**CPD RECORD**

**Name and membership number**

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**CPD declaration year**

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**Role and responsibilities**

* What is your role? What are your responsibilities?
* How long have you held this role?
* Do you work in a role that carries any risks, e.g. Audit, insolvency, investment business, FCA, reputational?

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**Reflect**

* What areas have you identified that require your attention? This may include soft skills such as presentational skills as well as technical issues
* What learning or development needs have you identified that may impact upon your role?
* Have there been any changes such as legislation or accounting standards that impact upon your role?

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**Act**

* What actions have you completed or undertaken to meet the needs that you have identified above? e.g. courses, e learning, research, coaching, 1:1s, shadowing experts

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**Impact**

* How did the CPD undertaken enhance your role?
* Did the actions undertaken fully meet your development needs or if not, how do you intend to address your outstanding or ongoing needs?
* Are you more competent following your CPD undertaken?
* What did you learn?
* Have any areas been identified for further development?

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**Action points for further development**

* What issues/soft skills/technical issues have been identified to be addressed for the next year?
* Is your role unchanged or have your been promoted or do you require new skills in a new role?

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**Date**