

Recording your CPD

TUTORIAL

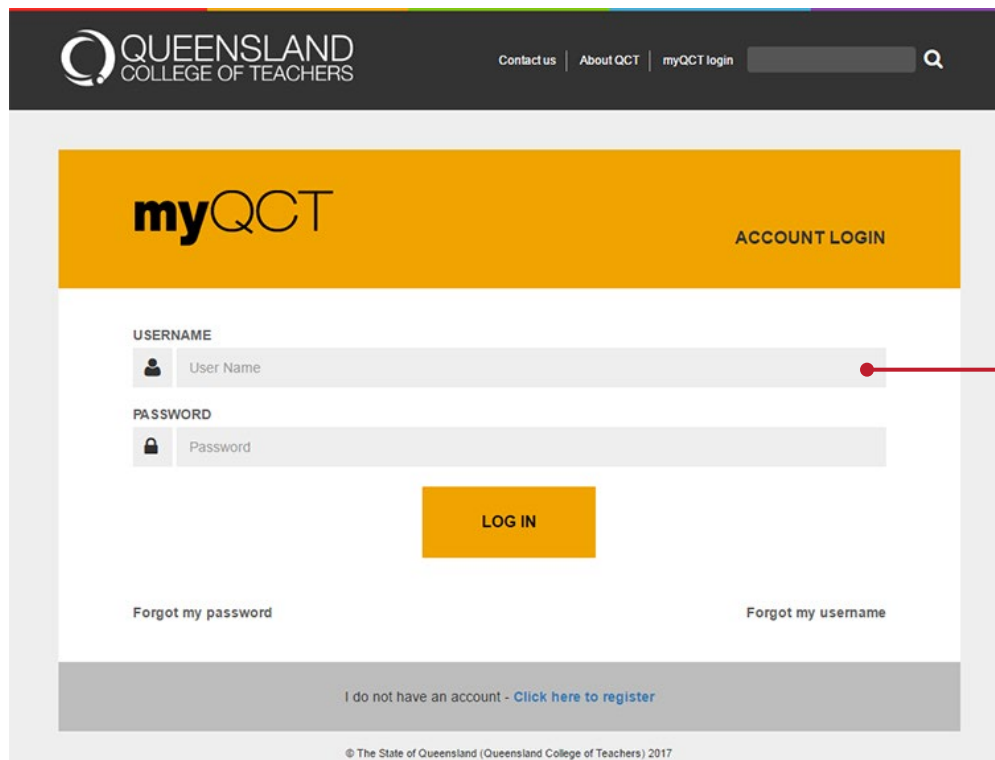
Queensland College of Teachers provides an easy and convenient online tool to record your CPD. Please follow the instructions in this tutorial to learn how to record your CPD.

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LOG IN TO MyQCT

 my.qct.edu.au

Visit the page mentioned above to access the account login page (Figure 1). Enter your **username** and **password** then click **LOG IN**.



The screenshot shows the myQCT Account Login page. At the top, there is a navigation bar with the Queensland College of Teachers logo, links for 'Contact us', 'About QCT', and 'myQCT login', and a search icon. Below the navigation bar is a yellow header with the 'myQCT' logo and the text 'ACCOUNT LOGIN'. The main content area contains a login form with two input fields: 'USERNAME' (with a user icon) and 'PASSWORD' (with a lock icon). Below the input fields is a yellow 'LOG IN' button. At the bottom of the form, there are links for 'Forgot my password' and 'Forgot my username'. At the very bottom of the page, there is a footer with the text 'I do not have an account - [Click here to register](#)' and a copyright notice: '© The State of Queensland (Queensland College of Teachers) 2017'.

! NOTE

Use your QCT registration number as your username.

Figure 1 : Account login page

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ACCESS CPD RECORDS TOOL

From your myQCT profile page (Figure 2), click on the **CPD Records** button.

QUEENSLAND COLLEGE OF TEACHERS

Home > myQCT > Profile

Profile

JOE SOAP
 Registration Status
 Registration Number
 Annual Fee Due
 Renewal Date

myQCT

Profile	Applications	CPD records	Receipts
Mailbox	Certificate	Pay fees	Refunds
Web conference recordings	Behaviour mgmt resource	Teacher wellbeing resource	Child protection resource
Online coaching modules			
Log out	Change password		

Contact Details

Preferred Address

Email

Home Phone

Work Phone

Mobile

Figure 2 : MyQCT profile page

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ENTER A CPD RECORD

To enter a CPD record, click **Add a CPD Record (for any year)** button (Figure 3). A new dialog window – **Add or Edit a CPD Activity** – will appear (Figure 4).

Profile

JOE SOAP
 Registration Status
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myQCT

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Log out	Change password		

Year: Teaching Hours: Please specify [edit my teaching hours](#)

CPD Activity Records for 2017 CPD Hours

Area	CPD Year	Date	Description / Topic of CPD Activity	Activity Type	Activity Provider	Verified Evidence Held	Hours of CPD Activity	Professional Standards

NOTE

If you have not made any entries this year then your **CPD Activity Records** will show as '0', as will your **CPD Hours**.

