**Professional Development Plan**

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| **TPB Continuing Professional Education Requirements**  |
| You should complete a minimum of 90 hours of Continuing Professional Education (CPE) within a standard three (3) year registration period, with a minimum of 20 hours each year. If you have a condition of fuel tax credits on your registration, you should complete a minimum of 6 hours of CPE within a standard three (3) year registration period, with a minimum of two (2) hours each year. If your registration period is other than three (3) years, you should complete CPE on a pro-rata basis.  |

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| **ICB Continuing Professional Education Requirements**  |
|  20 hours of Continuing Professional Education (CPE) per membership year and complete the Annual Skill Review (ASR) once every two years.   |

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| CPE Provider  | Details of CPE activity undertaken, including format  | Outcome / Learning  | Link to learning activity   | Hours  |
| **Example** Tax World  | Fundamental Business Activity Statements - workshop  | Increase understanding of BAS requirements and skills in preparing BAS forms  | *www.taxworld.training.au*  | 8 hours – 1 hour lunch break     7 hours total  |
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| **TOTAL Continuing Professional Education Hours**  |   |