Key Ages and Stages
Training Attendance Record

What is the purpose of the Training Attendance Record?

The Training Attendance Record is a self-maintained professional account of the dates that MCH Key Ages and Stages (KAS) training was completed. It is designed to assist students and nurses in keeping track of their participation in each of the seven KAS training sessions.

How is the Training Attendance Record completed?

The record can either be printed and written on or updated electronically. Individuals are responsible for their own record keeping.

What about Attendance Certificates?

Certificates are not required for nurses or students:

MCH nurses: attendance certificates are not required under the Continuing Professional Development (CPD) Registration Standard set by the Nursing and Midwifery Board of Australia.

Documentation of self-directed CPD must include dates, a brief description of the outcomes, and the number of hours spent in each activity. All evidence should be verified by demonstrating that the nurse has:
   a. Identified and prioritised their learning needs, based on an evaluation of their practice against the relevant competency or professional practice standards
   b. Developed a learning plan based on identified learning needs
   c. Participated in effective learning activities relevant to their learning needs
   d. Reflected on the value of the learning activities or the effect that participation will have on their practice.

There is no set format in which evidence of CPD should be presented.


MCH students can also complete this record. Students should discuss with their university whether these training courses form part of their clinical placement time.

What if I can’t remember the dates I completed the training?

Please contact mch@edumail.vic.gov.au.