

PD Provider Website User Guide

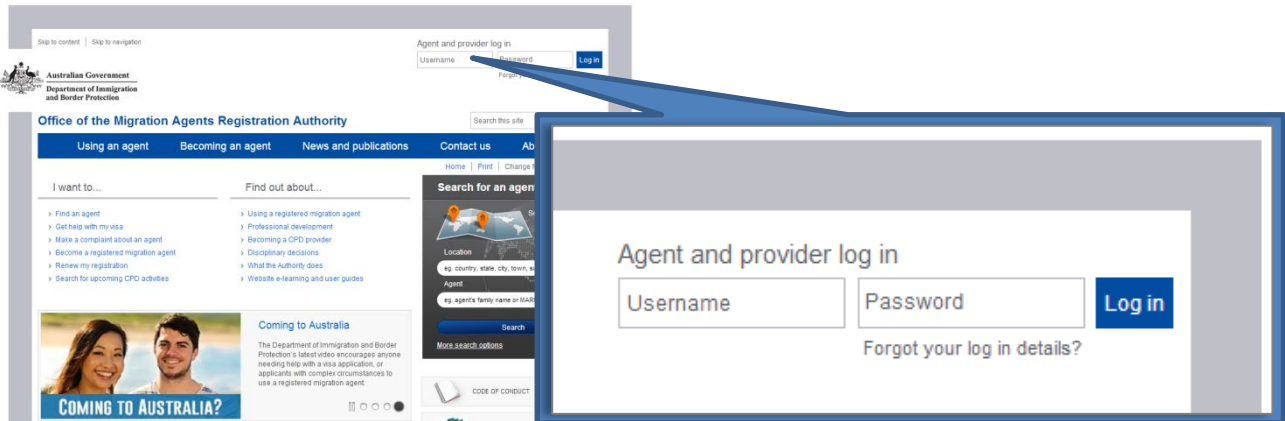
Office of the MARA

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1. LOGGING IN FOR THE FIRST TIME

Access the OMARA's website at www.mara.gov.au and enter the user name and temporary password (provided to you in a separate email) in the boxes indicated below:-



When you log in to the website, you will land on your secure home page (**My Home**). Your secure login area provides quick access to information and tasks that CPD providers and authorised voluntary organisations would usually undertake in their interaction with the OMARA.

From this home page, you can undertake a number of tasks including:

- Create and submit CPD activity applications
- Create/Edit/Delete approved CPD activity sessions
- Report completed CPD activities
- Update business contact details
- Change passwords

Information displayed on this page includes:

- Alerts
- Approved CPD activities listing
- Advertised CPD sessions
- Message Board

1.1 Temporary Password

Click on the link sent to you via a system generated email, then log in using your Username (CID) and your temporary password.

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Agent and provider log in

Username Password Log in

Forgot your log in details?

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Home / Login

Log in

User name Username Password Password Log in

Note: You can use either your MARN or CID as your username

Search for an agent

Search map

Location
eg. country, state, city, town, suburb, postcode

Agent
eg. agent's family name or MARN

Search

More search options Clear

You will be prompted to set a new password which has to comply with the following guidelines:-

Passwords must be at least 7 characters long; **AND**

Must include a mixture of characters from at least **three (3)** of the following groups:

- lowercase characters (a-z);
- uppercase characters (A-Z);
- digits (0-9); or
- special characters (!@#\$%*())

You will also be prompted to set answers to three security questions, which you can choose from a drop down list. Please ensure the answers to these questions are recorded, as they will enable you to reset your profile in the event you forget your password in the future.

Tip:

While the system generated security questions relate to an individual, for provider organisations we recommend having the same one word response regardless of which security question is selected.

Initial Login

Please change your password and create three (3) security questions .

Note:

- Passwords must be at least 7 characters long. You must include a mixture of characters from at least three (3) of the following groups: lowercase characters (a-z); uppercase characters (A-Z); digits (0-9); or special characters (!@#\$%^&*())
- The three (3) security questions will be used to identify you. For security reasons, please do not disclose your answers to anyone.

Current Password

New Password

Confirm Password

Use temporary password
provided in email

Security Question 1

Your security question 1

Answer to the security question 1

Click and choose from a
drop down list

Security Question 2

Your security question 2

Answer to the security question 2

Security Question 3

Your security question 3

Answer to the security question 3

Submit

Quit

Completing the above brings you to the page below. Click **OK** to bring you to your secure home page.

Initial Login

Your password has been updated successfully.

The answers to your security questions have been saved.

Ok

2. NAVIGATING THE SECURE LOGIN AREA

You can navigate both the public and secure areas of the OMARA's website. The public access part of the website can be navigated from the **Home** button in the white toolbar area on the top right of the webpage. You can return to the secure log in area by selecting **My Home** located at the top right in the toolbar area.

