

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

2018

CPD: Each licensee member of the AIC Vic must complete 10 points of CPD annually. **At least 5.0 points must be from the Level One Education requirements.**

CPC: Each member with CPC status must complete 10 points of CPD annually. **At least 5.0 points must be from the Level One Education requirements.**

Members with **CPC status will lose** this status unless they complete their CPD requirements in each membership year (1 October – 30 September).

Risk Management Program: To qualify for a discount on your PI insurance premium you must complete 10 points from the approved options in Level One Education requirements within the previous 12 months of your renewal date. Involvement in this program is not compulsory. AIC Vic will confirm with Austbrokers Countrywide that you have completed your Risk Management Points.

| | | Points | CPD | CPC | Risk Management |
|----------------------------|---|------------------------------------|-----|-----|-----------------|
| Level One Education | AIC Vic Saturday Seminar | 3.0 | Yes | Yes | Yes |
| | AIC Vic Workshops and Webinars | 1.0 point per hour | Yes | Yes | Yes |
| | Designated AIC Vic videos | 1.0 point per hour | Yes | Yes | Yes |
| | AIC Vic State Conference attendance | 3.0 | Yes | Yes | Yes |
| | EAC Course – AIC National | 4.0 | Yes | Yes | Yes |
| | | | | | |
| | Seminars run by Leo Cussen Institute, LIV or Legalwise | 1.0 point per hour | Yes | Yes | No |
| | | | | | |
| Level Two | AIC National Conference attendance | 3.0 | Yes | Yes | No |
| | Institute of Legal Executives (Vic) State Conference attendance | 1.0 | Yes | Yes | No |
| | Other approved conveyancing workshop, seminar, webinar or information event | 1.0 | Yes | | No |
| | Best Practice Group | 1.0/session *maximum 4.0 points | Yes | Yes | No |
| | Other Audio or video training | 1.0 | Yes | Yes | No |
| | Presentation of conveyancing paper at a conference or seminar | 3.0 | Yes | Yes | No |
| | Writing and publication of a substantial article on conveyancing | 3.0 | Yes | Yes | No |
| | Active membership of a working party dealing with conveyancing practices and procedures | 3.0 | Yes | Yes | No |
| | AIC Vic Mentor Program member – active (ie at least one mentee per year) | 1.0 | Yes | Yes | No |

Each member of the AIC Vic must provide evidence of completion of the CPD requirements to the office by 1 October each year for the preceding 12 months.