Template Continuing Professional Development (CPD) Record

Full name: Time period:

CPD aims

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| **Outline brief notes about your CPD plans for the year ahead.** **(For example, what do you want to learn more about, what activities do you want to achieve, etc.)** |
|  |

CPD record

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Duration (hours)** | **Activity type** | **Activity topic** | **What did you learn?** | **How will you use what you have learnt?** |
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Signed as an accurate record of training and CPD activity in the specified time period.

Signed: Name:

Head/Director of ground safety or line manager:

Signed: Name:

Once complete, a signed copy of this document is to be kept in the Safety Officer’s personnel records.