

Requirement	Eligible Activities	Evidence	Points allocated	Max. points per year
Ongoing professional development (10 points required annually)	Nationally recognised training and education	Statement of attainment or Certificate of attendance	2 points per contact hour	10
	Training delivered by an industry body	Statement of attainment or Certificate of attendance	1 point per contact hour	10
	Private study (e.g. online learning) that extends industry knowledge and skill, including third-party product-specific training	Statement of attainment or Certificate of attendance	1 point per contact hour	10
	Workplace learning activities, including mentoring	Logbook signed by supervisor	1 point per contact hour	5
	Workplace learning activities: toolbox-talks		0.5 points per toolbox talk	
	Conference, event, seminar or workshop attendance	Copy of ticket or Certificate of attendance	1 point per contact hour	5
	Presentation of materials for courses and conferences	Copy of materials or program showing participation	1 point per presentation	1
	Third-party assessment	Third-party inspector must provide documentation of the visit	1 point per assessment	4