When you are logged in the page border will be coloured blue and your organisation's name will be in the top right corner

The screenshot displays the OMARA website interface. At the top, a blue header bar contains the text "Sample PD Provider" with links for "Log off" and "My Home". A red arrow points to the "Sample PD Provider" text, and an orange arrow points to the "My Home" link. Below the header, a white toolbar area contains a search bar and a "Search this site" button. A purple box labeled "Public access Home Page link" points to the "Home" link in the toolbar. An orange box labeled "Secure access Home Page link" points to the "My Home" link. The main content area is divided into two sections: "Approved CPD activities" and "Advertised CPD sessions". The "Approved CPD activities" section includes a table with columns: Activity Number, Title, Type, and Expiry. The "Advertised CPD sessions" section includes a table with columns: Title, Session Number, Start, Location, and a checkbox. A "Delete" button is located below the "Advertised CPD sessions" table. On the right side, there is a "Search for an agent" section with a map and search fields for Location and Agent. Below this is a "Top Tasks" section with a list of tasks: Update profile, Change my password, Report completed CPD activity, Advertise CPD session, Edit CPD session, View / delete advertised sessions, and Continue my application.

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Approved CPD activities

Activity Number	Title	Type	Expiry
WK18	File Management	Workshop	04/12/2015
DN12	Ethics and Professional Practice	Distance Learning without a facilitator	04/12/2015
SM15	Sample CPD Seminar	Seminar	30/01/2016
DN22	Sample Distance Learning	Distance Learning without a facilitator	20/04/2014

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Advertised CPD sessions

See Session | All

Title	Session Number	Start	Location	
Ethics and Professional Practice	DN12-3	16/03/2014 02:00 PM	—	<input type="checkbox"/>
Sample CPD Seminar	SM15-3	24/06/2015 09:00 AM	SYDNEY NSW Australia	<input type="checkbox"/>

Page: 1 Count: 2

Delete

Search this site

Search for an agent

Search map

Location
eg. country, state, city, town, suburb, postcode

Agent
eg. agent's family name or MARN

Search

More search options Clear

Top Tasks

- Update profile
- Change my password
- Report completed CPD activity
- Advertise CPD session
- Edit CPD session
- View / delete advertised sessions
- Continue my application

2.1 My Home - Alert

Messages and action items specific to a CPD provider will be displayed in this area. For example, CPD activities expiring within the next 100 or 45 days will be displayed here.

Alert

Topic	Action
Please provide CPD Activity Developer	Dear Helens AVO Simba Test The CPD Activity Developer has expired.
Please provide CPD Activity Assessment Strategies	Dear Helens AVO Simba Test The CPD Activity Assessment Strategies has expired.

2.2 My Home - Approved CPD Activities

This area will list all currently approved CPD activities of the provider.

Approved CPD activities

Activity Number	Title	Type	Expiry
WK18	File Management	Workshop	04/12/2015
DN12	Ethics and Professional Practice	Distance Learning without a facilitator	04/12/2015
SM15	Sample CPD Seminar	Seminar	30/01/2016
DN22	Sample Distance Learning	Distance Learning without a facilitator	20/04/2014



2.3 My Home - Advertised CPD Sessions

All approved CPD activities that are currently advertised on the OMARA's website are listed here.

Please note that CPD sessions must be advertised on the OMARA's website in order to report completed CPD activities.

Advertised CPD sessions

See Session | All

Title	Session Number	Start	Location	
Ethics and Professional Practice	DN12-3	16/03/2014 02:00 PM	—	
Sample CPD Seminar	SM15-3	24/06/2015 09:00 AM	SYDNEY NSW Australia	

Delete an advertised session by selecting the activity and clicking on the Delete button

Page: 1 Count: 2

Delete

Selecting the activity title in the table will take you to the advertised session for editing purposes.

2.4 My Home - Message Board

This provides quick access to email notifications from the OMARA sent to all CPD providers.

Message Board

> All PD provider please pay attention to this important message

2.5 My Home - Top Tasks Menu

This right hand menu in the secure log in area provides quick access to the common tasks CPD providers undertake on the website. Some of these tasks can also be accessed from the ribbon menu located at the top of the screen.

Top Tasks

Update profile >

Change my password >

Report completed CPD activity >

Advertise CPD session >

Edit CPD session >

View / delete advertised sessions >

CPD activity application >




ORDER FORM




Ribbon Menu

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[Home](#) | [Print](#) | Change font size: - A +

3. UPDATE PROVIDER PROFILE

In this section you can update the primary and enrolment officer's contact details. Any changes to business name or legal representative details will need to be communicated in writing to the OMARA.

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Update business profile

About the information you give:

Please remember that it is an offence under the Criminal Code Act 1995, to make a statement or give information or a document to a Commonwealth entity that is false or misleading and that a penalty of up to 12 months imprisonment may apply.

