

## CPD Record

The purpose of a Continuing Professional Development Record is to record the development activities you've completed and the time you've spent on them.

### How to complete

There are various CPD membership schemes available, e.g. PigPro, DairyPro NEROSO & BASIS but, if you are not a member, you can record your CPD by logging your hours as below.

1. Enter the date or date range of the CPD activity that you have undertaken
2. Provide details of the CPD activity undertaken
3. Reflect on the activity and what you learned from it
4. Reflect on how you will use what you learned in your job role, or if personal development, how you will use what you learned in your personal life
5. Reflect on what was missing from the development and what further development you require
6. Enter either the verifiable (required by professional or industry body) or general CPD hours

Details			
Employee name		Job role	
Activity 1			
Date of CPD activity		CPD activity undertaken	
Evidence of completion			
What did you learn?			
How will you use this?			
Further development needs			
Verifiable CPD hours		General CPD hours	

## Activity 2

Date of CPD activity		CPD activity undertaken	
Evidence of completion			
What did you learn?			
How will you use this?			
Further development needs			
Verifiable CPD hours		General CPD hours	

## Activity 3

Date of CPD activity		CPD activity undertaken	
Evidence of completion			
What did you learn?			
How will you use this?			
Further development needs			
Verifiable CPD hours		General CPD hours	

## Activity 4

Date of CPD activity		CPD activity undertaken	
Evidence of completion			
What did you learn?			
How will you use this?			
Further development needs			
Verifiable CPD hours		General CPD hours	
Total CPD hours			

It may be a compulsory requirement of your profession to complete a set number of verifiable CPD hours. Verifiable CPD hours are usually defined as those that allow you to operate legally and professionally within a job role and may well result in a certificate of completion or attendance. Some verifiable CPD may need to be delivered by authorised training providers or someone who is CPD certified. General CPD hours are hours spent on informal learning, such as work shadowing, attending a conference, webinars, etc.

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