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| **My CPD Record** |
| **Full Name:**  |
| **Job Title:**  |
| **Period Covered:** Previous 12 months/most recent employment appraisal period (**delete as appropriate**). |
| **Membership No:**  |
| **PLAN** | **DO** | **REFLECT** | **EVALUATEE** | **REVIEW** |
| **1. Plan** your objectives and identify the CPD activities that will help your learning and development | **2**. **Do** the CPD activities and list the planned activities undertaken and include any other activities that you’ve completed in response to opportunities that might have arisen | **3. Reflect** on what you’ve learnt and achieved through your CPD activities | **4. Evaluate** your CPD activities against your objectives | **5. Review** your learning and development plan regularly and how your CPD activities fit with your future needs |
| *What’s my objective, why do I have this objective? And what do I want to achieve? Also consider, how will I know that I have achieved my objective?* | *What will I do to achieve this objective and how? I.e., courses were undertaken?* | *What have I learnt or achieved from doing this activity? and what does it mean for my next CPD plan?* | *Did I meet the objectives that I set myself?* | *What were the successes, would there be changes for the future?* |
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