Your business details	
Business type	
Business name	Helens AVO Simba Test
ABN	987654321
Legal representative details	
Name	Ms Helen Fisher
MARN	3216547
Work Phone	61 2 12345678
Mobile	61 4 87653219
Fax	
Email address	helen.fisher@mars.gov.au
Primary contact details	
Name	Mr James Andrews
MARN	1234567
Work Phone	61 2 12345678
Mobile	61 4 87653219
Fax	
Email address	helen.fisher@mars.gov.au
Enrolment contact details	
Name	Ms Helen Fisher
MARN	3216547
Work Phone	61 2 87654321
Mobile	61 4 87653219
Fax	
Email address	helen.fisher@mars.gov.au
Edit	
Edit	
Quit	

Click **Edit** to amend details. Select **Quit** when finished.


4. CPD ACTIVITY APPLICATIONS

4.1 Starting a new CPD activity application

All CPD applications are to be submitted online from the secure login area.

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Approved CPD activities

Activity Number	Title	Type	Expiry
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DN22	Sample Distance Learning	Distance Learning without a facilitator	20/04/2014

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Advertised CPD sessions

See **Session | All**

Title	Session Number	Start	Location	
Ethics and Professional Practice	DN12-3	16/03/2014 02:00 PM	—	<input type="checkbox"/>
Sample CPD Seminar	SM15-3	24/06/2015 09:00 AM	SYDNEY NSW Australia	<input type="checkbox"/>

Page: **1** Count: 2

Delete

You can start a CPD activity application from the Top Tasks List or from the ribbon menu

Search for an agent

Search map

Location
eg. country, state, city, town, suburb, postcode

Agent
eg. agent's family name or MARN

Search

[More search options](#) [Clear](#)

Top Tasks

Update profile >

Change my password >

Report completed CPD activity >

Advertise CPD session >

Edit CPD session >

View / delete advertised sessions >

CPD activity application >

4.2 Select activity type

From the drop down list, select the activity type. Click **Next**.

[Home](#) / [Secure](#) / [PD provider](#) / [Activities and reporting](#) / [Apply for a new activity](#) / CPD activity application

CPD activity application

You must answer ALL questions marked with an asterisk.

Please complete and submit all requested supporting documents and full payment to prevent any delay in the processing your application. Application fee is non-refundable.

Select an activity class

Workshop ▼ *

Guidelines for approval

Workshops are designed as face to face activities for intensive learning of specific subject matter in an interactive way. They must provide interactive content and enable intensive and detailed discussion on the subject matter that is challenging for participants

Advanced level workshops are targeted at experienced agents and must incorporate all the features of a workshop but allow for extensive in-depth discussion on complex issues. No basic or introductory material should be covered.

[Refer to the Authority's website for further information.](#)

1 **Select an activity class**

2 **Activity and developer details**

3 **Learning outcome details**

4 **Summary**

5 **Supporting document**

6 **Declaration**

7 **Payment**

SAVE

EXIT

NEXT

4.3 Activity name and developer details

- (a) Enter the activity name
- (b) From the drop down, select whether the activity is proposed to be mandatory
- (c) Enter the proposed duration of the activity in hours (e.g. 1.5)
- (d) Enter the details of the person preparing the activity materials. This can be done by :
 - a. Entering text the free text fields. Click **Add activity developer** to save and add multiple authors/developers.
 - b. Uploading a separate document. Additional documents can be added by clicking **Add**.
- (e) Click **Next**.

Note: all fields marked with a red asterisk must be completed.

CPD activity application

You must answer ALL questions marked with an asterisk.

Activity name

Enter the activity name you want to appear on the MARA Notice *

Is this currently specified as a mandatory activity?
Note: Mandatory activities are specified by the Authority. Refer to the Authority's website for further details.

No ▾ *

Proposed duration (hours)

3

Please provide the name and qualification of person(s) preparing activity material and/or assessments.
Note: You can choose to upload a file containing qualification details of individual activity developers OR provide the full qualification details of individual activity developers in the space below.

MARN (if applicable)

1234567

Full Name

Preparer Name *

Qualifications and experience

Experience *

Add activity developer

Upload document alternative to freetext

G:\Prof Dev\01 Reports and S Browse...

X Add

PREVIOUS SAVE EXIT NEXT

1 Select an activity class

2 Activity and developer details

3 Learning outcome details

4 Summary

5 Supporting document

6 Declaration

7 Payment

Details can be added in the free text field or by uploading a separate document.

Note: clicking on the red 'X' will delete the item

4.4 Learning outcome details

CPD activity application

You must answer ALL questions marked with an asterisk.

Learning plan for this activity.
Upload all learning materials which will be incorporated in this activity (e.g. workbooks, handouts, powerpoints slides, conference agenda, subject outline).

Note: For mandatory activities, all required learning outcomes must be addressed.

Learning Outcome

Learning outcomes can be entered as free text or a separate document can be uploaded below *

Learning Tasks and Activities

Task 1 *

Delivery Methods

Discussion *

Resources

Scenarios *

Duration (minutes)

60 *

Add learning outcome

Learning Outcome document	G:\Prof Dev\01 Reports Browse...	×
2nd learning outcomes document	Browse...	×

Add

Detail the assessment strategies to be covered during the activity.

Note:

- Assessment strategies must comply with the requirements as set out in the Continuing Professional Development (CPD) Approved Provider Standard Conditions.
- Where applicable, upload assessment tasks

Upload assessment strategies doc	G:\Prof Dev\01 Reports Browse...	×
----------------------------------	------------------------------------	---

Add

Details

Enter assessment strategies via free text option.

PREVIOUS SAVE EXIT NEXT

1 Select an activity class

2 Activity and developer details

3 Learning outcome details

4 Summary

5 Supporting document

6 Declaration

7 Payment

Learning outcomes can be added in the free text field or by uploading a separate document.

Learning outcomes can be entered either in the free text fields or by uploading a separate document.

4.5 Summary

On the summary page, check you have entered everything correctly or uploaded relevant documents. You can amend previous steps from the summary page by clicking on the blue **Edit** link.

Note: *there is a facility at Step 5 to add additional supporting documents.*

CPD activity application

You must answer ALL questions marked with an asterisk.

Activity class
Application for activity class
Workshop
[Edit](#)

Course & course developer details
[Edit](#)
Activity Name
Enter the activity name you want to appear on the MARA Notice
Is this currently specified as a mandatory activity?
No
Proposed duration (hours)
3
Course Developers
Number of course Developers: 0
CPD activity developer documents
Number of documents: 1

File 1	Document Description	Upload document alternative to freetext
	File Name	MN40-13_approved_activities_workshop.pdf

Learning outcome details
[Edit](#)
Learning outcomes
Number of learning outcomes: 0
Learning outcome documents
Number of documents: 1

File 1	Document Description	Learning Outcome document
	File Name	MN40-13_approved_activities_workshop.pdf

Assessment strategy
Enter assessment strategies via free text option.
Sample assessments
Number of sample assessments: 1

File 1	Document Description	Upload assessment strategies doc
	File Name	MN40-13_approved_activities_workshop.pdf

1 Select an activity class

2 Activity and developer details

3 Learning outcome details

4 Summary

5 Supporting document

6 Declaration

7 Payment

PREVIOUS

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EXIT

NEXT

Click on the blue **Edit** link to make amendments to previous steps.

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4.6 Supporting documents

Step 5 is an optional area of the application form, which allows you to upload any additional documents you may wish to submit in support of your application, e.g. handouts, workbooks, PowerPoint slides etc.

CPD activity application

You must answer ALL questions marked with an asterisk.

Please upload all supporting documents prior to submitting the application to the Office of MARA.

Note: Maximum size for individual file upload is 5MB.

Any other relevant documents	G:\Prof Dev\01 Reports	Browse...	×
Eg Presentation materials	G:\Prof Dev\01 Reports	Browse...	×
Eg Handouts/workbooks	G:\Prof Dev\01 Reports	Browse...	×
Eg assessment materials	G:\Prof Dev\01 Reports	Browse...	×

Add

1

Select an activity class

2

Activity and developer details

3

Learning outcome details

4

Summary

5

Supporting document

6

Declaration

7

Payment

PREVIOUS

SAVE

EXIT

NEXT

4.7 Declaration

Tick the **I agree** box to progress the application to the next stage.

CPD activity application

You must answer ALL questions marked with an asterisk.

This declaration must be completed by the authorised representative of the organisation making the application. The declaration is made as a formal undertaking to the Authority.

I, of Helens AVO Simba Test on 05/11/2013

certify to the Authority that:

1. I am the authorised representative for this organisation and I am authorised to make this declaration;
2. All the information provided within and in support of this application form is complete, true and accurate;
3. Any materials submitted with this application are the intellectual property of this organisation; and
4. I have read and understood the Continuing Professional Development (CPD) Approved Provider Standard Conditions.

agree that our organisation will:

5. Operate in accordance with the Continuing Professional Development (CPD) Approved Provider Standard Conditions (as amended from time to time);
6. Actively participate in quality assurance processes conducted by the Authority;
7. Advise the Authority of any material changes to the details contained in this form; and
8. Comply with any conditions imposed by the Authority, should the activity be approved.

☒ I agree

- 1 Select an activity class
- 2 Activity and developer details
- 3 Learning outcome details
- 4 Summary
- 5 Supporting document
- 6 Declaration
- 7 Payment

PREVIOUS

SAVE

EXIT

NEXT

Check **I agree** to progress the application to the next stage.

4.8 Payment

Payment for CPD activity applications is by Visa or MasterCard.

Note: Authorised voluntary organisations submitting CPD activity applications will not be prompted to make a payment.

CPD activity application

You must answer ALL questions marked with an asterisk.

Fee for this application AU\$ 99

Method of payment

Credit Card *

Pay by Credit Card

Click on Pay by Credit Card to be taken to the payments screen

- 1 Select an activity class
- 2 Activity and developer details
- 3 Learning outcome details
- 4 Summary
- 5 Supporting document
- 6 Declaration
- 7 Payment

PREVIOUS EXIT SUBMIT

Commonwealth Bank

Your details will be sent to and processed by The Commonwealth Bank of Australia and will not be disclosed to the merchant

Merchant name:

Card selection


Pay securely using SSL+ by clicking on the card logo below

VISA MasterCard

TO AVOID BEING CHARGED INCORRECTLY
DO NOT CLOSE THE BROWSER WINDOW
OR USE THE BACK BUTTON UNTIL
YOU RETURN BACK TO MERCHANT'S
WEBSITE.

