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| **CPD Record** |  | **Name** |  |
|  | **Membership No.** |  |
|  | **CPD Record for year** | From:  To: |

**Part 1: CPD requirements**

To be completed at the beginning of each year.

**What areas have you identified as priorities for your CPD in the coming year?**

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| **Objective** | **CPD topic or skill area** | **What development have you identified you need to undertake in this area and why?** |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
|  |  |  |
|  |  |  |

**Part 2: CPD Log**

To be completed throughout the year to record the CPD activities undertaken. The CIfA CPD requirement is a **minimum of 50 hours in any two-year period**.

**What activities have you completed during the year and how did they contribute to your CPD objectives?**

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| --- | --- | --- | --- | --- |
| **Date of activity** | **CPD Activity**  **eg course, seminar, reading, new work activity or experience, etc.)** | **Contributing to objective no.** | **What did you learn from undertaking this activity?** | **Hours** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total hours** | | | |  |

**Part 3: Review of future CPD needs**

To be completed at the end of March each year.

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| **How far do you feel you met the CPD objectives you set at the beginning of the year?** |
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| **What do you think should be your main priorities for CPD in the coming year?** |
|  |

**Part 4: Declaration**

**I confirm that this is an accurate record of my development during the year.**

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| Signed |  | Date |  |