CPD RECORDING TEMPLATE



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| **Name:**  |
| **Membership number:**  |
| **Email address:** |

This form is provided for you to assess your CPD activities over a 12 month period and demonstrate that you meet the CPD requirements and standards of both the Institute and Licenced bodies i.e. Engineering Council, Science Council and Society for the Environment by way of:

* Identifying and prioritising development needs and opportunities.
* Using appropriate guidelines from licensed bodies together with competence benchmark standard.
* Pursuing a development action plan using a range of appropriate learning opportunities.
* Recording development achievements.
* Evaluation of achievements and reviewing against needs.

The Institute’s policy on CPD can be found at: <http://www.iom3.org/content/professional-development>

**CPD PRIORITIES IDENTIFIED FOR THE COMING YEAR**

|  |  |
| --- | --- |
| **No** | **CPD Priority** |
| **1** |  |
| **2** |  |
| **3** |  |

**REVIEW/CHANGES TO CPD PRIORITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Reasons for change** | **New priority (if appropriate)** | **Date** |
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**CPD RECORD**

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|  **Section 1 - Summary of supporting evidence**  |
| Date | Priority Number | Activity | Course Provider | CPD Type – see below | Hours |
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**It is important to use a broad range of activity types, and you can code your activity as follows:**

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|  **SECTION 2:** Please demonstrate how your CPD activities are a mixture of learning activities relevant to current or future practice**.** *This**should include activities in at least three (exceptionally two) of the following categories*: |
| Work based learning (such as supervising colleagues/students, reflective practice) **CPD Type: WBL** |
|  b) Professional activity (such as involvement in a professional body, mentoring) **CPD Type:** **PA** |
| Formal/Educational (such as writing articles/papers, further education) **CPD Type: FE** |
|  d) Self-directed learning (such as reading journals, reviewing books/articles) **CPD Type: SDL** |
|  e) Conferences/Events/Workshops **CPD Type: C** |
| Other (such as voluntary work, public service) **CPD Type: O** |
| **SECTION 3:** Please provide examples of how your CPD activity has contributed to the quality of your professional practice and service delivery. |
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| **SECTION 4:** Please provide examples of how your CPD activity has benefitted the users of your work. |
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**DECLARATION**

**I certify that this is true and accurate record of CPD and that I continue to practise and maintain competence at the level expected of the Institute and relevant licenced bodies.**

**Print name:**

**Signed:**

**Date:**