bacp | counselling changes lives

Linking your CPD records in the My CPD area (Learning Centre) - example

All aspects of your Continuing Professional Development record should reflect your audit period. Therefore, in most instances, the activities you note in the **Log completed CPD** section will align with what you have identified in the **Plan your CPD** section.

We recommend demonstrating this by numbering your records within the the titles in both the **Plan your CPD** and **Log your CPD** areas so they correspond. In the example below, in the **Plan your CPD** section '1. Asylum seakers' has been identified as an area to learn more about. In the **Log your CPD** section, '1. Working with asylum seekers' has been completed. Both have been numbered '1' to show how the completed activity in the CPD log links to the identified area of development within the CPD plan.

My CPD

Plan your CPD   Log completed CPD

Here you can identify and reflect on anything new you want to learn, or skills you'd like to develop, to improve your practice or prepare you for a future role. We recommend doing this at the start of each membership year, but you can return to your plan at any time to add new areas for learning. Select 'Add activity' to complete details or write your reflections on each area you plan to cover. Add a new entry for each area - these will appear below so you can refer to them throughout the year. When you've completed a CPD activity, go to your 'Log completed CPD' log to record it. See our help pages for further information.

Add activity

Title	Start date	Completion date ▲
1 Asylum seekers	7 Aug 2020	3 Oct 2020
2 Working professionally	4 Jun 2020	2 Dec 2020
3 Disorders	10 Jan 2021	12 Mar 2021
4 Attending board meetings	1 Apr 2021	13 May 2021
5 Conduct training days	15 Jun 2021	1 Oct 2021
6 Supervision training	7 May 2021	1 Oct 2021
7 Self-care	7 Feb 2020	2 Oct 2021

My CPD

Plan your CPD   <u>Log completed CPD</u>

Here you can record all the CPD activities you undertake in each membership year. Complete this for all your CPD so you have a permanent record. Select 'Log activity' to complete details and write your reflections on each activity you undertake. Add a new entry for each activity you want to record – these will appear below. If you complete CPD content from the Catalogue, it will automatically appear as an entry here. You'll need to edit the entry to include your reflections. See our help pages for further information. We hope this online log makes it easier for you to capture, record and, if required, submit your CPD activities.

Period

All ▾

Log activity   Submit for review   Export completed activities   Help

Show filters ▾

Title	Type	Date ▲	Complete
5 Conducting training days	Networking with colleagues	31 Aug 2020	✔
1 Working with asylum seekers	Media learning	1 Oct 2020	✔
2 Writing a draft paper	Writing for publication	20 Nov 2020	✔
7 Self care activities	Self care activity	20 Dec 2020	✔
3 Learning about eating disorders	Attending a conference, lecture, seminar or workshop	12 Mar 2021	✔
6 Supervision training	Other (please specify below)	7 May 2021	✔
4 Attending board meetings	Joining a support or discussion group	13 May 2021	✔