



## iProfessional CPD Record Template 2005-6

Person's name	Title	Company Name		CPD Total Hours
Verification of complete CPD Record	Company Representative's Name	Title	Signature	Date

<b>Self Development Activities</b>							
<b>Trade body (or equivalent) recognised activities</b>		<b>CPD Hours Permissible</b>	<b>Description</b>	<b>Date dd/mm/yy</b>	<b>Time In 1/4 hrs 3.15, 3.45</b>	<b>Verification Name Date</b>	
1	Attendance at 'trade-body recognised' courses	Contact hours admissible					
2	Attendance at trade-body recognised' industry events –evening talks/ seminars, 'dinner' seminars	Contact hours admissible					
3	Speaking/presenting at 'trade-body recognised events	Contact hours admissible					
4	Trade-body Committee meetings and Committee members' time devoted to trade body activities	Contact hours admissible					
5	Judging industry awards	Contact hours admissible					
6	Short listed companies for industry awards	1 hour per project team member for contributing to best practice endeavours and industry case study material.					
7	Winning companies industry awards	2 hours per project team member for contributing to best practice endeavours and industry case study material.					
8	Contributing to an industry event as a trade-body designated representative	Contact hours admissible					
9	Other trade-body related?	1 hour each weighted at 55%					

<b>Self Improvement Activities external to workplace</b>							
		<b>CPD Hours Permissible</b>	<b>Description</b>	<b>Date dd/mm/yy</b>	<b>Time/hours In 1/4 hrs 3.15, 3.45</b>	<b>Name</b>	<b>Verification Date</b>
10	Attendance at external non-trade-body recognised but industry related courses	Input Contact hours but will be weighted 70%					
11	Attendance at external industry events – conferences, exhibitions, talks, presentations	Input Contact hours but will be weighted 60%					
12	Speaking/Presenting at external events	Contact hours + preparation time if appropriate admissible					
13	Writing articles for external industry relevant journals/magazines	2 hours per piece (over 1000 words) 1 hour for shorter pieces.					
14	Audio/video interviews if industry relevant	1 hour each					
15	Other?	1 hour each weighted at 55%					

<b>Self Improvement Activities in the workplace</b>							
		<b>CPD Hours Permissible</b>	<b>Description</b>	<b>Date dd/mm/yy</b>	<b>Time In 1/4 hrs 3.15, 3.45</b>	<b>Name</b>	<b>Verification Date</b>
16	Attendance at workplace events with external presenters and an industry focus ( lunch talks, evening seminar, courses on site)	Input contact hours but will be weighted 65%					
17	Speaking/Presenting at internal events to pass on industry knowledge or experience	Contact hours + preparation time if appropriate admissible					
18	Coaching/Mentoring colleagues to pass on knowledge and experience	Input contact hours aggregated across a month or 3 months etc. but will be weighted 65%. However, if qualified as a recognised coach/mentor/trainer through training or equivalent, contact hours will be weighted 100%					
19	Taking part in online discussion groups/forums to pass on or swap knowledge and experience	Input contact hours aggregated across a month or 3 months etc. but will be weighted 65%					
20	Receiving help from colleagues for problem solving a relevant work topic	Input contact hours aggregated across a month or 3 months etc. but will be weighted 65%					

21	Tapping into online resources to improve knowledge and experience	Input contact hours aggregated across a month or 3 months etc. but will be weighted 55%					
22	Researching industry/competitor practice – viewing/comparing products against your own	Input contact hours aggregated across a month or 3 months etc. but will be weighted 55%					
23	Taking industry relevant e-learning/online learning/distance learning courses	Input Contact hours but will be weighted 70%					
24	Self-improvement of skills and knowledge - learning by doing new software, new processes, new equipment, by reading manuals, using hints and tips, trial and error	Input contact hours aggregated across a month or 3 months etc. but will be weighted 65% In the description specify the software/processes involved.					
25	Self improvement of skills and knowledge by research or reading relevant – journals, magazines, online sources,	Input Contact hours aggregated across a month or 3 months etc but will be weighted 55%					
26	Other?	1 hour each weighted at 55%					

Self improvement activities outside work							
		CPD Hours Permissible	Description	Date dd/mm/yy	Time/hours In 1/4 hrs 3.15, 3.45	Name	Verification Date
27	Industry based research, reading, analysing, discussion, writing, note-taking, (whether face-to-face, alone or online)	Input contact hours aggregated across a month or 3 months etc. but will be weighted 60%					
28	Attendance at non-recognised but industry related courses.	Input contact hours but will be weighted 70%.					
29	Taking industry relevant e-learning/online learning/distance learning courses	Input contact hours but will be weighted 70%.					
30	Self-improvement of skills and knowledge - learning by doing new software, new processes, new equipment, by reading manuals, using hints and tips, trial and error	Input contact hours aggregated across a month or 3 months etc. but with specific reference to the software/processes involved. Will be weighted 65%					
31	Self improvement of skills and knowledge by research or reading relevant – journals, magazines, online sources	Input contact hours aggregated across a month or 3 months etc. but will be weighted 55%.					
32	Other ?	1 hour each but weighted at 55%.					