

## Continuing professional development record

Name		Covering period		Registration number	
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*\*Please note that all aspects of the Continuing Professional Development record should reflect your audit period. Therefore, in most instances, the activities you note in the action and evaluation section will align with what you have identified in the reflection and planning process.*

### Reflection and planning

What do you need to learn?	How is the learning relevant to your practice?	What might you do in order to achieve this learning?	What will my success criteria be?	Target dates for review and completion
(Think about new knowledge, skills etc that will improve your practice or prepare you for a future role.)	(Explain how you identified the learning and how it is relevant to your practice.)	(Consider different options e.g. workshops, online CPD module etc.)		(Try to estimate a date - it may be just an approximation.)
1.				
2.				
3.				

*Please do not include personal, confidential or identifiable material in your records, unless this information is requested for audit purposes.*

4.				
5.				
6.				
7.				
8.				

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## Action and evaluation

When did you complete the learning activity?	What did you do?	What have you learnt?	How do you intend to apply this to your practice and what will be the benefits?	Do you have any further action for your next CPD cycle?
	(Try to be as specific as possible - e.g. if you read a research paper please give a reference.)	(Describe what you have gained as a result of your learning. This may be different to what you set out to learn.)		
1.				
2.				
3.				
4.				

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