# Continuing professional development record

**Your Name:**

**Covering period:**

**Membership number:**

**Registration number:**

Please note that all aspects of the Continuing Professional Development (CPD) record should reflect your audit period. Therefore, in most instances, the activities you note in the action and evaluation section will align with what you have identified in the reflection and planning process.

## Reflection and planning

For each activity listed, please make notes on each of the following:

1. What do you need to learn? (Think about new knowledge, skills etc that will improve your practice or prepare you for a future role.)
2. How is the learning relevant to your practice? (Explain how you identified the learning and how it is relevant to your practice.)
3. What might you do in order to achieve this learning? (Consider different options e.g. workshops, online CPD module etc.) What will my success criteria be?
4. Target dates for review and completion (Try to estimate a date – it may be just an approximation.)

Please list each action or activity in the space below, making sure to number each one separately under each sub criteria, for Example, 1A, 1B, 1C, 1D:

Activity 1:

1A:

1B:

1C:

1D:

Activity 2:

2A:

2B:

2C:

2D:

Activity 3:

3A:

3B:

3C:

3D:

Activity 4:

4A:

4B:

4C:

4D:

## Action and evaluation

For each activity listed, please make notes on the following:

1. When did you complete the learning activity?
2. What did you do? (Try to be as specific as possible e.g., if you read a research paper please give a reference.)
3. What have you learnt? (Describe what you have gained as a result of your learning. This may be different to what you set out to learn.)
4. How do you intend to apply this to your practice and what will be the benefits?
5. Do you have any further action for your next CPD cycle?

Please list each action or activity in the space below, making sure to number each one separately under each sub criteria, for Example, 1A, 1B, 1C, 1D, 1E:

Activity 1:

1A:

1B:

1C:

1D:

1E:

Activity 2:

2A:

2B:

2C:

2D:

2E:

Activity 3:

3A:

3B:

3C:

3D:

3E:

Activity 4:

4A:

4B:

4C:

4D:

4E: