



PERSONAL CPD RECORD

NAME:

COMPANY:

JOB ROLE AND RESPONSIBILITY:

DEVELOPMENT ACTIVITY				EVALUATION of CPD		
Details of CPD activity	Date(s)	Effective learning time	Follow up action	Key learning points	Key benefits / value added	Further comments: Was the learning successful? How can I improve it in the future?

GUIDE FOR RECORDING PERSONAL CPD ACTIVITIES

What is CPD?

Continuing Professional Development (CPD) is the process of developing and maintaining competence; a set of recognised skills needed to reliably perform your job.

What are the benefits of CPD?

CPD is the key to developing you and your professional career, it helps to you to keep up-to-date with current requirements and industry regulations and the like. It can also help you improve your skills and progress into new roles and supports your development throughout your career.

CPD will help you to:

- Keep up to date with industry changes;
- Keep pace with changing technology;
- Develop new skills and help to retain existing skills;
- Provide evidence of competence when it is required;

How do I record my CPD?

Using this template will help you record the development you have completed and will help you plan your future CPD needs. Structured CPD will help target your development needs, however, it is also important to take advantage of ad hoc CPD opportunities that come along too, as these can also be valuable.

Types of CPD

Any activity from which you learn or develop professionally can be considered eligible for CPD, though you should ensure that these complement your role and enhance your knowledge and skills. CPD can come from –

- Work-based learning. For example, reflecting on experiences at work, considering feedback from colleagues or customers.
- Professional activity. For example, being involved in a professional body or giving a presentation for work colleagues and the like.
- Formal education. For example, going on formal courses or carrying out research when installing a new product or equipment.
- Self-directed learning. For example, reading articles or books, including reading Connections or watching NICEIC technical seminars and webinars.