[CommWeb Terms and Conditions of use](#)


Select credit card type by clicking on the appropriate icon.

Commonwealth Bank 

Your details will be sent to and processed by The Commonwealth Bank of Australia and will not be disclosed to the merchant

Merchant name:

Card details

 **VISA:** You have chosen VISA as your method of payment. Please enter your card details into the form below and click "pay" to complete your purchase.


Card Number

Expiry Date / month/year

Security Code

Purchase Amount **AUD \$99.00**

The 3 digits after the card number on the signature panel of your card.




I hereby authorise the debit to my VISA Account in favour of Department of Immigration and Citizenship

**TO AVOID BEING CHARGED INCORRECTLY
DO NOT CLOSE THE BROWSER WINDOW
OR USE THE BACK BUTTON UNTIL
YOU RETURN BACK TO MERCHANT'S
WEBSITE.**

[CommWeb Terms and Conditions of use](#)

(1)

Commonwealth Bank 

Your details will be sent to and processed by The Commonwealth Bank of Australia and will not be disclosed to the merchant

Merchant name:

Please wait while your payment is processed

Please wait...

The server is processing your payment using VISA for the value of AUD \$99.00.

**TO AVOID BEING CHARGED INCORRECTLY
DO NOT CLOSE THE BROWSER WINDOW
OR USE THE BACK BUTTON UNTIL
YOU RETURN BACK TO MERCHANT'S
WEBSITE.**

[CommWeb Terms and Conditions of use](#)

(2)

(3)

The payment has been successfully processed.

Details of your transaction:

Name: Helens Commercial Simba Test

CRN: 29064215342235

Payment Method: Credit Card

Card Type: VC

Payment Type: CPD Activity Application

Payment Amount: \$ 99

Payment Date: 05/11/2013 11:50:27

Invoice No: INV-115284-N9X0F2

Bank Receipt No: 330911379915

You can now close this window.

Close Window

DO NOT close window until you get to this screen

CPD activity application

Your CPD application has been successfully submitted.

The Office of MARA shall review in due course and shall be in contact with you.

Your application number WK13

Ok

4.9 View Application Status

When you click **OK**, you will be returned to the secure Home Page area. You can view the application status by selecting **Activities and reporting** from the ribbon menu bar, then click on the **View Application Status**.

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Activities and reporting

Currently approved activities

- > Advertise CPD Session
- > View / delete advertised sessions
- > Edit an advertised session

Report completed CPD

- > Activity reporting requirements
- > Report completed CPD activities

Apply for a new activity

- > CPD activity application
- > Activity application requirements
- > View application status

Search for upcoming CPD

Search for an agent

Search map

Location
eg. country, state, city, town, suburb, postcode

Agent
eg. agent's family name or MARN

Search


More search options Clear

On this page, you will be able to follow the progress of your applications under the **Application Status** field:

- Draft –the application has been started but not submitted to the OMARA.
- Submitted – application has been sent to the OMARA but not yet assessed
- Under Assessment – application has been assigned to an assessor

When finalised, the application status field will show Approved, Refused or Withdrawn.

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View application status

Year	Provider	Application type	Date of submission	Date of invoice	Application status	Your action
0	Sample PD Provider	Workshop		04/12/2013	Approved	-
0	Sample PD Provider	Distance Learning without a facilitator			Approved	-
2014	Sample PD Provider	Seminar	30/01/2014	28/02/2014	Approved	-
2014	Sample PD Provider	Seminar	02/05/2014	02/05/2014	Submitted	-
2013	Sample PD Provider	Program of Education	04/12/2013	04/12/2013	Expired	-
2015	Sample PD Provider	Conference	06/07/2015	06/07/2015	Submitted	-
2014	Sample PD Provider	Distance Learning without a facilitator	22/04/2014	22/04/2014	Approved	-

Other information:


[> CPD activity application](#)

[View application status](#)

[> Activity application requirements](#)

CPD activities will be listed on the MARA Notices on the day they are approved. The **MARA Notices** can be found in the public access area of the website

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Search for an agent

Search map

Location

eg. country, state, city, town, suburb, postcode


Agent

eg. agent's family name or MARN

Search

[More search options](#)
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MARA notices

Notice of Approved Activities

Activity class	Notice of Approved Activities
Programs of Education	Notice of Approved Activities - Program of Education
Distance Learning	Notice of Approved Activities - Distance Learning
Seminar	Notice of Approved Activities - Seminar
Conference	Notice of Approved Activities - Conference
Workshop	Notice of Approved Activities - Workshop
Pro Bono Work	Notice of Approved Activities - Pro Bono
Preparation or Presentation Authorship CPD completed with other professions	Notice of Approved Activities - Miscellaneous

Search for an agent

Search map

Location

eg. country, state, city, town, suburb, postcode

Agent

eg. agent's family name or MARN

Search

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Select the MARA Notice by clicking on the blue link

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Office of the Migration Agents Registration Authority

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Notice of Approved Activities

(Continuing Professional Development)

(1) For the purpose of regulation 9G (3) and clause 7A of Schedule 1 of the Migration Agents Regulations 1998 (Regulations) activities identified in the attached Schedule are approved activities under 9E (1) (a) of the Regulations, and include:

- a. The name of the activity; and
- b. The number of points for the activity; and
- c. The provider (if any) of the activity; and
- d. The mandatory classification.

