

## **Appendix B**

### **Sample CPD Records**

#### **Explanation**

This appendix contains:

1. suggestions for the CPD records which you will want to keep.
2. check-lists of what you might want to include in the CPD record
3. an example of what each record might look like.

Whether you are designing CPD records for use by others or for yourself, then you will want to tailor them to the local requirements. They want to be:

- as minimal and simple as possible,
- easy and quick to understand (eg with explanatory details on the reverse),
- without duplication and without having to search backwards and forwards,
- a store of information that will be of direct use to the person filling in the form,
- flexible to allow for life's rich variety,
- kept up-to-date.

In order to reduce duplication, there is scope for combining records (see the sample at page B8 which combines Profile of Competence and Profile of Needs), or keeping them on a computer.

The best encouragements to keeping the records up-to-date are by setting a good example, and by expressing an interest in them. Let your colleagues see that you use them and find them useful, discuss how they find them and how they could get more benefit from using them.

#### **1. Suggested CPD Records**

1. Introduction
2. Personal Details
3. Career Record
4. Profile of Competence
5. Profile of Needs
6. Development Plan
7. Development Record
8. Evidence of Competence Gained

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### **2. Checklists**

#### **1. Introduction**

- who is this for?
- why should you keep it up-to-date ? (obligations, benefits)
- who can help you?

#### **2. Personal Details**

- to enable the records to be returned to you
- your contact details

#### **3. Career Record**

##### **a) Experience**

- record of your experience, often in reverse chronological order (most recent recorded first):
- employers, clients
- projects
- dates
- job titles, roles and responsibilities
- competences gained and used

*Here you will often store:-*

*old CVs, project write-ups ,company/promotional materials, press reports, old business cards.*

##### **b) Qualifications & Credits**

- the titles of your academic, vocational and professional qualifications,  
plus:
- dates, level at which each taken, grades, awarding bodies.

*Here you will often store:-*

*your awards, certificates and reports.*

#### **4. Profile of Competence**

- name, date.
- competences: name/description, reference, level, source.
- personal attributes (eg values, learning styles, sources of motivation, blockages).
- names of other people involved (eg boss, mentor, friends).

#### **5. Profile of Needs**

(this is probably best done In conjunction with other check lists)

- name, date.
- overall goals.
- competences required: name/description, reference, level, source.
- competences not yet adequate: name/description, reference, level, source.
- priority.
- names of other people involved (eg boss, mentor, friends).

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### 6. Development Plan

- name, date.
- competences selected for development: name/description, reference, level, source.
- proposed development activity, responsibility, resources required (eg funding, authority).
- objectives (ie how will you know when competence is achieved?).
- names of other people involved (eg boss, mentor, friends).

### 7. Development Record

- nature of the development activity, location, duration, date.  
*The nature of the development activity, see above, can be either*
  1. *work related , on-the-job(eg secondment, special projects, voluntary work, training others, unanticipated problems/opportunities).*
  2. *informal, self-directed(eg reading, conversation with mentor/colleagues, exhibitions & meetings).*
  3. *formal, structured(eg full/part-time courses, with/without assessment, conferences, lectures).*
- relevant development plan, activity/objectives.
- evaluation of achievement, consequences.
- competences achieved: name/description, reference, level, source.

### 8.Evidence of Competence Gained

- index to contents of this section.
- certificates(eg academic, vocational, professional).
- performance appraisal records.
- results from: psychometric tests, assessment centres.
- press cuttings, testimonials, letters of thanks.
- list of publications or other objects/information stored elsewhere.

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### **3. Sample CPD Records**

#### **CONTENTS**

- 1 INTRODUCTION
- 2 PERSONAL DETAILS
- 3 CAREER RECORD
- 4 PROFILES OF COMPETENCE & NEEDS
- 5 DEVELOPMENT PLAN
- 6 DEVELOPMENT RECORD
- 7 EVIDENCE OF COMPETENCE GAINED

#### **1. Introduction**

As an individual you are ultimately responsible for planning and executing your own Continuing Professional Development (CPD). This task cannot be delegated to someone else, although there are many - employers, institutions, mentors and so on - who will give help and support.

This Record Book is a tool to help you - confidentially and methodically - to record your achievements; your development plans and the successful conclusion of each stage of your CPD. You will then, doubtless, wish to start a new development cycle.

While the Record Book will hold a record of your ambitions and achievements, it can also be used to contain more mundane details such as your career history and formal education. It can be either a paper record or held on computer.

Many organisations and individuals have developed their own versions for their own use, so feel free to adapt these proformas to fit your own situation.

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### **2. PERSONAL DETAILS**

Name

Address

Post code

Date of birth

Telephone number (home)  
(mobile)  
(work)  
(fax)

Email

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### 3. CAREER RECORD

*This section enables you to record up-to-date details of your career and qualifications. This is useful when you have to compile a curriculum vitae résumé for a potential employer or client. It also helps you - and anyone advising you - when you plan your CPD. For this reason it is valuable to keep details of your career changes and qualifications up-to-date.*

#### 3a Experience

Firstly, list details of your PRESENT employment. Then go on to list and describe ALL of the jobs you have held and how long you have held them. Set out your duties and responsibilities in each job (or project) and include any competences gained which you think are important and that others might find relevant. If you are self-employed you might wish to consider a major client as equivalent to an employer.

#### Present Employer (or client)

Work address and post code

Work telephone/fax/e-mail

job titles	dates	job details including duties/responsibilities	competences gained	
			(descriptions)	(source/level/reference)

**Notes**

**Appendix B**  
**Previous Employer (or client)**  
 Work address and post code

*Attach extra sheets if required*  
 Work telephone/fax/e-mail

job titles	dates	job details including duties/responsibilities	competences gained (descriptions) (source/level/reference)	

**Notes**

**Previous Employer (or client)**  
 Work address and post code

Work telephone/fax/e-mail

job titles	dates	job details including duties/responsibilities	competences gained (descriptions) (source/level/reference)	

**Notes**

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**3b Your Qualifications and Credits**

Secondly list the formal qualifications and credits which you have already achieved. They should include all relevant academic, vocational and professional awards including the appropriate levels and grades. Describe any competences gained which you think were important and that others might find relevant

**Qualification** (academic/vocational/professional) *Attach extra sheets if required*  
 Level/grade Title Date Qualifying body

(descriptions)	competences gained	(source/level/reference)

**Notes**

**Qualification** (academic/vocational/professional) *Attach extra sheets if required*  
 Level/grade Title Date Qualifying body

(descriptions)	competences gained	(source/level/reference)

**Notes**