

Continuing Professional Development (CPD) Record

The purpose of a Continuing Professional Development Record is to record the development activities that you have completed and the associated hours. It may be a compulsory requirement of your profession to complete a set number of verifiable CPD hours. Verifiable CPD hours are usually defined as those that are associated with training that has educational aims and objectives and provides a certificate of completion or attendance. Some professions require CPD that is delivered by authorised training providers or is CPD certified. General CPD hours are hours spent on informal learning such as work shadowing or attending a conference.

How to complete this form

1. Enter the date or date range of the CPD activity that you have undertaken
2. Provide details of the CPD activity undertaken
3. Reflect on the activity and what you learnt from it
4. Reflect on how you will use what you learnt in your job role, or if personal development, how you will use what you learnt in your personal life
5. Reflect on what was missing from the development and what further development you require to fully meet the requirements of your CPD plan
6. Enter either the verifiable or general CPD hours. These will automatically be totalled at the bottom of the form if you are completing it in Adobe Reader.

Employee name:	
Position:	
Mandatory CPD required by: (professional body)	

Verifiable CPD hours required:	
Total CPD hours required:	



Date of CPD Activity	CPD activity undertaken	What did you learn?	How will you use what you learnt?	Further CPD required on this area of development	Verifiable CPD Hours	General CPD Hours
Total CPD Hours						

