

Elective Professional Development log template

Use this template to record your Elective PD activities, including professional commitment activities. While you don't have to specifically use our template, if you complete any Elective PD, you must record a log with the below information.

How to complete this log

For each Elective PD activity that you complete, record the following:

- date of completion
- duration of each activity
- the Standard Descriptor(s) your activity addresses from the [Australian Professional Standards for Teachers](#) (the Standards)
- if the activity was a professional commitment activity (**required for HALTs**).

Professional development requirements

Our website details the current [professional development requirements](#) for maintaining all levels of accreditation.

Guidelines for Elective PD

Elective PD may include activities that you complete in or outside your school/service, provided they meet the Standards, are appropriate for your context and needs, and contribute to your ongoing professional learning. Visit our [website](#) for more information.

Retaining an Elective PD log

While you do not need to submit your log when you complete your maintenance, you do need to retain your Elective PD log for up to 12 months afterwards. You will need to give us the log to if we request it for an audit.

For more information on maintaining your accreditation and meeting PD requirements please visit the [NESA website](#).

