

Guidelines for Curriculum Vitae – February 2018

The following information is provided as a guide as to what should be included in a curriculum vitae.

1. Personal Information

Please include:

- Your full name (including previous names);
- Your contact details (i.e. addresses, phone numbers and email addresses); and
- The qualifications you have obtained (i.e. qualification name, institution and year obtained).

2. Registration History

Provide a list of jurisdictions (i.e. authorities):

- Where you are **currently registered** to practise and your registration number/s; and
- Where you have been **previously registered** to practise and your registration number/s (if known).

3. Practice history

Provide a brief description of your current type of practice (clinical or non-clinical).

Provide a list of your practice history, starting with your current position, followed by your previous positions in order, since date of first registration/s.

For each position, include:

- The dates you worked in the position;
- The title of the position;
- If the position was full time or part time (if the position was part time, include the number of hours per week);
- The name of the employer or health provider; and
- The address of the employer or health provider.

Gaps in practice history

Provide an explanation of any period since obtaining your registration/s where you have not practised and reason/s (e.g. undertaking study, travel, family commitment)

4. Continuing Professional Development (C.P.D)

List the C.P.D you have undertaken during the previous two (2) registration periods.

For each C.P.D activity include the following:

Date	Provider details	Identified learning needs	Action plan	Type of activity	Description of topic(s) covered during activity and outcome	Reflection on activity and specification to practice	Description of evidence provided	CPD hours

5. Declaration

You must declare on your Curriculum Vitae:

- “This Curriculum Vitae is true and correct as at (insert date)” and this declaration must be signed and dated.

This Curriculum Vitae and CPD guides are based on AHPRA’s Standard Format for Curriculum Vitae & CPD evidence record template, available from their website:

www.ahpra.gov.au