

Introduction to the new Member Portal and Share Plate Webinar - Q&A FAQ

APD Enrolment

- 1. Does the APD enrolment section only need to be completed for new 2020 enrolments or do members need to re-enrol and repeat the process for this year?**

Even if you already provided your 2020 declaration in the old system, it is necessary for you to enrol in your APD Declaration in the new system. This will allow you to enter your learning goals and outcomes as well as current area of practice in the new system. The date you complete your APD declaration in the new system is ok to use. We have transferred your last declaration date to your record, and this will be reflected in your APD profile in the member portal.

This [step-by-step guide](#) will take you through how to provide your APD declaration and set learning goals in your new member portal.

- 2. What does the term 'units' refer to? This term appears whilst working through the steps to enrol.**

'Units' refer to required steps in the APD Program. You need to enrol in Provisional Mentoring to earn 17 'units' over 2 years. Each year, you will also enrol in your APD Declaration to earn 1 'unit' and enrol in your CPD Program to earn 4 'units'.

- 3. If I enrol in the CPD program half-way through the year, am I able to include CPD I completed earlier in the year?**

Yes, all CPD completed this year is acceptable and able to be logged in the new system

- 4. Can we refer to our previous record of learning goals and CPD to help write the new ones, or is that info no longer on record?**

Yes, your CPD learning goals and outcomes past CPD is available in the ['Past CPD'](#) section on your member portal profile.

CPD

- 1. When enrolling CPD, the instructions say that we need to complete the three units first, followed by the last unit after submitting the CPD log. What does this mean and why is this the case?**

This final unit refers to your 'learning outcomes'. After submitting your 'current area of practice', your 'learning goals' and logging your CPD activities, you're asked to reflect on your learning. To complete this unit, you are asked to reflect on your activities and write a learning outcome for each of your goals at the end of the CPD cycle.

- 2. If members have more than one area of practice, how do they document their 'current area of practice' while filling out their CPD? For example, a clinical dietitian could work across oncology and surgical, or members may work part-time as an academic or clinical dietitian.**

The 'current area of practice' is the area in which you are currently most predominantly engaged. This is the area you will focus on for CPD and activities you will choose will contribute to your professional competence in this area.

If you are equally engaged in multiple areas of practice, please select the one that you would most like to focus on for the year. You are able to list your other areas in 'Other Areas of Practice'.

If you still have questions, please visit the APD Handbook or contact apd@dietitiansaustralia.org.au

- 3. Do you need to fill in your learning goals and declaration before you can fill in the CPD log?**

No, you don't need to submit your learning goals and declaration before building your CPD log. Both areas are separate parts of the member portal and you are able to satisfy both requirements at once.

Mentoring

- 1. If I am in a mentoring partnership that's not related to the APD program, can I still count this as mentoring supervision activity?**

As a mentee, if you are learning something related to your APD learning goals you can log this as a mentoring supervision activity. If you are a mentor and improving mentoring skills is one of your learning goals, you can log any learnings you get from the mentoring process as mentoring supervision activity.

Please use [Mentor Match](#) to register your current mentoring relationship or search for a mentor. You will have six months to register your mentoring partnership after you join the program, and 2 years to satisfy the program requirements.

Other

1. Do you have any advice for how current dietetic students who are looking to become registered APDs could utilise the new Member Portal and Share Plate?

Current student dietitians can utilise the new member portal to access exclusive member only resources like the [‘Starting Out’](#) section, and the APD Handbook. DA members also receive discounts for events and courses through the Centre for Advanced Learning and DA Education Centre. Students may also subscribe to the [Emerging Dietitian Interest Group](#) on Share Plate.

The purpose of the Emerging Dietitian Interest Group is to facilitate peer support, collaboration, informal mentoring, and access to expertise relating to emerging dietitians. Please review our [factsheet](#) to learn how to join and leave Share Plate communities.

If you have any further questions or suggestions, please contact us at info@dietitiansaustralia.org.au

2. Hi, I noticed your dates on the member portal are in the Australian format, however mine are still in the American format. Is there a way to change this?

Because our providers are American based, there are many areas in the member portal and Share Plate that display American dates as a default. Change this by visiting your internet browser settings and changing the language to ‘English Australia’ or ‘English UK’.

While dates on member portal should rectify to the Australian format, there are some pockets of Share Plate which may not be affected. We are currently working to fix this issue with our provider.

3. Who do we call for help?

If you're still having trouble after working through the step-by-step instructions on our help pages on the Member Portal and Share Plate, please direct your questions to info@dietitiansaustralia.org.au, we'll be in touch!

4. Where do we find the help resources for the new Member Portal and Share Plate?

We have developed a range of factsheets and videos to help you become familiar with the new member portal. Head to our member portal [help page](#) to access resources to help with the following areas:

- Member portal overview
- How to log in to the DA member portal
- Your member profile – an overview
- How to update your details
- How to provide your APD declaration and set learning goals
- How to log CPD
- How to edit CPD
- How does the CPD tracker work?
- How to enrol in and log Provisional Mentoring
- How to log into Share Plate
- How to join an Interest or Discussion Group on Share plate
- How to download your APD certificate

Log in and head to our Share Plate [help page](#) to access resources to help with the following areas:

- How to log in to Share Plate
- How to customise your Share Plate profile
- How to join and leave communities on Share Plate
- How to make a connection with another member
- How to join the conversation
- How to create and update your mentor profile
- How to create and update your mentee profile
- How to find a mentor
- Understanding different email notification preferences

Some topics have multiple videos and steps. These need to be done in order, as some are pre-requisites to others. Watch the videos in order, to ensure you complete each step.



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If you are still having trouble after working through the step-by-step instructions, please get back in touch via info@dietitiansaustralia.org.au