

**AASW**Australian Association
of Social Workers

AASW Credentials CPD acceptable evidence Summary guidelines

Acceptable evidence (note: evidence must be verifiable)

CPD activity	Acceptable and verifiable evidence
Supervision/participating in a peer consultation	• Entries should have a summary of supervision, activity date and its relevance to practice • AASW Supervisors Evidence Report (2025)/letter from supervisor. Must have: – Name of supervisor/participants and member – Date and duration of session(s) – Notes about discussion topic(s) - key discussion points – Reflection of session – Summary of learning outcomes – Summaries of consultation sessions – Authorisation (signed and dated) – Receipt for payment for supervision.
Skills and knowledge Formal training and / or Education Attending workshops, lectures, seminars, events (e.g. conference, symposium) Completing an online course / online learning E-learning courses, webinars, online training programs Developing a new skill	• Entries - should have a summary of the course content and its relevance to practice • Receipt/paid invoice of purchase • Certificates: attendance to be confirmed through training certificate/certificate of attendance/achievement/completion from training providers or educational institutions for workshops, courses, or conferences that should include: – CPD hours – Name of the institute issuing the certificate – Activity/course information/identification – Member's name – Date of issuing • Photos: Photo of conference - that includes proof of attendance and participation (e.g. banner with name of event) and supported by documentation with: – Date and duration – Topics covered – Reflection – Authorisation (signed and dated).
Self-learning/reading/listening Must include reflection/reflective statements Reflective journal entries documenting learning and its impact on practice, specific outcomes or results of the learning activity, such as new skills acquired, knowledge gained, or changes in practice	Proof of having read literature includes: • Entries should have a summary of the course content, reflection on learning(s) and its relevance to practice • Receipt/paid Invoice of purchase • AASW self-learning form /record/letter/reflection document to Include: – Topic of self-learning (notes and summary of article/literature/journal/case study) – Topic and category that reflection is about – Member's name – What and how self-learning was achieved – Date conducted (when) and duration of activity – A reflection of what was learnt (a reflection statement) – Authorisation (signed and dated) • Reflection can be a 'reflection' document or part of the previously stated forms.

CPD activity	Acceptable and verifiable evidence
Professional identity presentations and papers Evidence of developing and delivering presentations or writing papers. Professional association activities – including being a mentor/ guest speaker and/or providing supervision to others	• AASW professional identity record should include: – List of acceptable activities – Description of activity (mentoring, supervision, attending a function etc.) – Who was involved (member, supervisor, mentor etc.) – Date and duration of activity – Reflection/summary of outcome – Authorisation (signed and dated) • Supervision report – Name of supervisor (member)/participants and person being supervised – Date and duration of session(s) – Notes about discussion topic(s) - key discussion points – Reflection of session – Summary of learning outcomes – Authorisation (signed and dated) • Summaries of consultation sessions (with above information).

Other relevant materials / documentation that can be used as additional evidence:

Any other verifiable material(s) that demonstrate participation in and completion of the CPE/CPD activity.

Statutory declaration:

A statutory declaration can only be accepted if:

- Specific for ONE CPD category
- It outlines the activity with a description of what it is applicable for
- Includes:
 - names of relevant people,
 - relevant dates,
 - duration of activity(s)
 - hours (the number of hours spent participating in the activity)
 - location(s) and

Attach evidence, if possible.

Certificates:

- Certificates of attendance/attainment or completion from source of knowledge
- Name and duration of training
- Must have name of participant.

Workbooks/notes:

- Notes, exercises, or completed workbooks from the CPE/CPD activity
- Notes from self-directed learning - this includes summaries of journal articles, book chapters, or other readings, along with reflections on how the learning has impacted practice
- Attached notes should include member's name, date, duration, topic, learning(s).

Meeting minutes:

- Minutes from meetings where the CPE/CPD activity was discussed or where learning outcomes were shared
- **Must include** member's name (as evidence of having attending meeting), actions and items discussed.

The following evidence can be added but **must have supporting evidence of attendance:**

- Invites/course advertisements
- Slides/literature/research papers/articles: If the CPE/CPD involved research, documentation such as study protocols, publications, or evidence of involvement in quality assurance activities
- Photos that include proof of attendance and participation (e.g. banner with name of event).

Evidence of attendance is supported by documenting the following:

- Date and duration
- Participant(s)
- Topics covered
- Reflection statement
- Authorisation (signed and dated).