

Recording your CPD

TUTORIAL

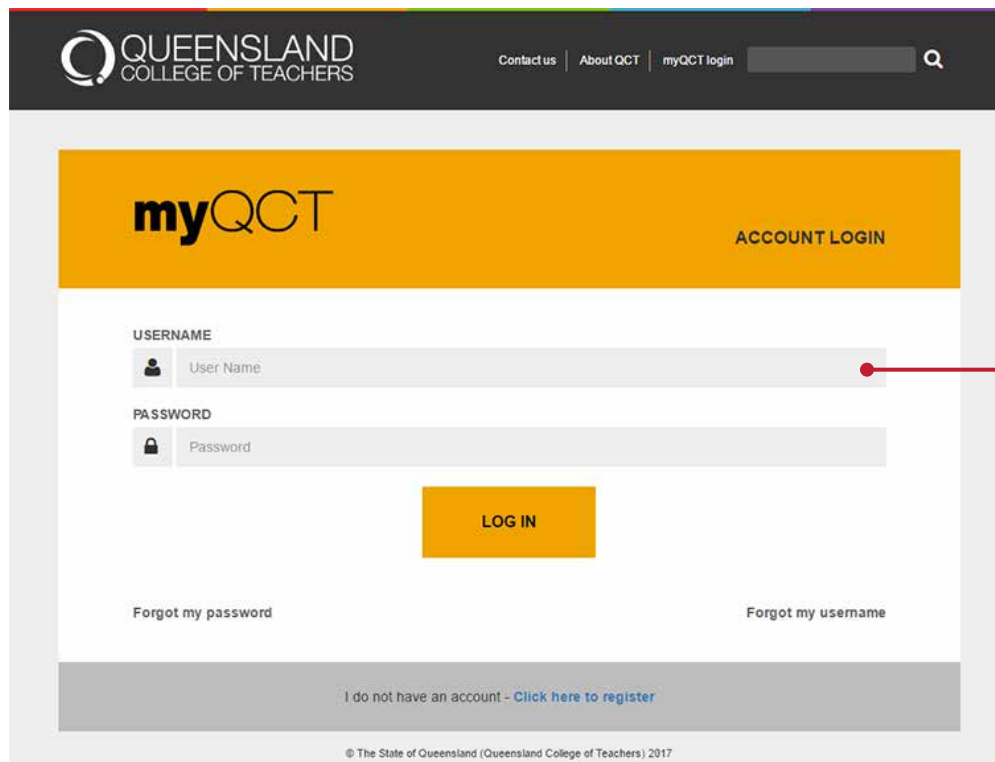
Queensland College of Teachers provides an easy and convenient online tool to record your CPD. Please follow the instructions in this tutorial to learn how to record your CPD.

1

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). A yellow 'LOG IN' button is positioned below the password field. At the bottom of the form, there are links for 'Forgot my password' and 'Forgot my username'. A footer at the very bottom of the page reads '© 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
 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		

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

Area	CPD Year	Date	Description / Topic of CPD Activity	Activity Type	Activity Provider	Verified Evidence Held	Hours of CPD Activity	Professional Standards
							0	