Figure 3 : CPD records table

Add or Edit a CPD Activity

Details of the CPD Activity

Area: -- Select --

Activity Date: [Calendar icon]

Topic of CPD Activity: -- Select --

Activity Type: -- Select --

Activity Provider: -- Select --

Verified Evidence Held: -- Select --

Hours of CPD Activity: Hrs: 0 Mins: 00

Professional Standards: Choose standards

Reflection Notes (Optional): [Text area]

Save Close

NOTE

Please ensure you click **Save** after making any changes.

Figure 4 : Add or Edit a CPD Activity dialog window

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COMPLETE DETAILS OF CPD ACTIVITY

- ❖ Enter details for the **Area**, **Topic**, **Activity Type**, **Activity Provider** and **Verified Evidence Held** fields from the drop-down menus (Note: If required, select **Other** in the drop-down menu to enter your own description).
- ❖ Select the **Hours** and **Mins** from the drop-down menu (Note: Meal or refreshment breaks are not CPD).
- ❖ Click **Choose Standards** - A dialog window with the Standards will appear (Figure 5).
- ❖ Tick as many **checkboxes** as are applicable and when you are finished click **Save**. The selected Standards will be listed in your form.
- ❖ Please ensure you click **Save** before you close the entry.

Add or Edit a CPD Activity

Details of the CPD Activity

Please select the standards appropriate for this activity

Professional Knowledge

- 1. Know students and how they learn
- 2. Know the content and how to teach it

Professional Practice

- 3. Plan for and implement effective teaching and learning
- 4. Create and maintain supportive and safe learning environments
- 5. Assess, provide feedback and report on student learning

Professional Engagement

- 6. Engage in professional learning
- 7. Engage professionally with colleagues, parents/carers and the community

More detail on the [Australian Professional Standards for Teachers](#)

NOTE
Please ensure you click **Save** after making any changes.

Save Close

Figure 5 : Standards dialog window

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UPDATE TEACHING HOURS

Select the relevant year from the drop-down menu and then click **edit my teaching hours** (Figure 6).

Profile

JOE SOAP
Registration Status
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myQCT

Profile Applications CPD records Receipts
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Log out Change password

Year: **2017** Teaching Hours: Please specify [edit my teaching hours](#)

Add CPD Record (for any year) Export my CPD records to : [Excel](#) | [CSV](#) | [PDF](#)

CPD Activity Records for 2017 : 0 | CPD Hours: 0

Area	CPD Year	Date	Description / Topic of CPD Activity	Activity Type	Activity Provider	Verified Evidence Held	Hours of CPD Activity	Professional Standards

Figure 6 : CPD records table

- ❶ In the dialog window (My CPD Years), identify the year you wish to change and select **Edit** (Figure 7).
- ❷ Record your teaching hours for that year by selecting either **Full time**, entering your teaching hours for that year, or selecting **Not teaching**. Save your entry. (Note: If you are working as a part-time, contract or supply teacher, one day is equal to 5 hours).
- ❸ When you have recorded your hours for each year close the **My CPD Years** dialog window.

QUEENSLAND COLLEGE OF TEACHERS

Home > myQCT > CPD records

CPD records

My CPD Years

Year	No of Records	CPD Hours	Teaching Hours
2017	0	0	Please specify
2016	7	20.75	Please specify
2015	1	9	Please specify
2014	1	33	Please specify
2013	1	4	Please specify
2012	1	4	Please specify
1900	2	7.5	Please specify

To add a year to this list, record a CPD activity for that year

Close

Year: 2016 Teaching H

Add CPD Record (for any year)

Export my CPD records to : [Excel](#) | [CSV](#) | [PDF](#)

Figure 7 : **My CPD Years** dialog window

The details you entered will now be displayed as part of your CPD activities. Each new entry is automatically added to your log of activities for the year and the progressive total of activities and hours is shown at the top of the entry list.

Use **Edit**, **Copy** or **Delete** to change details if required.

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CPD AUDIT


Teachers selected for a CPD audit will see a set of instructions at the top of their CPD records table (Figure 8). The CPD audit covers a 12 month period and can take place anytime within a teacher's five year registration period.

In order to submit records for a CPD audit:

- ❶ Enter your CPD records covering the audit period (steps 1 – 4)
- ❷ Fill in your teaching hours by clicking on the **edit my teaching hours** link (refer to step 5). Preview and **print** or **save** your audit submission by clicking on the **preview/print** link
- ❸ Click the **submit** button
- ❹ Tick the **confirmation checkbox** and click **submit** (Figure 9).

The QCT will advise you by email and letter if you have been selected for audit and will notify you of the audit outcome.

Profile



JOE SOAP

Registration Status
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myQCT

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You have been selected for auditing of your CPD activities.
The audit covers a period of 1/1/2017 to 31/12/2017
More information on [CPD Requirements](#) and [Recording your CPD](#)
Before submitting, please [preview/print](#) your CPD Audit Report

Figure 8 : CPD records table with audit instructions

QUEENSLAND COLLEGE OF TEACHERS

Home > myQCT > CPD records

CPD records

CPD Audit Submission

CPD Audit for 1/1/2017 to 31/12/2017

Year	No of Activities	CPD Hours	Required Hours	Teaching Hours
20173	3.75	0	0	

I confirm that my CPD and teaching hours for the period of 1/1/2017 to 31/12/2017 is correct and ready for Auditing

Year: 2016 Teaching Hours: Please specify [edit my teaching hours](#)

Figure 9 : CPD Audit confirmation checkbox