count.

03

Written by someone qualified.

The author has qualifications or current experience in the subject, and the provider keeps a record of it.

- The record names the author for each activity.
- Experience is current: the author works in, or recently worked in, the field.

PROVIDER SUPPLIES

An author register with qualifications or current roles.

REVIEWER CHECKS

Each sampled activity is matched to a named, qualified author.

04



Peer reviewed before it is published.

A second qualified person, who is not the author, reviews the activity for accuracy, currency and fit with the stated outcomes. Nothing is published until the review is signed off.

- The reviewer's name, the date and any changes requested are recorded.
- The author cannot review their own work.

PROVIDER SUPPLIES

Written review procedure, reviewer qualifications, review records for three activities.

REVIEWER CHECKS

Reviewer is not the author.
Sign-off date is before the publication date.

05

Accountable use of AI.

AI tools may be used to help draft, structure or illustrate content. A qualified human still owns every claim in it.

- AI-assisted content goes through the same peer review (CS 4) before publishing.
- The reviewer checks facts, references and regulatory statements against primary sources.
- The provider, not the tool, is responsible for what is published.

PROVIDER SUPPLIES

A written AI-use statement.

REVIEWER CHECKS

References in sampled activities are opened and confirmed to exist and to say what is claimed.

06

Check that the learner understood.

Each activity ends with a check of understanding matched to its outcomes: a quiz, a short assessment or reflection questions.

- For an article, two or three reflection questions are enough.
- A certificate is issued only after the check is completed.

PROVIDER SUPPLIES

The check for each sampled activity.

REVIEWER CHECKS

Questions match the outcomes. The certificate is gated on completion.

07



Issue a certificate that can be checked.

The certificate shows the learner's name, the activity title, CPD hours, completion date, the provider, and a unique certificate number.

- The number can be looked up by the provider when asked.
- Where the activity is verified, the mark links to the provider's record.

PROVIDER SUPPLIES

A sample certificate, with the learner's name redacted.

REVIEWER CHECKS

All six items present. The lookup method works.

08



Keep it current.

Each activity carries a review date. It is re-reviewed at least every 24 months, and sooner if the law, a regulator's rules or accepted practice changes.

- An activity past its date is withdrawn or re-reviewed. It is not left on sale.

PROVIDER SUPPLIES

The activity list with review and expiry dates.

REVIEWER CHECKS

What happens at expiry, traced on one example.

How a provider is verified

1

Process review

A reviewer qualified in the provider's field reads its written procedures against the eight standards.

2

Sample check

At least three activities are opened and traced through every standard.

3

Decision

Each standard is Met or Not met, with the evidence examined. All eight must be met.

4

Record

The result is published with the reviewer's name and declaration, and the date it runs out.

5

Re-verification

Every 24 months, on a fresh sample.

The reviewer has no employment, contract or financial interest in the provider. Anyone connected to a provider takes no part in decisions about it.

Rules for using the mark



- 1 The mark always links to the provider's own record.
- 2 It appears only on verified activities, and comes off within 14 days of one expiring.
- 3 Say "verified against the CPD Council Standard". Never "accredited", "government approved" or "regulator endorsed".
- 4 Do not recolour, stretch or rebuild it.

Versions

v1.0, first edition, current

05 Oct 2026

Public review, comment open

Oct 2027

Verification confirms that a provider's process meets this Standard. It does not mean a regulator such as Ahpra, ASQA, OMARA or a New Zealand responsible authority has approved an activity. Professionals should confirm what their own regulator accepts.



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