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

NOTE

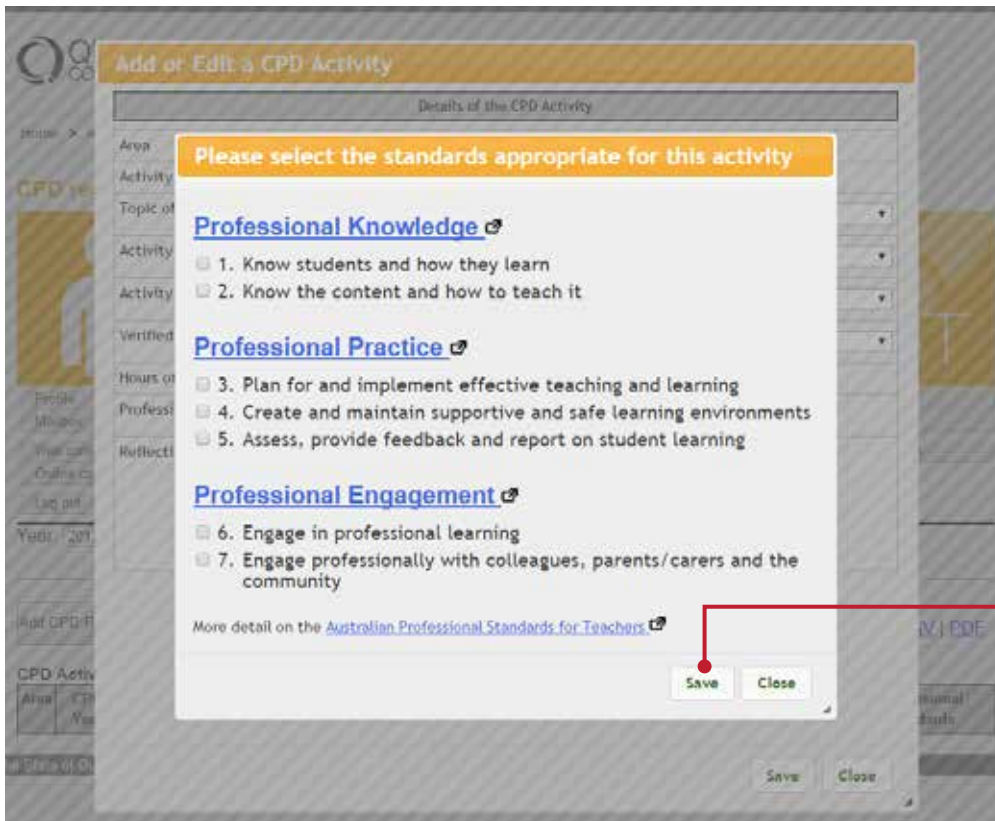
Please ensure you click 'Save' after making any changes.

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.



NOTE

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

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
 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

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.

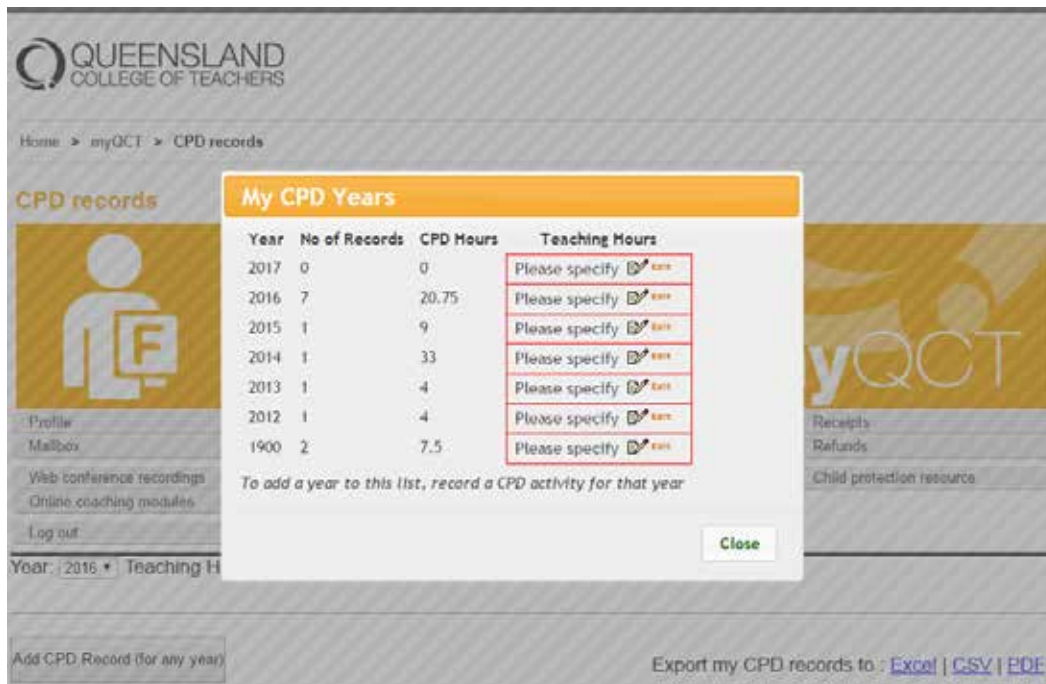


Figure 7 : 'My CPD Years' dialog window

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.

