

CONTINUOUS PROFESSIONAL DEVELOPMENT FILE



NAME:	
POSITION:	
CPD & Refresher training YEAR	2021 – April 2022

MEMBERSHIPS:

Membership or Association	Acceptance Date	Renewal Date	CPD Required or Updated

Development Undertaken (CPD):

Course/CPD	Provider/Place	Qualification Level	Seminar/other	Date

Seminars and other CPD

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BOOKS & JOURNALS READ:

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Record of Activity

Title of CPD activity	Date	CPD type	Can this activity be evidenced if you are spot checked? Y/N	Hours spent on this activity*

*CPD Hours are active hours spent Learning and are divided up into the following:

- **Directed Learning** (Taught Course) DL = 1 CPD point per hour
- **E-Learning** (Anything on-line without an Official exam) E-L = ½ Point per hour
- **Self – Learning** (Reading, Writing) S-L = 1 Point every 4 hours
- **Seminars, Conferences and Talks** SCT = 1 Point for the entire session
- **Writing a Published Course, Document or Article** PDA = 5 Points per Unit

Reflection (The comments are a guide to what you should consider, however they are not mandatory)

Did you need to vary your CPD learning objectives across all primary skillsets during the year? This includes adding, removing, or amending learning objectives. If so, please provide details.

Which learning primary objectives have been met, either fully or partially? Evaluate how your activities have contributed to your chosen areas for development.

Which learning objectives have not been met? Provide an evaluation as to why this was the case.

If any Security CPD learning is outstanding what is your plan to rectify this?

Would other types of Specific Security CPD activities be more useful?

**Practical:
Theory:
E-Learning:**

Consideration of future learning objectives

- Have you identified new areas for development/improvement which may improve your knowledge or Skillsets.
- Have you identified any Regulated courses or Learning that may further you career aspirations.
- Would applying for Memberships aid you in accomplishing your aims