

CONTINUING PROFESSIONAL DEVELOPMENT RECORD - TEMPLATE

Name:

Job Role:

Date	Description of activity completed	Type of activity (see key)	CPD Hours	Reflection (to include: What did you do? Why? What did you learn from this? How will you use this?)	Evidence of completion (see key)

Key	Type of activity	Key	Type of evidence
WS	Work shadowing	CERT	Certificate
MT	Meeting	DOC	Documentation
OLA	Occupational learning	WKB	Workbook
PJ	Reading journals/articles	REF	Reflective record
1:1	One to one coaching	OBS	Observation report
IND	Induction	WT	Witness Testimony
O	Other	O	Other