(2) Activities specified as mandatory for the purpose of clause 7A of Schedule 1 of the Regulations:

- a. The Practice Ready Program for all registered migration agents in their first year of registration, unless in an exempt category^[2].
- b. All registered migration agents undertake a mandatory activity up to the value of one point in each subsequent year of registration, unless in an exempt category^[1].

Note: [1]. Explanatory Notes. The Office of the MARA specifies conditions for awarding CPD points for miscellaneous activities in the attached document.

[Explanatory Notes – Miscellaneous Activities](#)

Note: [2]. Exempt Category:

- a. Holders of current legal practicing certificates issued by an Australian body authorized by law to issue it.
- b. Evidenced full membership of CPA Australia, The Institute of Chartered Accountants in Australia or the Institute of Public Accountants. Membership must be current at time of repeat registration application.
- c. Accreditation as a specialist in immigration law awarded by an Australian body authorized by law to award it.
- d. Exceptional circumstances (as outlined in subsection 3.5.6.1 of the Authority's Procedures and Policy Manual).

The Approved Activities was last updated on: 06 Jul 2015 03:10:25 PM .

Activity Number	Title	Type	Points Value	Mandatory	Approved Date	Expiry Date	Provider Name
60100	Immigration Law Specialist Accreditation Assessment Program1	Miscellaneous	10	Yes	—	27/05/2010	Office of the MARA
60101	Authorship, Shared Authorship or Editorship of a book as specified(d) by the Office of the MARA	Miscellaneous	3	No	—	02/09/2008	Office of the MARA

List can be sorted by double clicking on the header tabs


5. ACTIVITIES AND REPORTING

From the Secure Home Page, you can select **Activities and reporting** from the ribbon menu to:

- Action currently approved activities
- Apply for a new CPD activity
- Report completed CPD
- Search for upcoming CPD

Skip to content | Skip to navigation

Sample PD Provider
Log off | My Home



Australian Government
Department of Immigration
and Border Protection

Office of the Migration Agents Registration Authority

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Home / Secure / PD provider / Activities and reporting

Activities and reporting

Currently approved activities

- > Advertise CPD Session
- > View / delete advertised sessions
- > Edit an advertised session

Report completed CPD


- > Activity reporting requirements
- > Report completed CPD activities

Apply for a new activity

- > CPD activity application
- > Activity application requirements
- > View application status

Search for upcoming CPD

Search for an agent

 Search map

Location
eg. country, state, city, town, suburb, postcode

Agent
eg. agent's family name or MARN

Search

[More search options](#) [Clear](#)

Translated documents

አማርኛ - Amharic	ελληνικά - Greek	کوردی - Kurdish	Kiswahili - Swahili
عربي - Arabic	हिन्दी - Hindi	Bahasa Malaysia	Tagalog
বাংলা - Bengali	Bahasa Indonesia	Myanmar	தமிழ் - Tamil
中文 - Chinese	Italiano - Italian	नेपाली - Nepali	ไทย - Thai
دري - Dari	日本語 - Japanese	Português - Portuguese	ትግርኛ - Tigrinya
Thuongjãŋ - Dinka	Karen	Русский - Russian	Türkçe - Turkish
English	ខ្មែរ - Khmer	සිංහල - Sinhalese	Việt-ngữ - Vietnamese
فارسی - Farsi Persian	한국어 - Korean	Español - Spanish	اردو - Urdu
Français - French			
Deutsch - German			

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5.1 Advertise a CPD session

Click **Advertise CPD Session** in either **Activities and Reporting** or **Top Tasks** on the secure home page.

Note: All CPD activities must be advertised prior to the event in order to successfully report completed CPD.

5.1.1 Select from current approved activities

Select the activity you wish to advertise by clicking on the radio button on the right hand side of the table.

Click **'Next'**.

Advertise CPD Session

You must answer ALL questions marked with an asterisk.

Please select a currently approved CPD activity.

Activity Number	Title	Type	Expiry	
PB12	Pro Bono Work - Helens AVO Simba Test	Pro Bono work	—	<input type="radio"/>
PB15	My Pro	Pro Bono work	30/11/2013	<input type="radio"/>
WK12	AVO Test CPD activity application	Workshop	31/10/2015	<input checked="" type="radio"/>

Selected Activity

Title AVO Test CPD activity application

Activity number WK12

CPD point(s) 2

Mandatory Yes

1 Current approved activities

2 Activity session details

3 Summary

Click on radio button to select CPD to advertise

5.1.2 Enter activity session details

Advertise CPD Session

You must answer ALL questions marked with an asterisk.