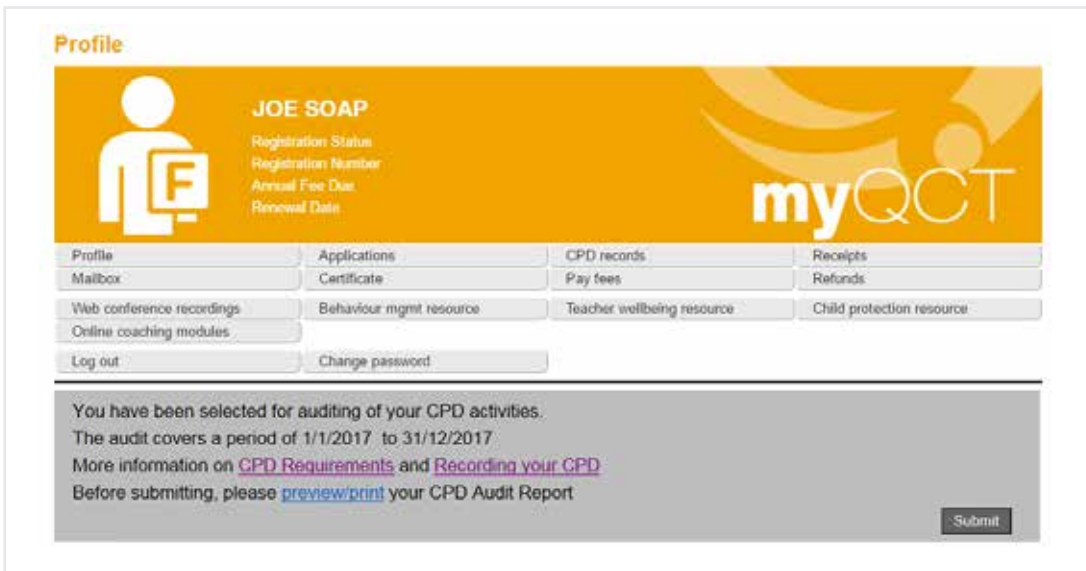


Figure 8 : CPD records table with audit instructions

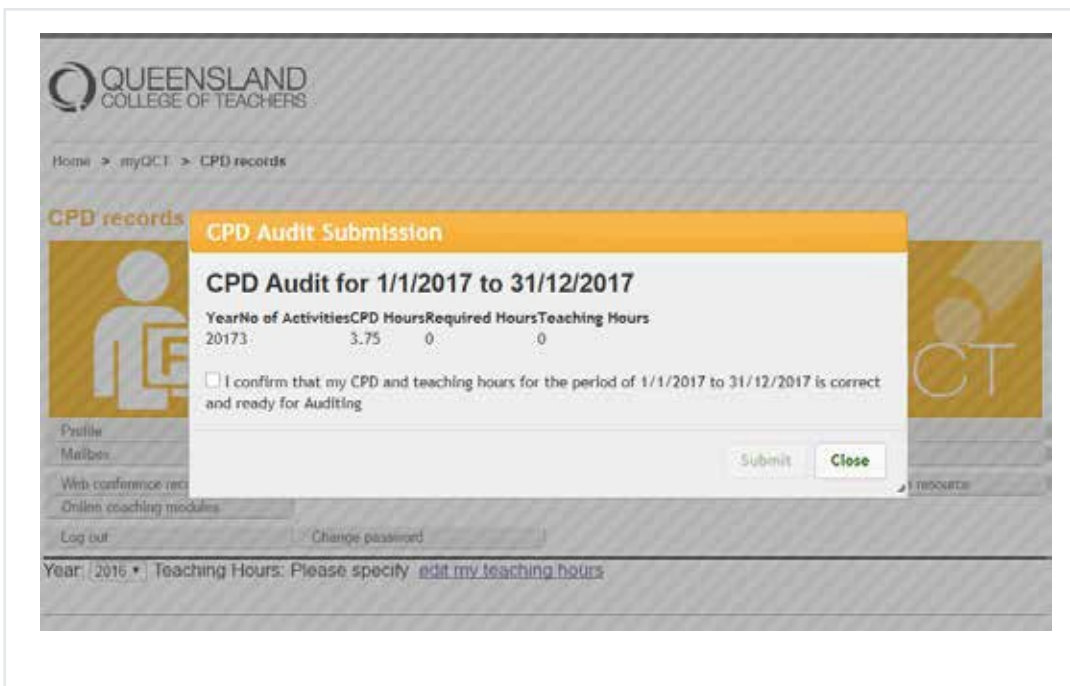


Figure 9 : CPD Audit confirmation checkbox