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| Continuing professional development (CPD) record sheetfor CPD monitorinG (Parts A & B) and reinstating Members (Part A ONLY) |
|  |  |  |  |
| Name: |  |       |  |
|  |  |  |  |
| Membership number: |  |        |  |
|  |  |  |  |

# PART A: The record of activity

| **What you did** | **When you did it****(date/month/year)** | **What you got out of it in terms of CPD?** **How will it affect your work? (please be reflective)** | **Hours value** |
| --- | --- | --- | --- |
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|  |  |  | TOTAL No: |

Please CPD Practice Advice Note for more information <http://rtpi.org.uk/media/1796460/cpd_practice_advice.pdf>

# (PART B IS NOT TO BE COMPLETED BY REINSTATING MEMBERS)

# Part B: The RTPI CPD Record Sheet: Relationship between plan and record

At the end of each year, take some time to reflect on the relationship between the objectives from your PDP and the CPD that you have undertaken. You should use this to help produce your new PDP. **This reflective part is really important for your CPD monitoring submission.**

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| --- | --- |
| **Goal** | **Reflection** |
| *e.g. Goal 1 – Become a confident presenter* | *Have you met the objective? Do you need to set any new objectives as a result of this?*  |
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| **Were there any unexpected sources of CPD? How did they affect your development?** |

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| **Has anything else affected your CPD this year? What will the implications be for next year?** |

Now write your new PDP!