1 Current approved activities

2 Activity session details

3 Summary

Selected Activity

Title

AVO Test CPD activity application

Activity number

WK12

CPD point(s)

2

Mandatory

Yes

Location

City

Location City cannot be empty. *

Country

*

State

Start date time

Start date (dd/mm/yyyy, e.g. 01/01/1980)

Start time

: :

*

End date time

End date (dd/mm/yyyy, e.g. 01/01/1980)

End time

: :

*

Activity Information

*

You have submitted 0 session(s).

Submit

Submit and duplicate

EXIT

NEXT

CPD session details and provider contact information to be entered here.

To advertise more than one session for the same activity, click on "Submit and duplicate"

5.1.3 Activity session details

The CPD activity sessions that you have advertised will be displayed on this page.

Advertise more sessions

If you wish to add more sessions, click '**Add more sessions**'.

Advertise CPD Session

You must answer ALL questions marked with an asterisk.

Submitted activity session(s)

Title	Activity Number	Start Date/Time	End Date/Time	Location
AVO Test CPD activity application	WK12	05/11/2013 11:05 AM	05/11/2013 11:15 AM	Sydney NSW Australia

Add more sessions

EXIT

1

Current approved activities

2

Activity session details

3

Summary

5.2 Edit an advertised activity session

If you make an error or wish to change the scheduling of an advertised CPD session, select **'Edit an advertised session'** in **'Activities and Reporting'**. This will take you into the session details page where you can re-enter the amended session details.

You can only edit an activity session in this area. If you wish to delete an activity go to **'View/delete an activity'** on the **'Activities and Reporting'** page.

Edit an advertised session

You must answer ALL questions marked with an asterisk.

Activity title	AVO Test CPD activity application
Activity number	WK12
CPD point(s)	2
Type	Workshop
Mandatory	Yes

Location

City
Sydney *

Country
Australia *

State
NSW *

Start date time

Start date (dd/mm/yyyy, e.g. 01/01/1980)
05/11/2013

Start time
11 : 10 AM *

End date time

End date (dd/mm/yyyy, e.g. 01/01/1980)

End time
11 : 15 AM *

Activity information
Website User Guide *

EXITNEXT

1

Advertised activity session

2

Activity session details

3

Summary

Re-enter details and click 'Next'.

Edit an advertised session

DateTime is less than minimum value supported by CrmDateTime. Actual value: 01/01/0001 11:20:00, Minimum value supported: 01/01/1900 00:00:00

You must answer ALL questions marked with an asterisk.

Activity title AVO Test CPD activity application

Activity number WK12

CPD point(s) 2

Type

Workshop

Mandatory

Yes

Session number

WK12-2

Location

Sydney NSW Australia

Start date / time

05/11/2013 11:05 AM

End date / time

05/11/2013 11:15 AM

Activity information

Website User Guide

1

Advertised activity session

2

Activity session details

3

Summary

Check details are correct and click 'Exit'.

EXIT

5.3 View/delete an advertised activity session

If you decide to cancel a CPD session, you can **delete** the session from this page by selecting the activity and clicking on the "Delete" button.

View / delete advertised sessions

See Session | All

Title	Session Number	Start	Location	
Pro Bono Work - Helens AVO Simba Test	—	25/10/2013 12:00 AM	—	<input type="checkbox"/>
AVO Test CPD activity application	—	31/10/2013 11:40 AM	SYDNEY NSW Australia	<input checked="" type="checkbox"/>
AVO Test CPD activity application	—	05/11/2013 11:05 AM	SYDNEY NSW Australia	<input type="checkbox"/>

Delete

You will receive a message allowing you to check that you are deleting the correct session. Click 'Delete' to confirm the action.

View / delete advertised sessions

Title
Ethics and Professional Practice
Sample CPD Seminar

Page: 1

Count: 2

Confirm delete sessions

Are you sure you want to delete the selected sessions (1)? This action is not reversible.

Delete

Cancel

Session | All

Title	Location	
—	—	<input type="checkbox"/>
SYDNEY NSW Australia	SYDNEY NSW Australia	<input checked="" type="checkbox"/>

Delete

Other information:

5.4 Report completed CPD

To report completed CPD, select the activity by clicking on the radio button to the right of the activity, then click 'Next'.

Report completed CPD activities

You must answer ALL questions marked with an asterisk.

Title	Session Number	Start	Location	
Pro Bono Work - Helens AVO Simba Test	—	25/10/2013 12:00 AM	—	<input type="radio"/>
AVO Test CPD activity application	—	31/10/2013 11:40 AM	SYDNEY NSW Australia	<input checked="" type="radio"/>

EXIT NEXT

Click on radio button to report completed CPD

- 1 Advertised activity session
- 2 Report on attendees
- 3 Summary

There are two methods available to report completed CPD:

- Import using csv file
- Report using online form

5.4.1 Import using csv file

Report completed CPD activities

You must answer ALL questions marked with an asterisk.

You can choose to report on CPD points using file upload or online form.

Activity title	AVO Test CPD activity application
Activity number	WK12
CPD point(s)	2
Type	Workshop
Mandatory	Yes

Session number	WK12-1
Location	Sydney NSW Australia
Start date / time	31/10/2013 11:40 AM
End date / time	31/10/2013 12:00 PM

Activity Information	Test
----------------------	------

Please select your reporting options:

☒ Import using CSV file

☐ Report using online form

Select reporting method

- 1 Advertised activity session
- 2 Report on attendees
- 3 Summary

When nominating to use a csv file, the two mandatory fields required are the MARN and Family Name of the registered migration agent.

- Click on Browse to select a saved csv file from your computer. A sample csv file can be downloaded from the 'Sample CSV' link at the bottom of this web page.
- Click Next

Report completed CPD activities

You must answer ALL questions marked with an asterisk.

You can choose to report on CPD points using file upload or online form.

Activity title	AVO Test CPD activity application
Activity number	WK12
CPD point(s)	2
Type	Workshop
Mandatory	Yes
Session number	WK12-1
Location	Sydney NSW Australia
Start date / time	31/10/2013 11:40 AM
End date / time	31/10/2013 12:00 PM
Activity Information	Test

Please select your reporting options:

☒ Import using CSV file

☐ Report using online form

Upload completed CPD activities

Completed GPD activities

To download the csv file template, please click below.

[Sample CSV - ReportCPDExample.csv](#)

1 Advertised activity session

2 Report on attendees

3 Summary

	A	B	C	D
1	600000	White		
2	100000	Reeve		
3				
4				

Enter file name

Upload saved csv file

Download sample csv file

5.4.2 Report using online form

You can choose to report on CPD points using file upload or online form.

Activity title	AVO Test CPD activity application
Activity number	WK12
CPD point(s)	2
Type	Workshop
Mandatory	Yes

Session number	WK12-1
Location	Sydney NSW Australia
Start date / time	31/10/2013 11:40 AM
End date / time	31/10/2013 12:00 PM

Activity Information	Test
----------------------	------

Please select your reporting options:

☐ Import using CSV file

☒ Report using online form

Select reporting method

Report completed CPD activities

You must answer ALL questions marked with an asterisk.

You can choose to report on CPD points using file upload or online form.

Activity title	AVO Test CPD activity application
Activity number	WK12
CPD point(s)	2
Type	Workshop
Mandatory	Yes

Session number	WK12-1
Location	Sydney NSW Australia
Start date / time	31/10/2013 11:40 AM
End date / time	31/10/2013 12:00 PM

Activity Information	Test
----------------------	------

Please select your reporting options:

☐ Import using CSV file

☒ Report using online form

Please enter the fields below.

MARN Family Name of Registered Agent

1 Advertiser activity session

2 Report on attendees

3 Summary

Enter MARN and Family Name

Enter MARN and Family Name in online fields. Click **Add**.

When you click 'Add' a new blank field will be created for additional entries and will create a list to be reported for the nominated activity. Click 'Next' when all completions for this activity are listed.

5.4.3 CPD reporting validation

After uploading a csv file or entering data via the online form, click on 'Next' to view reporting. Reporting is done in real time. You will be able to see both what has been successfully reported and what has not been reported due to error.

Note: If an error has been made on one or more entries, you will need to exit the process and reselect the activity. You will only need to re-enter the details of the entries where an error has been made.

Report completed CPD activities

You must answer ALL questions marked with an asterisk.

Attendees to report in this transaction

MARN	Family Name
1234567	Fisher
7654321	Andrews

Error report (Number of errors: 1)
MARN: 7654321 Family Name: Andrews Reason: Agent not found.

Currently reported attendees on selected CPD session

MARN	Family Name
1234567	Fisher

EXIT

Annotations:

- List of agents reported in this transaction (points to the first table)
- Lists errors and error reason – agents not reported (points to the error report)
- List of agents successfully reported (points to the second table)
- Click Exit to return to 'My Home' page. (points to the EXIT button)

Progress Indicators:

- 1 Advertised activity session
- 2 Report on attendees
- 3 Summary

6. CONTACT US

Clicking '**Contact Us**' in your secure log in area will bring up an enquiry form pre-filled with your name, contact number and email. To ensure your enquiry is attended to as quickly as possible, this is the preferred method of contact for the Professional Development section.

Contact us

Contact Us Form

You must answer ALL questions marked with an asterisk.

Commercial Test Provider

Contact Number	Country Code	Area Code	Number
Phone	61	2	90783540
Mobile	61	4	

Fax

Email address
a@b.com

Details of enquiry

Provider name and details

7. NEED ASSISTANCE?

If you have problems accessing your secure login area, completing tasks or difficulty navigating the OMARA's website, contact the OMARA by telephoning 1300 226 272 and asking to speak to a member of the Professional Development team.